CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION

ZONING INVESTIGATOR I

DEFINITION:
Under general supervision, in a training capacity, to conduct routine field and office investigative work in the enforcement of various
codes and ordinances including zoning, land use, development, building code, and related regulations; and to perform related work.

DISTINGUISHING CHARACTERISTICS:
This is the entry level class in the Zoning Investigator series. In a training capacity, employees in this class are typically assigned
the more routine field and office zoning enforcement duties. Instructions for completing assignments are specific and work is closely
reviewed.

* EXAMPLES OF DUTIES:
• Investigates complaints of code violations received from the City Council offices and the public;
• Conducts field investigations of properties to determine whether code violations have occurred or if requests for
  conditional use permits, variance and other discretionary permits should be approved or denied;
• Enforces limited portions of the Uniform Building Code;
• Enforces historical and environmental regulations;
• Reviews and approves coastal permits;
• Reads grading maps and determines if conditional use permits and other regulations have been violated;
• Performs proactive inspections;
• Documents findings of site visits in case files;
• Researches various records to obtain a variety of data such as property ownership, legal property descriptions, deed
  information, and annexation dates;
• Contacts other City departments to determine engineering data, licensing and permit history;
• Explains regulations to property owners and attempts to obtain voluntary compliance;
• Sets up and follows through on abatement schedules;
• Refers cases to other enforcement units as appropriate;
• Issues violation notices, notices of civil penalties, notices of abatement administrative citation, misdemeanor citations, civil
  penalties and recommends stop work orders;
• Coordinates abatement efforts with other departments;
• Collects and prepares evidence for and serves as a witness in administrative hearings and court cases;
• Completes forms and prepares reports documenting findings and actions;
• Provides code information as a public counter, in the field, and in other City Departments;
• Checks building plans, plot plans, topographical maps and elevation plans;
• Enforces billboard and other sign codes and reviews and approves permit requests;
• Updates database with inspection and compliance information;
• Attends community meetings and events to provide information on code enforcement issues;
• Maintains and updates zoning maps;
• Uses measuring devices and makes mathematical calculations to determine measurements;
• Drafts route slip responses and other correspondence for review by supervisor;
• Performs related work.

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.
College graduation with an Associate or higher degree, AND one year of experience in the interpretation and application, or
enforcement of codes and ordinances; OR two years of experience as stated above.

* 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.