



Legislation Text

File #: 13-1026, Version: 1

Community Development Agency and Human Resources Department recommending the Board consider the following:

- 1) Adopt Resolution **127-2013** establishing classification specifications, salary ranges and bargaining unit designations for the positions of Code Enforcement Officer I/II and Supervising Code Enforcement Officer; and
- 2) Amend the Authorized Personnel Allocation for the Community Development Agency deleting 2.0 FTE Building Inspector I/II/III positions and adding 1.0 FTE Code Enforcement Officer I/II, 1.0 FTE Supervising Code Enforcement Officer, and 1.0 FTE Development Technician.

FUNDING: General Fund.

BUDGET SUMMARY:	
Total Estimated Cost.....	\$69,970 FY 13-14
Budgeted.....	\$0
New Funding.....	
Savings.....	
Other.....	
Total Funding Available.....	\$0
Change To Net County Cost.....	\$69,970

Fiscal Impact/Change to Net County Cost

The additional cost for FY 2013-14 (nine months) is \$69,970 and will be included in the FY 2013-14 Budget Addenda process. The total estimated annual cost for the revised salaries for the code enforcement positions and the additional 1.0 Development Technician I/II position is \$93,294 (twelve months).

Background

Increased support for the Code Enforcement Unit was discussed and approved by the Board of Supervisors with the FY 2013-14 Recommended Budget in June 2013. Prior year staffing for the unit had been 1.0 Building Inspector III and 0.4 Development Technician I/II for a total of 1.4 FTEs. The approved FY 2013-14 Recommended Budget includes an additional 1.0 Building Inspector I/II position in support of Code Enforcement activities for a total of 2.4 FTEs.

Reason for Recommendation

Prior to initiation of the recruitment for the additional Building Inspector I/II position, Human Resources and the Community Development Agency reviewed the current job specifications and determined that revisions were needed to address the unique requirements of Code Enforcement

activities. The Departments are recommending the position of Supervising Code Enforcement Officer be established and the former position of Code Enforcement Officer I/II be revised and re-established to meet this need. The recommended salary for the Code Enforcement Officer I/II position is 5% above the Building Inspector I/II position. The recommended salary for the Supervising Code Enforcement Officer is 15% above the Code Enforcement Officer I/II position.

Specialized duties of the unit include:

- Receive and respond to complaints regarding substandard dwellings or structures, zoning violations, signage, debris, unsanitary conditions in dwellings, overgrown vegetation, home occupations, animal zoning issues and other zoning and code violations; issues stop work notices and infractions for non-compliance; requests issuance of misdemeanor citations by law enforcement as required.
- Perform inspections and abatement of hazardous items in dwellings, vacant lots and other premises.
- Contact complainants, occupants, and property owners and schedule and conduct on-site inspections; interpret codes and regulations and explains inspection procedures and regulations to involved parties.
- Photograph and document evidence of violations during site inspections; interview owners and/or occupants regarding violations.
- Monitor compliance activities and conduct follow-up and final inspections.
- Prepare, update, and maintain required code enforcement site inspection records, documents, and files.
- Testify in criminal and civil court, administrative hearings, public meetings, and depositions by subpoena as a County representative; and conduct follow-up once legal activities have been initiated.
- Confer with other County and State agencies on disposition of a variety of complaints and code violations.
- Prepare a variety of periodic and specialized reports related to code enforcement inspections and activities.

Supervising Code Enforcement Officer

Under general supervision, plans, organizes, coordinates, and supervises the activities and staff of the Code Enforcement Unit of the Community Development Agency; enforces State and local zoning and building codes through research, investigation, inspection and follow up activities, including administrative citation issuance and hearing or court appearance; communicates with the public regarding code compliance and enforcement. This is the first full supervisory level in the Code Enforcement Officer series, responsible for planning, organizing, supervising, reviewing, and evaluating the work of code enforcement staff. The incumbent is responsible for overseeing a wide range of code enforcement activities requiring comprehensive knowledge of various and interrelated codes, policies, procedures and goals. The work also includes the performance of the most difficult, complex, sensitive and/or highly technical assignments related to the code enforcement function.

Code Enforcement Officer I/II

Under general supervision, enforces State and local zoning and building codes through research, investigation, inspection and follow up activities, including administrative citation issuance and hearing or court appearance; communicates with the public regarding code compliance and enforcement. The Code Enforcement Officer I position is an entry level class responsible for

performing routine inspections while learning more complex codes and regulations. The Code Enforcement Officer II position is the journey level class of the series, fully competent to perform responsible and difficult residential and commercial inspections and code enforcement work.

Development Technician I/II

Additionally, staff is recommending the addition of 1.0 FTE Development Technician I/II in order to provide adequate technical and administrative support to the unit. With the addition of this position, total allocations for the Code Enforcement Unit in FY 2013-14 would be 3.4 FTEs.

Action(s) to be taken following Board approval

Human Resources and Community Development Agency will implement the changes.

Contact

Kim Kerr, Acting Director, Community Development Agency
Bobbi Bennett, Human Resources Manager

Concurrences

Operating Engineers, Local 3, has been informed of the proposed changes.