

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: F72 & 129

CLASSIFICATION: Code Enforcement Officer I/II

DEPARTMENT: Planning

CLASS DEFINITION: To investigate violations of and enforce City ordinances and other related codes, related to occupancy, zoning, land use, health, sanitation, public nuisance, transportation, animal license/permits, and business license/permits.

DISTINGUISHING CHARACTERISTICS:

Code Enforcement Officer I - Positions in this classification perform at the entry level of the Code Enforcement Officer job series. They include employees who have limited or no directly related experience and are in a learning capacity. Incumbents work under close supervision, and assignments are routine and repetitive in nature. Decisions are made within established procedural framework.

Code Enforcement Officer II - Positions in this classification perform at the journey level of the Code Enforcement Officer job series. They include employees who have substantial and directly related or prior occupational experience and perform a full range of duties assigned to the position. They work under moderate supervision with only guidance, instruction or assistance, frequently in the absence of a supervisor. Work is normally reviewed only upon completion and for overall results.

SUPERVISION RECEIVED AND EXERCISED:

Code Enforcement Officer I: Work under close to moderate supervision of a Senior Code Enforcement Officer. Incumbents start out with close supervision when new to the job. Work seldom varies and is performed according to established procedures. Usually there is a supervisor in the immediate area. As incumbents progress through training, they work towards moderate supervision. Desired results of work are given and occasionally allow or require making a choice in the application of defined methods or procedures. Supervision may not be in the immediate area, but is readily available.

Code Enforcement Officer II: Work under moderate supervision of a Senior Code Enforcement Officer. Desired results of work are given and occasionally allow or require making a choice in the application of defined methods or procedures. Supervision is not in the immediate area, but is readily available.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: Responsibilities and duties may include, but are not limited to, the following:

Receive complaints regarding violations of City ordinances and regulations; research City codes for appropriate sections.

Conduct field investigations regarding possible violations of a variety of City codes and ordinances, and related state codes including zoning, nuisance, property maintenance, housing, transportation, and animal and business license/permits, health and sanitation.

Check peddlers and solicitors for city license and permits; inspect news racks located on the public right-of-way; issue permits; and impound news racks.

Inspect places of business to check for compliance with licensing, zoning, and other city ordinances; including enforcing the City's anti-scavenging ordinance and City taxi cab transportation ordinances.

Explain and interpret City ordinances to violators; set deadlines for compliance and follow-up.

Write notices of violation and directives outlining and describing areas to be brought into compliance.

May issue notices to appear and criminal citations to violators who fail to comply within specified time limits; take photographs of violations and prepare comprehensive written reports.

May seek prosecution through the municipal court system; coordinate with the prosecutor; collect and analyze evidence for complaint preparation and case prosecution.

Testify as the city's witness in court proceedings regarding code violations

Collect business license fees; posts notices of public hearings and signs affidavits that such postings have been done.

Maintain files, databases, daily inspection logs and records related to citations and violations; prepares a variety of written reports, memoranda and correspondence.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Code Enforcement Officer I:

Experience in: Two (2) years of public contact experience, preferably involving investigative, or inspection skills.

Knowledge of: Investigative principles and practices; English usage, spelling, grammar, punctuation and methods of report writing; and computers and related software.

Ability to: Effectively explain appropriate City and State codes and ordinances; learn the purpose of and interpret occupancy, zoning, land use, building, animal and business license/permits, housing, transportation, health, sanitation and public nuisance code provisions; learn to interpret legal descriptions and boundary maps of real property; analyze and compile technical information on code investigations and violations; maintain records and prepare comprehensive reports; use discretion and exercise sound judgment; learn to deal diplomatically with the public and effectively defuse volatile situations; communicate effectively, both orally and in writing; establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Code Enforcement Officer II: In addition to the qualifications for the Code Enforcement Officer I:

Experience: Journey-level experience in the enforcement of codes with some experience involving investigative or inspection skills.

Knowledge of: Zoning, housing, transportation, health, sanitation, and nuisance ordinances and codes; animal and business license/permit regulations; regulations and requirements of court evidence; rules of evidence and related procedures.

Ability to: Effectively and accurately interpret and explain appropriate City and State codes, ordinances and regulations; understand legal descriptions and boundary maps of real property; analyze and compile technical information on code investigations and violations; research, extract, and retrieve appropriate data from other departments and outside agencies; conduct effective investigation; applying investigative techniques useful in ensuring compliance with appropriate codes and ordinances; prepare misdemeanor complaints; prepare clear and logical reports; operate a camera and computer terminal; use discretion and exercise sound judgment; deal diplomatically with the public and effectively defuse volatile situations; prepare and present accurate court testimony; and establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Note: Incumbents are required to work evenings and weekends. Some positions require bi-lingual skills.

License/Certification Required: Possession of a valid Class C California Driver's License by date of appointment. Possession of a level 3 P.C. 832 Peace Officer's Standards and Training (P.O.S.T.) Certificate is also required by completion of probation. Positions at the Code Enforcement Officer I level must obtain the Basic Code Enforcement Officer Certificate issued by the Southern California Association of Code Enforcement Officers prior to promotion to the II level.

WORKING CONDITIONS:

Environmental Conditions: Due to the nature of work assignments, incumbents work in the field and are exposed to inclement weather. Depending upon the nature of a code violation, incumbents may be exposed to unpleasant odors, unacceptable sanitary conditions, unsafe dwellings and aggressive animals.

Physical Conditions: Due to the nature of work assignments, incumbents must have the physical ability to stand, walk and climb when conducting field inspections; hear conversation; have color vision and visual acuity to see up close and at a distance; lift items weighing up to 25 pounds; work in a stressful environment; and deal safely and effectively with hostile people.

OTHER:

FLSA Designation: Non-exempt

Unit Designation: Anaheim Municipal Employees Association (AMEA) – General Unit

CAREER LADDER INFORMATION: Experience gained in this classification may serve to meet minimum requirements for Senior Code Enforcement Officer.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Document Number: CS3201.DOC
Former Job Class: Code Enforcement Officer I/II; Community Preservation Officer I/II
Former Document Number: CS1006
Revised 10/1985 – Ralph Andersen & Associates
Revised 9/1990 – C. Harris
Revised 11/2005 – V. Kilmurray
Revised 3/2008 – C. Stewart
Revised 4/2009 – B. Gibb