

# Exhibit 3

CITY OF CARSON  
Class Specification

City Council Reso. No: 22-TBD  
Bargaining Unit: AME  
FLSA: Exempt

## PUBLIC SAFETY SERVICES MANAGER

### **Job Summary:**

Under direction of the Assistant City Manager or designee, manages, organizes, assigns and reviews the work of staff engaged in the enforcement of municipal and regulatory codes and ordinances (i.e., health and safety, NPDES, etc.). Interprets code and parking requirements and provides technical advice. Oversees the code enforcement and parking enforcement case process for the city's code enforcement and parking enforcement divisions.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Manage and supervises Code Enforcement Officers and Parking Enforcement Officers in the enforcement of the Municipal Code/City Charter and all City Ordinances such as public peace, parking of vehicles, sanitation and health, taxes and licenses, streets, buildings, planning and zoning.
2. Supervise the City's service request/complaint operation.
3. Conduct investigations of unlawful activities.
4. Manage the City's radio communications systems.
5. Oversees unusual, special and new inspection requirements with City departments and outside agencies (i.e., NPDES, etc.).
6. Ensures all inspections are conducted pursuant to right-of-entry procedures and due process of law.
7. Compile statistics on activities and write reports.
8. Supervises and patrols areas of the City in the enforcement of all parking laws and regulations per City and state laws and regulations.
9. Issues parking citations when violations occur.
10. Prepare Council agenda items.
11. Write performance evaluations and discipline or commend subordinates.
12. Maintain close liaison with the Sheriff's Department, Fire Department, and other public agencies and private organizations.
13. Monitor the L.A. County Sheriff's contract, the L.A. County Department of Animal Care & Control contract and other contracts as required.
14. Participate as a key member and leader on the City's emergency response team.
15. Manage and supervise the street sweeping parking enforcement contract.
16. Assist in all matters relating to disaster and emergency preparedness for the City and the community.
17. Explain and interpret municipal ordinances and other regulations.
18. Prepare complaints and cases for court prosecution.
19. Hold office conferences with violators of the municipal and zoning codes.

20. Provide training for enforcement and other staff.
21. Prepare and manage the division's budget.
22. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Graduation from a recognized college or university with a baccalaureate degree or equivalent in a related field required. Four (4) years of full-time paid experience required in code enforcement with a public sector agency. Four (4) years of full-time paid experience also preferred in parking enforcement with a public sector agency.

Equivalency Clause: Supervisory experience in Code Enforcement may be substituted for required education on a two-years for one year basis.

**Licenses and Certificates:**

Possession of a valid PC 832 required – (Arrest Course Certificate)

Desirable experience would include work in a law enforcement agency or public safety agency or other experience in public contact work involving regulatory codes, public relations, investigation, or inspection work; and any P.O.S.T. training or certification.

Possession of a valid California Class C Driver License. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Possession of a valid Certified Code Enforcement Officer Certificate (i.e., successful completion of Basic, Intermediate and Advanced Level modules) issued by the California Association of Code Enforcement Officers (CACEO) is required within one year of employment.

**Knowledge of:**

- Modern principles of investigation and inspection.
- City ordinances.
- Municipal Code/City Charter
- State and Federal laws.
- Record keeping practices.
- Principles of management, supervision, and administration.
- Public relations methods and practices.
- Drone operation and usage as it relates to required codes
- Laws relating to arrest, search and seizure; laws relating to evidence and property.
- Knowledge of site visit report writing and NPDES inspection practices.
- Modern principles of security including knowledge of security hardware systems and principles of dignitary protection.

**Skill and Ability to:**

- Communicate effectively, orally and in writing.
- Understand and apply ordinances, laws and regulations to a variety of situations.
- Establish and maintain effective working relationships and deal tactfully with the public.
- Manage and supervise others in a professional, effective and harmonious manner.
- Work cooperatively as a member of the City's management team.
- Perform law enforcement duties and responsibilities in a calm and professional manner in the face of excited and angry persons.
- Provide NPDES education to non-compliant businesses.
- Legally operate a licensed motor vehicle in the State of California.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Perform work which is primarily sedentary.
- Is subject to inside and outside environmental conditions.