



# MARIPOSA COUNTY

Personnel/Risk Management • (209) 966-3222



## RESOLUTION - ACTION REQUESTED 2013-21

MEETING: January 22, 2013

TO: The Board of Supervisors

**MINUTE ORDER ATTACHED**

FROM: Steve Dahlem, County Counsel

RE: Amend Code Compliance Technician Job Description

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**RECOMMENDATION AND JUSTIFICATION:** Approve the amended Code Compliance Technician job description; set the monthly full-time salary at \$3,377.44-\$4,105.15; assign the position to the Service Employees International Union (SEIU) bargaining unit; allocate one 80% permanent part-time position to the Planning Department; and authorize the recruitment and filling of the position effective January 22, 2013. The Code Compliance Technician classification was previously an Extra-Help only position and worked directly within the Planning Department. The proposed amendment refines the existing job description by adding that the incumbent will perform Williamson Act functions for the Planning Department as well as coordinating activities with the Building Department. The salary for this classification was aligned with the County's Fraud Investigator classification, which is a similar classification.

During the 2012-2013 Final Budget Hearings, the Board of Supervisors approved setting aside funding - \$60,000 within the Planning Budget to allow for assistance with code compliance needs. A budget action transferring the funding to the appropriate line items to accommodate this position the job duties will be included in the Mid-Year analysis for Board approval.

This classification will be assigned to the SEIU bargaining unit. The affected union has been notified of this action.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** The Code Compliance Technician was originally approved by the Board as an Extra-Help only position on their meeting of September 10, 2002.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:** If the requested action is not approved, then code compliance issues relating to Planning and Building functions may not be resolved in a timely manner.

**FINANCIAL IMPACT:**


**Sufficient funding for this position (\$60,000) was set aside in the Planning Budget during the Fiscal Year 2012-13 Final Budget Hearings.**

**ATTACHMENTS:**

**Code Compliance Technician (PDF)**

**CAO RECOMMENDATION**

Requested Action Recommended

  
Rick Benson, County Administrative Officer

**RESULT: ADOPTED AS AMENDED [UNANIMOUS]**

**MOVER:** Janet Bibby, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Stetson, Bibby, Cann, Carrier, Jones



# COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

LEE STETSON, CHAIR  
KEVIN CANN, VICE-CHAIR  
JANET BIBBY  
MERLIN JONES  
JOHN CARRIER

DISTRICT I  
DISTRICT IV  
DISTRICT III  
DISTRICT II  
DISTRICT V



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

TO: STEVE DAHLEM, County Counsel

FROM: RENE' LaROCHE, Clerk of the Board *RL*

SUBJECT: Approve the Amended Code Compliance Technician Job Description; Set the Monthly Full-Time Salary at \$3,377.44-\$4,105.15; Assign the Position to the Service Employees International Union (SEIU) Bargaining Unit; Allocate One 80% Permanent Part-Time Position to the Planning Department; and Authorize the Recruitment and Filling of This Position Effective January 22, 2013

RES. 12-21

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on January 22, 2013

#### ACTION AND VOTE:

**A. Personnel/Risk Management RES-2013-21**

**Approve the Amended Code Compliance Technician Job Description; Set the Monthly Full-Time Salary at \$3,377.44-\$4,105.15; Assign the Position to the Service Employees International Union (SEIU) Bargaining Unit; Allocate One 80% Permanent Part-Time Position to the Planning Department; and Authorize the Recruitment and Filling of This Position Effective January 22, 2013.**

Supervisor Bibby inquired as to whether language could be added to preclude issues of moral turpitude. County counsel noted that would be part of the normal background check. Supervisor Bibby also suggested some other additions/edits relative to inspections and follow-up inspections. County Counsel advised caution so as not to expand the scope of the position. She also requested the addition of language regarding participation in court case preparation and attendance. Supervisor Bibby brought up language on page 10 regarding solving problems "creatively," and questioned whether it should state: in accordance with local, state and federal law instead. County Counsel advised that it is implicit that all employees need to be in compliance with all such laws. Supervisor Carrier suggested the substitution of "objectively" for "creatively," and Supervisor Bibby agreed.

Action was taken to approve the job description, with the following changes:

Under "Definition," insert the following language at the end of the first paragraph: "Position duties include full case management, investigation, testimony, and case preparation during enforcement proceedings and follow up inspections."

In the "Examples of Essential Functions" section, change the last part of the sentence in paragraph three to read: "notes possible violations at all other property sites observed during the course of field investigations"; and add a separate sentence which reads: "Case preparation and testifying during code enforcement administrative proceedings."

In the "Ability to" section, change the language of the ninth paragraph to read: "Solve problems effectively and objectively."

**RESULT: ADOPTED AS AMENDED [UNANIMOUS]**

**MOVER:** Janet Bibby, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Stetson, Bibby, Cann, Carrier, Jones

Cc: Sandi Laird, Personnel  
Sarah Williams, Planning Director  
File

## **CODE COMPLIANCE TECHNICIAN**

### **DEFINITION**

Responds to written complaints of alleged planning, zoning, or building violations under direction of the Mariposa County Planning Director; reviews Williamson Act compliance questionnaires for compliance with applicable policies and laws; interviews the complaining party and relevant witnesses; investigates allegations of violations and conducts field investigations of properties, and submits findings of investigations to the Planning Director for the Director's determination as to whether or not a violation exists. May conduct follow-up investigations upon direction of the Director. Duties include full case management, investigation, testimony, and case preparation during enforcement proceedings and follow-up inspections.

### **SUPERVISION RECEIVED AND EXERCISED**

Planning Director or his or her designee.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Conducts investigations of written complaints alleging planning, zoning, or building code violations.

Reviews Williamson Act compliance questionnaires for compliance with applicable policies and laws.

Makes drive-by or on-site inspections of residential and/or commercial and/or agricultural properties; notes possible violations at all other property sites observed during the course of field investigations.

Interviews complaining party, witnesses, and other appropriate parties.

Gathers, assembles, preserves, and reports facts, statements, or affidavits and other evidence for use in administrative proceedings.

Prepares narratives, analysis of investigative findings, investigative reports and correspondence; submits factual findings of investigation to Planning Director to assist Director in determining whether or not a code or policy violation exists.

Case preparation and testifying during code enforcement administrative proceedings.

Obtains objective proof of suspected code or policy violations.

Coordinates activities with the Building Department Director.

Attends training, meetings and workshops as necessary to enhance job knowledge and skills.

Performs routine administrative and clerical work as required, including but not limited to typing or word processing reports and correspondence, compiling data for reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes and e-mail correspondence, downloading and organizing photographs documenting investigations, etc.

Performs other related duties similar to the above in scope and function as required.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Investigative techniques and procedures.

Legal rights of citizens.

Techniques for dealing effectively with the public, in person and over the telephone, including working with highly agitated, confrontational, and difficult people and situations.

Techniques for providing a high level of customer service to the public, in person, and over the telephone.

Relevant state and local laws, codes and regulations relating to planning, zoning, Williamson Act, and building.

Proper English usage, spelling, grammar, and punctuation.

Modern office practices and technology, including the use of computers for word processing and records management, use of equipment for copying and scanning documents, use of digital cameras for documenting field investigations, etc.

Safe driving rules and practices.

#### **Ability to:**

Read, understand, learn, interpret and apply provisions of laws, policies, regulations, and ordinances relating to planning, zoning, Williamson Act and building codes.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, meet time deadlines, and schedule inspections and necessary meetings.

Obtain information and evidence by observation, obtain information and evidence by research of permit files and other county records, record interviews, and secure physical evidence.

Analyze and evaluate the statements of witnesses.

Maintain accurate, organized and complete records and files, including both hard copy and digital files; prepare clear and concise reports; prepare accurate and complete correspondence to property owners regarding violation matters, which contain appropriate legal citations and references.

Use Microsoft Word and Microsoft Excel programs effectively and efficiently.

Communicate effectively in both oral and written forms.

Establish and maintain cooperative working relationships with citizens, co-workers, and public officials under conditions requiring tact and good judgment.

Solve problems effectively and objectively.

Maintain confidentiality of all information and materials.

Physically conduct field work.

Document field investigations by use of digital photography and written documentation.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or investigative work; lift and/or move up to 50 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform investigative duties including driving a motor vehicle.

#### **MINIMUM QUALIFICATIONS**

##### **EXPERIENCE**

At least three years of experience in conducting investigations and gathering information which required interpretation of laws, rules and regulations or one year of experience in a public agency performing field or office work in the enforcement of codes, regulations or ordinances relating to building codes or building plans, zoning laws, abandoned vehicle abatement, and/or other health

and safety nuisance. Ability to read and interpret development, construction and grading plans is desirable.

**EDUCATION**

High school graduation or G.E.D.

Possession of an International Code Council (ICC) certification as a Building Inspector and/or Zoning Inspector is desirable.

**ADDITIONAL REQUIREMENTS**

Possession of a valid California driver's license; under certain circumstances, the Personnel Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**