

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**ZONING INVESTIGATOR II**

**DEFINITION:**

Under general supervision, conducts 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 fully experienced or journey-level class in the Zoning Investigator series. Employees in this class are expected to perform the full range of duties assigned requiring only occasional instruction or assistance as new or unusual situations arise. Positions classified at this level may be underfilled with a Zoning Investigator I in accordance with the City's Career Advancement Program.

\* **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, variances 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 at 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** two years of experience in the interpretation and application, or enforcement of codes and ordinances; **OR** three 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.