



CITY OF BERKELEY
invites applications for the position of:

Code Enforcement Officer II

SALARY: \$40.96 - \$48.59 Hourly
\$7,098.97 - \$8,422.41 Monthly

OPENING DATE: 01/07/19

CLOSING DATE: 01/28/19 05:00 PM

THE POSITION:

The City of Berkeley's Code Enforcement Division in the City Manager's Office has an exciting opportunity for a full-time career opening for a Code Enforcement Officer II. The Code Enforcement Division is responsible for the enforcement of violations of the Berkeley Municipal Code including zoning violations, graffiti, illegal businesses, blight, illegal units and accessory uses, signage, and illegal dumping.

The Code Enforcement Officer II position will report to the Code Enforcement Supervisor and performs a variety of professional zoning and land use activities in support of the City's Code Enforcement Unit, including researching to determine property and zoning boundaries, researching to determine use of land, preparing written notices on land use violations, investigating land use and zoning violations, and investigating violations of approved zoning permits and zoning conditions of operations. This position works independently and performs a full range of municipal code enforcement and compliance duties with occasional instruction or assistance as new or unusual situations arise.

Typical duties may include:

- Conducts field checks to uncover possible violations of a variety of City codes and ordinances including regulations of business, public property, environmental health and similar matters, zoning, nuisance, street vending, health and safety hazards, news racks and signage.
- Investigates possible violations; contact responsible individuals in person and in writing; perform follow-up investigations to see that remedial action has been taken and to ensure compliance.
- Coordinates inspections and disposition of cases with various City departments, including Planning, Health and Human Services, Fire, and Parks Recreation and Waterfront, Public Works, City Manager's Office and Neighborhood Services.
- Issues administrative and criminal citations, as provided by the Municipal Code and represents the City in Administrative Hearings and in court, as required.
- Routinely prepares reports of investigations and actions, makes recommendations on more complex cases, and completes correspondence.
- Analyzes and makes recommendation on policy development.

REQUIRED QUALIFICATIONS:

Education

Equivalent to high school graduation.

AND

Experience

Three years of experience working with the public and in the interpretation of rules, laws, or procedures, which included at least one year in code inspection and enforcement. Successful completion of college coursework may be substituted for the required general experience, on the basis of 30 semester or 45 quarter units for one year of experience.

OTHER REQUIREMENTS

- Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance

of a valid California driver's license and satisfactory driving record are required.

KNOWLEDGE AND ABILITIES:

Knowledge of: Basic codes, ordinances, laws and regulations pertaining to code abatement; safe and efficient work practices as they relate to code enforcement; modern office procedures and methods; basic computer knowledge regarding word processing and databases; basic principles of records maintenance and report preparation; effective and positive techniques for working and communicating with the public, and in a diverse community; general City services and the municipal organizational structure as they relate to code enforcement; and court procedures, including, but not limited to, citation issuance, obtaining various types of inspection warrants and court documents.

Ability to: Apply principles, practices, methods and techniques of code violation investigation and enforcement to facts observed with impartiality and efficiency; apply City codes, ordinances, laws and regulations pertaining to code abatement; Interpret and apply State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing, obtain various types of inspection warrants and court documents; maintain and update records, logs and reports; operate photography equipment; operate a variety of office equipment, including computer equipment; respond to inquiries, complaints and requests for service in a fair, tactful and timely manner; and establish and maintain effective working relationships with those contacted in the course of work, including difficult and uncooperative people.

APPLICATION PROCESS:

Applicants must submit the following:

1. CITY OF BERKELEY EMPLOYMENT APPLICATION
2. RESPONSES TO THE SUPPLEMENTAL QUESTIONNAIRE

All materials must be received in our office no later than the closing date, at 5:00 p.m. PST. Postmarks, faxes and incomplete applications will not be accepted. Resumes are not a substitute for a completed application.

The examination process will consist of:

1. Review of applications for minimum qualifications for the position and to ensure all materials have been submitted.
2. Applicants meeting the minimum requirements will undergo a competitive review and assessment of the supplemental questionnaire, and education/training and experience to determine the best qualified applicants who will advance to the oral examination.

Applicants passing all examination phases will have their names placed on an employment eligible list that hiring department(s) will use to conduct final selection interviews. Hiring Department will contact applicants directly if selected to participate in their hiring/selection process.

Candidates under final consideration for employment with the City should expect to undergo an employment background / reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

DISCLAIMER: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. Components may include, but are not necessarily limited to, typing, math, reading, writing and analytical skills; problem solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The City may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

All City employees are required to provide services as Disaster Service Workers in the event of an emergency / disaster.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Berkeley will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of

Human Resources | (510) 981-6800 | hr@cityofberkeley.info | 2180 Milvia Street, 1st Floor, Berkeley CA 94704.

Alternative Application Formats: This application material is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the **ADA Coordinator**, 2180 Milvia Street, Berkeley | Phone: (510) 981-6300 | TTY: (510) 981-6347 | ADA@cityofberkeley.info and allow 7-10 days for production of the material in an alternative format.

The City of Berkeley is an EEO/ADA Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofberkeley.info/hr/>

Position #2019-01-00228
CODE ENFORCEMENT OFFICER II
DJ

2180 Milvia Street (1st floor)
Human Resources Department
Berkeley, CA 94704
(510) 981-6800
(510) 981-6806

hr@CityofBerkeley.info

Code Enforcement Officer II Supplemental Questionnaire

- * 1. Please indicate your highest level of education completed.
 - High School or equivalent
 - Completed 30 Semester or 45 quarter units
 - Associate's Degree
 - Bachelor's Degree or higher
- * 2. Please indicate your years of full-time professional experience working with the public and in the interpretation of rules, laws, or procedures.
 - No experience
 - Less than one year
 - One year but less than two years
 - Two years but less than three years
 - Three years or more
- * 3. Please indicate your years of full-time professional experience working in a code inspection and enforcement capacity.
 - No experience
 - Less than one year
 - One year or more
- * 4. **For questions 4-7 you may copy and paste your response from a WORD document. Please provide sufficient detail so that your answers can be evaluated. Do not type "See Resume".** Provide an example of a time you responded to a citizen complaint regarding a code violation. Describe the violation and the steps you took to communicate the issue(s) with the citizen and the tools you used to document the complaint and how you conveyed the resolution to the citizen.
- * 5. Please indicate if you have experience in any of the following (you may select more than one):
 - determining property and zoning boundaries
 - determining use of land
 - preparing written notice on land use violations
 - investigating land use violations
 - investigating zoning violations
 - investigating violations of approved zoning permits
 - investigating zoning conditions of operations
 - none of the above
- * 6. Please provide a detailed description of the experience in the above indicated areas (in your response please indicate your roles and responsibilities, the employer you worked for, and the amount of time

in that capacity). If you do not possess experience in any of the above areas, please respond N/A.

* 7. Describe an investigation that involved multiple departments or agencies. What were the steps you took to coordinate the investigation and the role of the people involved? How were the investigation results documented and reported to the violator and departments involved in the coordinated inspection?

* 8. I acknowledge that I have reviewed all my answers to all above supplemental questions for accuracy, and that my answers may be rated to determine my eligibility to move forward in the recruitment process.

Yes

* Required Question