

**RESOLUTION TO AMEND FISCAL YEAR 2017-2018 JOB CLASSIFICATION PLAN
FOR CODE ENFORCEMENT OFFICER DEPARTMENT #20450**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2017/2018 Job Classification Plan covering all positions in the County service; and

WHEREAS, this position is necessary in the daily operational needs Code Enforcement Fund #20450; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2017-2018 Position Allocation Code Enforcement Officer range – 2408 Fund #20450; and

WHEREAS, Plumas County has met the meet and confer obligations for this position with Operating Engineers Local #3; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the amendments to the Fiscal Year 2017/2018 Job Classification Plan for the following positions:

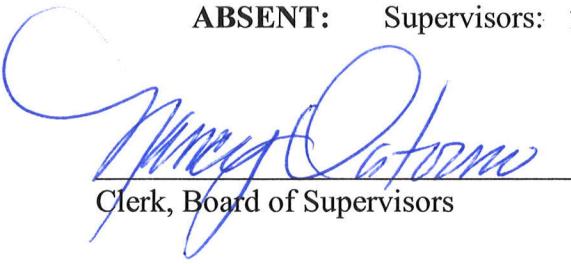
Code Enforcement Fund #20450
Code Enforcement Officer, range - 2408

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 6th day of February, 2018 by the following vote:

AYES: Supervisors: SIMPSON, THRALL, GOSS, SANCHEZ, ENGEL

NOES: Supervisors: NONE

ABSENT: Supervisors: NONE


Clerk, Board of Supervisors


Chair, Board of Supervisors

Exhibit A

CODE ENFORCEMENT OFFICER

DEFINITION:

Under general supervision will independently conduct field investigations of potential violations of State and County regulations and codes pertaining to land use, zoning, health and safety, environmental health, housing, building code regulations and ordinances, and abandoned vehicle abatement; investigates complaints and issues citations for code violations; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This classification performs a wide variety of code enforcement duties that may be difficult and require a great deal of professionalism, with a minimum of supervision. It is distinguished from the Chief Code Enforcement Officer in that the latter performs the more complex code enforcement duties and has supervisory responsibility. Plumas County Code Enforcement Officers are authorized by the Board of Supervisors with the authority to issue citations, as appropriate, in the enforcement of Chapter 8 of Title 5, Titles 6, 8 and 9 of the Plumas County Code, and Sections 373(a), 374.4 and 402b of the Penal Code.

REPORTS TO:

Director of Building Services, Chief Code Enforcement Officer

CLASSIFICATIONS DIRECTLY SUPERVISED:

None

CODE ENFORCEMENT OFFICER – 2

EXAMPLES OF DUTIES:

- Investigates reported violations of State and County regulations and code governing land use, zoning, health and safety, environmental health, housing, building code regulations and ordinances, and abandoned vehicle abatement.
- Interprets and applies laws, court decisions, and civil guidelines.
- Interprets and applies policies, procedures, rules and regulations.
- Obtains compliance with applicable regulations, codes, and ordinances through approved policies and procedures.
- Investigates reports of substandard residences and initiates legal processes to terminate or limit their habitation as necessary.
- Documents violations identified and determine requirements for compliance.
- Compiles affidavits and warrant service documentation, obtains and serves warrants; compiles and issues such citation notices, orders and other legal documents as necessary.
- Determines and initiates appropriate enforcement inclusive of abatement orders, “stop work” orders, non-compliance filings, and administrative citations.
- Evaluates corrected violations for compliance with conditions of applicable regulations and codes.
- Coordinates investigations and enforcement with other agencies and departments.
- Researches and analyzes building and land use permit records, County Assessor parcel maps, records of the County Recorder, vehicle and owner records of the State, legal references, technical references, and the available records of the courts and law enforcement agencies.
- Promotes media and public program exposure to attain voluntary compliance and community support.
- Prepares and maintains a variety of confidential and public reports and documents.
- Presents cases, evidence or programs to the Board of Supervisors.
- Presents case evidence in court cases.
- Plumas County Code Enforcement Officers are charged by the Board of Supervisors with the authority to issue citations.
- Issue administrative citations as appropriate and necessary.

TYPICAL PHYSICAL REQUIREMENTS:

Ability to climb, stoop, crawl, crouch, and kneel, sit for extended periods; frequently stand and walk; ability to work on high steep, uneven, slippery or unstable terrain or structures; normal manual dexterity, eye-hand coordination; corrected hearing and vision to normal range; verbal communications; lift and move object weighing 50 pounds, physical strength and agility for self-defense. Use of office and field equipment including computers, telephones, calculator, copiers, FAX, scanner, laminator, digital cameras, compasses, automated printers, digital photo printer, GIS equipment.

CODE ENFORCEMENT OFFICER - 3

TYPICAL WORKING CONDITIONS:

Work is performed in office, outdoors, days, evenings, weekends, and driving environments; work is performed in urban and rural settings, in mountains, agricultural areas, and arid regions; work is performed in varying types of weather, varying temperature and humidity, and catastrophic weather conditions; exposure to dust, chemicals, gases, dampness, insects, disease, and other hazardous materials and conditions; frequent encounters with difficult and sometimes hostile and belligerent individuals and situations; continuous contact with staff and the public.

KNOWLEDGE OF/ABILITY TO

- Interpret and apply all California Building Standards Codes, California Vehicle Code, California penal code, State Housing Act of California, California Health and Safety Code sections regulating housing for human habitation, manufactured homes, special occupancies.
- Interpret and apply Plumas County Code; Title 1, General Provisions; Title 2, Administration; Title 4, Public Safety; Title 5, Public Welfare; Title 6, Sanitation and Health; Title 7, Public Works; Title 8, Building Regulations; Title 9, Planning and Zoning; Abandoned Vehicle Abatement, as set forth in Chapter 8 of Title 5 of said Code.
- Interpret and apply principles and practices of investigation, laws of search and warrants, collection of evidence, and issuance of citations.
- Court processes and procedures, case presentation and prosecution, and courtroom conduct.
- Various construction materials, accepted standards and methods of construction.
- Photography and related equipment, presentation of photographic evidence.
- Terms, definitions, formats and content for legal documents, serving, filing or otherwise processing legal documents.
- Hazardous materials, contamination, and waste disposal, inclusive of mold and lead paint contamination.
- Compile detailed, concise, accurate, objective oriented reports, presentations; make effective oral and written presentations.
- Enforce regulations and codes with impartiality and tact.
- Deal professionally, tactfully and courteously with the public, media, coworkers and other governmental agencies.
- Maintain high standards of conduct through integrity, loyalty, perseverance, fortitude, compassion and public service.
- Exercise personal initiative in the completion of job responsibilities. Complete assigned projects in a timely efficient manner.
- Read and understand maps relating to surveys, zoning, subdivisions, land parcels and general orientation and directions.
- Proficient in reading and understand construction drawings.
- Proficient use of inspection tools, measuring devices, and equipment assigned.
- Perform all aspects of job responsibilities independent of regular supervision.

CODE ENFORCEMENT OFFICER – 4

TRAINING AND EXPERIENCE:

- Two (2) years' experience equivalent to a Plumas County Building Inspector, or Building Plans Examiner or, Planner, or Code Enforcement Officer.
- Graduation from an accredited college or university with Associate's or Bachelor's degree work in planning, construction management, building Inspection technology, administration of justice, criminal, constitutional or civil law or law enforcement, may be substituted for one (1) year of experience.
- Possession of, or ability to qualify within 12 months of hire, as a California Association of Code enforcement Officers (CACEO) Certified Code Enforcement Officer (CCEO), or International Code Council (ICC) Certified Code Enforcement Officer. Such certification must be maintained throughout employment.
- Possession of a California basic Peace Officer Standards and Training Certification or possession of as specified in section 832 of the California Penal Code or the ability to obtain such 832 PC certification (40 hour class) within six (6) months of hire. Such certification must be maintained throughout employment.

SPECIAL REQUIREMENTS:

Applicant must possess a valid driver's license at time of application. A valid California License is required by the time of appointment, and must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Exhibit D

CODE ENFORCEMENT OFFICER

DEFINITION:

Under general supervision will independently conduct field investigations of potential violations of State and County regulations and codes pertaining to land use, zoning, health and safety, environmental health, housing, building code regulations and ordinances, and abandoned vehicle abatement; investigates complaints and issues citations for code violations; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This classification performs a wide variety of responsible and difficult code enforcement duties, with minimum supervision. It is distinguished from the Chief Code Enforcement Officer in that the latter performs the more complex code enforcement duties and has supervisory responsibility. Plumas County Code Enforcement Officers are charged by the Board of Supervisors with the authority to issue citations and make arrest, as appropriate, in the enforcement of Chapter 8 of Title 5, Titles 6, 8 and 9 of the Plumas County Code, and Sections 373(a), 374.4 and 402b of the Penal Code.

REPORTS TO:

Director, Planning and Building or Chief Code Enforcement Officer

CLASSIFICATIONS DIRECTLY SUPERVISED:

None.

CODE ENFORCEMENT OFFICER - 2

EXAMPLES OF DUTIES:

- Investigates alleged violations of State and County regulations and code governing land use, zoning, health and safety, environmental health, housing, building code regulations and ordinances, and abandoned vehicle abatement.
- Interprets and applies laws, court decisions, and civil guidelines.
- Interprets and applies policies, procedures, rules and regulations.
- Obtains compliance with applicable regulations and codes through enforcement and other approved means.
- Identifies substandard residences and initiates legal processes to terminate or limit their habitation as necessary.
- Documents fire damaged structures and require timely repair or other activity to assure public safety.
- Documents violations identified and determine requirements for compliance.
- Compiles affidavits and warrant service documentation, obtains and serves warrants; compiles and issues such citation notices, orders and other legal documents as necessary.
- Determines and initiates appropriate enforcement inclusive of abatement orders, "stop work" orders, non-compliance filings, and citations and physical arrests.
- Evaluates corrected violations for compliance with conditions of applicable regulations and codes.
- Coordinates investigations and enforcement with other agencies and departments.
- Researches and analyzes building and land use permit records, County Assessor parcel maps, records of the County Recorder, vehicle and owner records of the State, legal references, technical references, and the available records of the courts and law enforcement agencies.
- Presents cases, programs or evidence to the Board of Supervisors.
- Promotes media and public program exposure to attain voluntary compliance and community support.
- Presents case evidence in Superior Court; recommends Deed Restrictions and other land use limitations.
- Prepares and maintains a variety of confidential and public reports and documents.
- Plumas County Code Enforcement Officers are charged by the Board of Supervisors with the authority to issue citations and make arrests.

TYPICAL PHYSICAL REQUIREMENTS:

Ability to climb, stoop, crawl, crouch, and kneel, sit for extended periods; frequently stand and walk; ability to work on high steep, uneven, slippery or unstable terrain or structures; normal manual dexterity, eye-hand coordination; corrected hearing and vision to normal range; verbal communications; lift and move object weighing 25 pounds; physical strength and agility for self-defense or combative arrests; use of office and field equipment including computers, telephones, calculator, copiers, FAX, scanner, laminator, digital cameras, compasses, automated printers, digital photo printer, GIS equipment.

CODE ENFORCEMENT OFFICER - 3

TYPICAL WORKING CONDITIONS:

Work is performed in office, outdoors, days, evenings, weekends, and driving environments; work is performed in urban and rural settings, in mountains, agricultural areas, and arid regions; work is performed in varying types of weather, varying temperature and humidity, and catastrophic weather conditions; exposure to dust, chemicals, gases, dampness, insects, disease, and other hazardous materials and conditions; frequent encounters with difficult and sometimes hostile and belligerent individuals and situations; continuous contact with staff and the public.

KNOWLEDGE OF/ABILITY TO

- Interpret and apply California Vehicle Code; California Penal Code, California Code of Regulations, State Housing Act of California and Health and Safety Code sections regulating Employee Housing, Housing for Human Habitation, Mobilehomes, Manufactured Homes, Special Occupancies, Building Standards Code, Electrical Code, Plumbing Code and Mechanical Code
- Interpret and apply Plumas County Code; Title 1, General Provisions; Title 2, Administration; Title 4, Public Safety; Title 5, Public Welfare; Title 6, Sanitation and Health; Title 7, Public Works; Title 8, Building Regulations; Title 9, Planning and Zoning; Abandoned Vehicle Abatement, as set forth in Chapter 8 of Title 5 of said Code.
- Court processes and procedures, case presentation and prosecution, and courtroom demeanor.
- Interpret and apply principles and practices of search and seizure laws; collection and processing of evidence; laws of detention, citation, warrant and arrest.
- Qualities and uses of various construction materials, accepted standards and methods of building construction, accepted methods and techniques of building and code enforcement inspections.
- Photography equipment and photography, principles of crime scene photography, processing, preservation and presentation of photographic evidence.
- Terms, definitions, formats and content for legal documents, serving, filing or otherwise processing legal documents.
- Federal and State programs for sampling, testing and mitigation of lead paint, mold, and toxic mold.
- Hazardous materials, hazardous waste disposal, hazardous materials contamination and mitigation, inclusive of lead and lead paint contamination.
- Practices, tools, equipment and material used in the construction trades.
- Analyze a combination of complex laws, regulations, evidence, circumstances and environmental conditions to arrive at an interpretation in resolution of operational or administrative problems or activities.
- Compile detailed, concise, accurate, objective oriented reports, presentations and programs, make effective oral and written presentations.
- Enforce regulations and codes with impartiality and tact.
- Deal tactfully and courteously with the public, media, coworkers and other governmental agencies.

CODE ENFORCEMENT OFFICER – 4

- Compile and process a variety of legal documents and forms.
- Read and understand maps relating to surveys, zoning, subdivisions, land parcels and general orientation and directions.
- Proficiently use inspection tools, measuring devices, drafting aids, cameras, and other assigned equipment.
- Complete assigned projects in a timely efficient manner.
- Maintain high standards of conduct through integrity, loyalty, perseverance, fortitude, compassion and public service.
- Exercise personal initiative in the undertaking and completion of job responsibilities.
- Perform all aspects of job responsibilities independent of regular supervision.
- Conduct emergency activities in a calm, poised and professional manner and provide support to associated agency personnel in potentially dangerous or hostile situations or environments.

TRAINING AND EXPERIENCE:

➤ Two (2) years experience equivalent to a Plumas County Building Inspector II, a Plumas County Plans Checker II or Plans Checker-Inspector II, Senior Planner, Code Enforcement Officer, or two (2) years holding a current and valid California Building Official Association's Building Official credential, **and**

Three (3) years experience in a law enforcement capacity with significant work involving direct violator contact, citation and/or arrest authority, and prosecution of civil or criminal violations

Graduation from an accredited college or university with major degree work in planning, architectural design or drafting, administration of justice, criminal, constitutional or civil law or law enforcement, may be substituted for one (1) year of experience.

➤ Possession of, or ability to qualify for, American Association of Code Enforcement (AACE) or International Code Council (ICC) certification as a Zoning Enforcement Officer, a Property Maintenance and Housing Inspector, Certified Code Enforcement Officer, and California Office of Emergency Services certification as a Disaster Service Worker, within 12 months of hire. Such certification must be maintained throughout employment.

➤ Possession of a California Basic Peace Officer Standards and Training Certification or possession of a certification as specified at Section 832 of the California Penal Code, or the ability to obtain such 832 P.C. certification within 12 months of hire. . Such certification must be maintained throughout employment.

SPECIAL REQUIREMENTS: Must possess a valid driver's license at time of application and a valid California License by the time of appointment. The valid California License must be maintained throughout employment.