

RESOLUTION NO. 85-2023

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA
AUTHORIZING TO APPROVE A SENIOR CODE ENFORCEMENT OFFICER JOB
CLASSIFICATION AND AUTHORIZE THE CITY MANAGER TO EXECUTE A SIDE LETTER
TO BE RECOGNIZED BY THE TEAMSTER'S MANAGEMENT 350 UNIT**

WHEREAS, Chapter 5, Article 4 of the Pacifica Municipal Code establishes a civil service personnel system and procedures for the administration of personnel matters; and

WHEREAS, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

WHEREAS, said Chapter requires that personnel rules and policies be adopted by resolution of the City Council; and

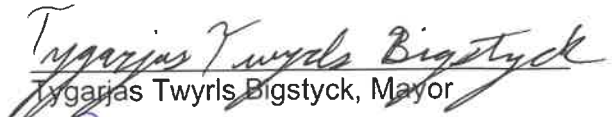
WHEREAS, adding new Senior Code Enforcement Job Classification will improve the service level delivery provided by the Planning Department; and the new classification is consistent with the organizational structure in other departments;

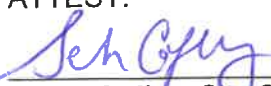
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pacifica, California, that the new proposed job classifications are hereby approved, and the City Manager or his designee is authorized to execute a side letter to include this classification and the salary schedule to be recognized by the Teamsters Management 350 Unit.

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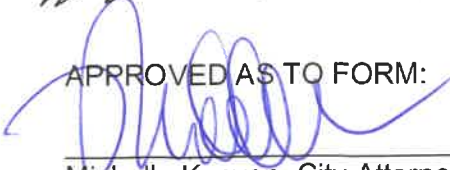
PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 14th day of August, 2023, by the following vote:

- AYES**, Councilmembers: Beckmeyer, Bier, Bigstycyk, Biles, Vatorlaus
- NOES**, Councilmembers: n/a
- ABSENT**, Councilmembers: n/a
- ABSTAIN**, Councilmembers: n/a


Tygarjas Twyrlys Bigstycyk, Mayor

ATTEST:


Sarah Coffey, City Clerk

APPROVED AS TO FORM:


Michelle Kenyon, City Attorney



SENIOR CODE ENFORCEMENT OFFICER

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

DEFINITION

Under general direction, assigns and supervises code enforcement activities; participates in the work of technical staff engaged in the enforcement of various State and City codes and ordinances; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Code Enforcement Officer series. The incumbent is responsible for the day-to-day supervision of division staff engaged in the enforcement of State and City codes and ordinances related to use, maintenance and safety of land and structures. Methods of performing assigned responsibilities are largely at the discretion of the incumbent within the framework of Planning Department policy, rules and regulations. Particularly sensitive matters are referred to and decided by the Planning Director. This class is distinguished from the next lower classification of Code Enforcement Officer by its responsibility for assignment and supervision of the activities of the Code Enforcement Division. The position in this class is required to be fully trained in all procedures and policies related to the code enforcement program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Director or designee. Exercises direct supervision over Code Enforcement Officer and other assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Plan, schedule, assign work and evaluate the performance of those engaged in code enforcement for commercial, industrial and residential property, to ensure compliance with codes, regulations and ordinances.
- Participate in the selection of full-time and temporary employees. Supervise staff in junior classifications.
- Recommend disciplinary actions.
- Develop and implement ongoing staff training program.
- Supervise and participate in the continuous improvement of administrative processes.
- Review, monitor and provide technical expertise, code interpretation assistance, advice on enforcement strategies on more complex incidents, and administrative matters.



EXHIBIT A

- Assist staff and other departments with the interpretation and application of applicable ordinances.
- Respond in person or by letter to inquiries regarding complaints and investigations, either verbally or with the use of a personal computer.
- Explain to superiors and to elected officials the status of, or issues involved in, complaints or investigations.
- Participate in the investigation, preparation and presentation in cases for legal action.
- Supervise the scheduling of and preparation for administrative appeal hearings.
- Participate in hearing and court activities related to case prosecution.
- Consult with staff in other departments to resolve interdepartmental conflicts or concerns. Coordinate enforcement efforts with other City departments and outside agencies.
- Provide information and serve as liaison to representatives from state, federal and other local agencies.
- May represent the department in technical organizations and committees.
- Meet with representatives of the community to explain functions, policies and operations and to mediate/resolve conflicts and/or respond to questions, clarify policies and regulations.
- Prepare agenda reports and make presentations to City Council and community groups. Participate in the development and implementation of the division budget.
- Prepare periodic reports on code enforcement activities and case statuses.
- Review policies, correspondence, regulations, reports and legislation and recommends and/or participates in operational changes.
- Conduct or direct the conduct of special projects.
- Develop and implement procedures to maintain the safety of code enforcement personnel during the conduct of their duties.

QUALIFICATIONS

Knowledge and Abilities:

Considerable knowledge of:

- Principles and practices of code enforcement; Investigation techniques and practices;
- Evidence collection and preservation;
- Principles of land use planning;
- Public speaking techniques;
- Property owner rights, property descriptions, assessor's map systems;
- Goals and functions of code enforcement;
- Techniques and methodologies used in making and resolving difficult public contacts with individuals from diverse socioeconomic and cultural backgrounds;
- Research practices and techniques;
- Technical report writing, written and verbal English grammar, spelling and construction, and photography.
- Principles and practices of conflict resolution and de-escalation.



General Knowledge of:

- State health and safety code;
- International Property Maintenance Code,
- Principles and practices of office administration and supervision;
- Techniques of training and evaluation;
- Project and workload planning;
- Court room procedures;
- Principles of budget preparation in the public sector;
- Practices and methodologies of contract administration.

Ability to:

- Plan, organize and manage staff engaged in the performance of complex, technical work;
- Develop and implement goals and objectives;
- Evaluate and determine levels of achievement and performance;
- Learn, interpret, apply and explain applicable codes (including the California Building Standards Codes), regulations and policies;
- Identify and analyze administrative problems and implement operational changes;
- Develop and maintain cooperative working relationships with staff and customers; Determine and implement the appropriate course of action in stressful situations;
- Manage meetings effectively;
- Learn and apply City procedures, interviewing, investigative and safety techniques and practices;
- Accurately research property ownership and status;
- Work independently;
- Analyze and evaluate observations and information in relationship to applicable codes and regulations;
- Communicate effectively both verbally and in writing with individuals from a variety of socioeconomic and cultural backgrounds;
- Use a personal computer in the composing and editing of written management and technical reports; prepare and make small group and public presentations.

Experience and Training Guidelines

Any combination of education and experience that has provided the knowledge and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the require knowledge and abilities would be: two (2) years of undergraduate course work from an accredited college or university and three (3) years of progressively responsible code enforcement experience, plus demonstrated extensive experience in a leadership role, such as program development and/or management.



EXHIBIT A

License or Certificate

- Ability to obtain a valid Class C California Driver's License by date of hire is required. Valid required license shall be maintained.
- Certified Code Enforcement Officer with California Association of Code Enforcement Officers (CACEO) within one year of hire.
- Successful Completion of a POST Penal Code 832 class required within one year of hire.
- International Code Council (ICC) Certification Property Maintenance and Housing Inspector highly desirable.
- ICC Residential Building Inspector Certification highly desirable.

Work Environment:

Works indoors, works outdoors, driving required, use of computer, camera, iPad or other mobile devices, works around others, works alone. The work environment may include exposure to cold, heat, outdoors, electrical hazards, vibration, chemicals, dust, toxic waste and mechanical hazards, and slippery or uneven walking surfaces.

Physical Requirements:

Essential duties require the following physical abilities: ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist and climb.

Status: Exempt

New Classification: July 10, 2023

Bargaining Unit: Teamsters Local 350 Managers

Compensation: FY2023-24 \$ 99,806 - \$121,057
FY2024-25 \$101,802 - \$123,478