

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR CODE COMPLIANCE SUPERVISOR

DEFINITION:

Under direction, to coordinate and direct, through subordinate supervisors, the work of operational units engaged in the City-wide enforcement of a variety of State, Federal, county or municipal codes and ordinances.

*** EXAMPLES OF DUTIES:**

- Coordinates, monitors and evaluates the work of subordinate supervisors;
- Reviews responses to route slips, citizen complaints, and disciplinary recommendations for consistency with department policy, procedures and past practice;
- Reviews subordinate recommendations on mitigation of enforcement procedures;
- Coordinates the repair and maintenance of enforcement vehicles and equipment;
- Develops and coordinates training programs and manuals for subordinates;
- Serves as liaison with community organizations or private businesses to explain City enforcement policies and practices;
- Reviews workload statistics, equipment availability, personnel costs and revenue to evaluate staffing levels;
- Evaluates and develops alternative enforcement policies and procedures.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience supervising personnel responsible for the enforcement of a variety of specialized codes and ordinances. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.