



## Legislation Details (With Text)

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**File created:** 1/17/2023 **In control:** Board of Supervisors  
**On agenda:** 2/7/2023 **Final action:** 2/7/2023  
**Title:** Planning and Building Department and Human Resources Department recommending the Board approve the revised class specifications Code Enforcement Officer I/II and Code Enforcement Supervisor.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Code Enforcement Officer I-II REDLINE, 2. B - Code Enforcement Supervisor REDLINE, 3. C - Code Enforcement Officer I-II CLEAN, 4. D - Code Enforcement Supervisor CLEAN

Date	Ver.	Action By	Action	Result
2/7/2023	1	Board of Supervisors	Approved	Pass

Planning and Building Department and Human Resources Department recommending the Board approve the revised class specifications Code Enforcement Officer I/II and Code Enforcement Supervisor.

**FUNDING:** N/A

### DISCUSSION / BACKGROUND

In June 2020, the Board approved a revised class specification for the Code Enforcement Supervisor position. Included in that revision was a new requirement for the incumbent to obtain a valid I.C.C. Building Inspector certificate within six (6) months of hire. This certification was previously required at the time of hire. The six (6) month time requirement was intended to allow the incumbent time to adjust to the position while allowing sufficient time to prepare to take the certification examination. Also, the additional time was intended to allow candidates to obtain all certifications that include: I.C.C. Building Inspector within six (6) months, Beginning Module Code Enforcement training within six (6) months, and Intermediate Module Code Enforcement Officer training within twelve (12) months of hire.

The Code Enforcement Officer I/II class specification requires the I.C.C. Building Inspector certification within (6) months, and Beginning Module Code Enforcement Officer within twelve (12) months. The I.C.C. Building Inspector certification is a significant program that requires an extended period of study to successfully pass the examination, and the first six months as a new Code Enforcement Officer is a critical time of learning and adjusting to the new position. Therefore, staff is recommending the Board amend the six (6) month requirements to twelve (12) months for all certifications for both classifications to allow incumbents adequate preparatory time to study and pass all required certifications and for consistency with the requirements.

The Code Enforcement Division has seen significant positive change since 2020. With a fully-staffed

Division, the Vacation Home Rentals (VHR) case backlog has been addressed, a strategic plan for the Division is underway, Code Enforcement has actively engaged in enforcement against illegal cannabis, and has put in place protocols and training programs to enhance staff efficiencies. All of these accomplishments are critical to enhancing the services provided by the Division. The six month requirements do not provide adequate time to prepare and pass the required exams, given the number of certifications that need to be obtained and the need to focus considerable effort on the continual needs of the Division. Without adequate preparation time, Officers may not be able to sufficiently prepare to pass the exam, resulting in the inability to pass probation. The loss of the incumbent staff would be a huge detriment to the County at large, and the Code Enforcement Division, in particular.

Concurrent with this item, staff is looking at ways to continuously align with staff training best practices from other jurisdictions across the state.

### **ALTERNATIVES**

The Board could choose not to adopt the revised class specification and extended certification period.

### **PRIOR BOARD ACTION**

The Board last approved a revision to the Code Enforcement Supervisor class specification on June 23, 2020 through Legistar items 20-0763 and 20-0735.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Planning and Building Department

Human Resources Department

Operating Engineers Local #3, Trades and Crafts

### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

### **FINANCIAL IMPACT**

The approval and adoption of the revised class specification will not result in any financial impact, as there are no corresponding changes to the compensation structure.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

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