

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR CODE COMPLIANCE SUPERVISOR - 1912

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 and handles the most difficult and sensitive Council requests and 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;
- Designs, develops, and oversees implementation of outreach programs to reduce illegal dumping;
- Reviews workload statistics, equipment availability, personnel costs, and revenue to evaluate staffing levels;
- Evaluates and develops alternative enforcement policies and procedures;
- Analyzes and recommends budget allocation;
- Prepares computerized spreadsheets, reports, and presentations utilizing a variety of software program and Environmental Programs and Collections Systems (EPACS).

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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience supervising personnel responsible for the enforcement of a variety of federal, state, county, or municipal codes and ordinances.

- * **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.