

RESOLUTION NO. 19-161

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,
RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB
CLASSIFICATION SPECIFICATION FOR CODE ENFORCEMENT
SUPERVISOR

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a "mutual obligation" to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to update the existing classification specification of **CODE ENFORCEMENT SUPERVISOR** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **CODE ENFORCEMENT SUPERVISOR**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised classification specification for **CODE ENFORCEMENT SUPERVISOR**, (Salary Range 150A, \$6,089 - \$7,758), attached hereto as Exhibit A, assigned to the Carson Professionals and Supervisors Association (CPSA), is hereby adopted.

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of October 1, 2019, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 1st day of October, 2019.

MAYOR ALBERT ROBLES

ATTEST:

CITY CLERK DONESIA GAUSE

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 19-161 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 1st day of October 2019, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
City Clerk

CODE ENFORCEMENT SUPERVISOR

Job Summary:

Under direction of the Public Safety Services Manager, coordinates, schedules, assigns, and supervises the work of assigned Code Enforcement Officers in enforcing provisions of the city's Municipal Code, zoning laws, health and safety codes, and National Pollutant Discharge Elimination System (NPDES). Supervises and evaluates the performance of assigned staff.

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. Enforces municipal code regulations, including but not limited to, public peace, sanitation and health, taxes and licenses, streets, building and planning, zoning and NPDES.
2. Establishes, implements and monitors performance standards, goals and objectives of code enforcement division.
3. Coordinates, schedules, assigns, and supervises the day-to-day work activities of assigned personnel, including NPDES inspections.
4. Receives reviews and assigns service requests to personnel; refers service requests to other divisions and outside agencies as appropriate.
5. Monitors and follows up on progress of service requests and prosecution of court cases.
6. Documents service requests and resolution into computerized system.
7. Trains, supervises, and evaluates the performance of assigned staff; participates in the hiring and disciplinary process as appropriate.
8. Prepares and maintains records regarding work activity and personnel.
9. Communicates with city staff, and outside agencies; provides technical expertise and responds to public inquiries and complaints.
10. Performs field checks in support of code enforcement personnel.
11. Participates in the preparation and presentation of training; observes and enforces safety practices and procedures.
12. May attend meetings, trainings and court proceedings.
13. Participates as a member of the city's Emergency Response Team in time of disaster or other emergency.
14. Conducts inspections at a variety of facilities and locations for visible NPDES violations and initiate action to facilitate voluntary compliance.
15. Conducts inspections of local businesses and industrial properties to ensure compliance with applicable MS4 permit, licensing requirements, and applicable regulations.
16. Gathers evidence and recommend action related to NPDES not in compliance with MS4 permit requirements.
17. Provides information and NPDES best management practices to property and business owners.
18. 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:

An Associate's degree from an accredited college or university or at least sixty (60) units from an accredited college or university with coursework in Planning, Industrial Technology, Construction Management, Public Administration, Law Enforcement or a closely related field preferred (proof of completed coursework is required). Four years of public contact work experience in a public sector agency involving regulatory codes, collections, credit, public relations, investigation or inspection work including one (1) year of lead or supervisory experience required. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Applicable laws, codes, regulations, policies and procedures.
- Techniques of investigation and inspection.
- City organization, operations, policies and objectives.
- Modern office practices, procedures and equipment.
- Computers and related software.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision, training, and evaluation.
- Applicable sections of the California Vehicle Code.
- Current City, State and Federal Runoff regulations.
- Site visit report writing and NPDES inspection practices.

Skill and Ability to:

- Enforce provisions of the city's municipal code, zoning, and health and safety codes.
- Perform inspections and searches, issue citations, notices and orders and respond to related code enforcement complaints and questions.
- Read, interpret, apply and explain applicable codes, rules, regulations, policies and procedures.
- Read and interpret plot plans.
- Train, supervise, and evaluate personnel.
- Effectively communicate orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Provide NPDES education to non-compliant businesses.

License and Certificate:

Possession of a valid California Class C driver's 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 an 832 P.C. certificate within the probationary period is required. Possession of a valid Certified Code Enforcement Officer Certificate (i.e. successful completion of Basic, Intermediate and Supervisory) issued by the California Association of Code Enforcement Officers (CACEO) within the first year of employment is required.

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:

- Require the mobility to stoop, reach, crouch and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to talk, hear and see.
- Require the ability to stand for long periods and/or walk long distances.
- Perform work which involves lifting, pushing and/or pulling of objects which may approximate 50 pounds and is an infrequent aspect of the job.
- May be required to work with harsh and/or hazardous materials.
- Require to respond to emergency situations.
- Are subject to outside and inside environmental conditions.
- May be required to work evenings, weekends or holidays.
- May be required to drive city and/or personal vehicle during the scope of employment.