

## 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.