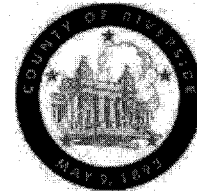


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.43
(ID # 8022)

MEETING DATE:

Tuesday, November 6, 2018

FROM : HUMAN RESOURCES AND TRANSPORTATION & LAND MANAGEMENT AGENCY :

SUBJECT: HUMAN RESOURCES and TRANSPORTATION & LAND MANAGEMENT AGENCY: Classification and Compensation recommendation to create a new Supervising Code Enforcement Officer, Senior Code Enforcement Officer, and Code Enforcement Officer II; adjust the salary for the Code Enforcement Officer I classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9096 submitted herewith, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to create a new Supervising Code Enforcement Officer, Senior Code Enforcement Officer, and Code Enforcement Officer II classification.
2. Approve the salary adjustment for the Code Enforcement Officer I classification.
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9096.

ACTION: Policy

Juan C. Perez, Director of Transportation & Land Management

10/30/2018

Michael Bowers, Assistant HR Director

10/31/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and that Resolution 440-9096 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: November 6, 2018
xc: HR, Transp.

Kecia Harper-Ihem
Clerk of the Board

By:
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	18/19

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Transportation and Land Management Agency (TLMA) is the umbrella agency for four county departments including Transportation, Planning, Building and Safety, and the Code Enforcement Department. Code Enforcement is responsible for enforcing over twenty-four Riverside County Ordinances as well as various state and federal laws in the unincorporated areas of Riverside County. Its mission is to enhance public safety and quality of life in partnership with the community through the fair enforcement of the law and codes. Code Enforcement activities contribute to safe, healthy, and sustainable communities as well as the preservation of the environment and natural resources.

Our Code Enforcement Department has undergone drastic staffing reductions, from 105 positions at the start of FY 12/13 (after accounting for the incorporation of our four new cities) to 34 today, as a result of the cumulative effects of substantial reductions in General Fund support due to the recession, other County budget pressures, cost increases, the loss of city contract work, and other factors. These past reductions have taken the form of several rounds of significant layoffs, reduction of positions as retirements occur, and shifting of some staff to other positions within TLMA. Recognizing that we need to build a more sustainable fiscal model that can help stabilize and gradually grow the Department again to better provide these crucial public services, TLMA requested that the Human Resources Department conduct a study of the Code Enforcement series. The study findings showed that the County of Riverside Code Enforcement series is compensated well above the market average, and highlighted the internal and external inequities that exists within the Code Enforcement Officer series.

Classification and market data of comparable Code Enforcement Officer classifications across four different counties was collected and reviewed (Attachment A and B). In all counties, duties include similar duties such as enforcing land use and code ordinances, investigating complaints, issuing notice of violations and citations as warranted, and interacting with members of the public. When compared to the external market, Riverside County's Code Enforcement Officer III salary range was above the market by about 18% at the minimum and about 43% above at the maximum of the range.

Additionally, a review of similar occupations was conducted to appropriately align the Code Enforcement series with Environmental Health, Animal Control, and Building Inspector

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

classifications. When examining the external market for these, the following hierarchy was identified (Attachment C):

External Market Salary Hierarchy:

1. Environmental Health Specialist - Max Market Average: \$83,439
2. Building Inspector - Max Market Average: \$80,797
3. Code Enforcement Officer - Max Market Average: \$73,464
4. Animal Control Officer - Max Market Average: \$56,892

Riverside County Salary Hierarchy:

1. Code Enforcement Officer - Max Salary: \$104,838 (43% above market)
2. Environmental Health Specialist - Max Salary: \$86,505 (4% above market)
3. Building Inspector - Max Salary: \$82,095 (2% above market)
4. Animal Control Officer - Max Salary: \$64,964 (14% above market)

The Human Resources Department worked collaboratively with TLMA to develop and redesign the Code Enforcement Officer series at a salary that will provide for greater fiscal sustainability and the gradual rebuilding of the Code Enforcement Department. Full recommendations for the series include:

- Inactivate the Code Enforcement Officer II classification (intermediate working level) and title change the Code Enforcement Officer III (fully-qualified journey level) to become the new II.
- Modify the recruiting guidelines to allow for a more streamlined Code Enforcement Officer series.
- Creation of a new Supervising Code Enforcement Officer at a lower pay rate and designate the existing Supervising Code Enforcement Officer as (D) for deletion through attrition.
- Creation of a new Senior Code Enforcement Officer at a lower pay rate and designate the existing Senior Code Enforcement Officer as (D) for deletion through attrition.
- Creation of a new Code Enforcement Officer II at a lower pay rate and designate the existing Code Enforcement Officer II as (D) for deletion through attrition. This was formerly the Code Enforcement Officer III.
- Adjust the salary for the Code Enforcement Officer I closer to market. There are currently no incumbents in this classification.

This information was communicated to impacted bargaining units and a Meet and Confer took place with Laborers' International Union of North America (LIUNA) Local 777 on October 17th, 2018 regarding the proposed changes. LIUNA is in agreement with the proposed changes. In addition, the parties reached a side letter (Attachment H) to ensure clarity on which incumbents will be eligible for which classifications.

Classification Additions

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

Supervising Code Enforcement Officer: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 621/L14 (\$63,315 - \$89,453). This request is only to add the classification and there is no immediate financial impact associated with this request.

Senior Code Enforcement Officer: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade UPE 593/L14 (\$58,350 - \$82,500). This request is only to add the classification and there is no immediate financial impact associated with this request.

Code Enforcement Officer II: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade UPE 565/L14 (\$53,054 - \$75,000). This request is only to add the classification and there is no immediate financial impact associated with this request.

Salary Adjustments

Code Enforcement Officer I: It is recommended to adjust this classifications salary plan/grade from UPE 554/L20 (\$51,737- \$85,865) to salary plan/grade UPE 541/L13 (\$49,540 - \$68,182). There are no incumbents in this classification.

Additional Financial Information

Current employees within the Code Enforcement Officer classifications will remain in their existing classifications (positions), designated with a (D) for deletion through attrition. They will continue to progress through these classifications in accordance with their respective Memorandum of Understanding (MOU). All new employees to the Code Enforcement Officer series will be hired into the new classifications at a lower rate of pay. The new classifications are more in line with the external market and will allow the Department to staff at wages that will allow for long term sustainability.

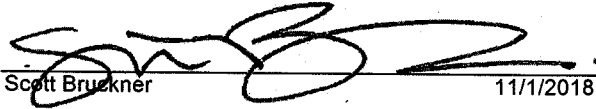
Impact on Residents and Businesses

Approval of the proposed Code Enforcement Officer restructure will allow for greater fiscal and operational sustainability for Riverside County Code Enforcement which will lead to long term positive impacts on residents and businesses.

ATTACHMENTS

- Attachment A - Qualifications Summary
- Attachment B - External Market Data
- Attachment C - Salary Hierarchy: Market Surveys for Code Comps
- Attachment D - Supervising Code Enforcement Officer Job Description
- Attachment E - Senior Code Enforcement Officer Job Description
- Attachment F - Code Enforcement Officer II Job Description
- Attachment G - Resolution No. 440-9096
- Attachment H - Side Letter

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**


Scott Bruckner 11/1/2018

RESOLUTION NO. 440-9096

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on November 6, 2018, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
33242	-	Code Enforcement Officer II	UPE 602/L20
33239	+	Code Enforcement Officer II	UPE 565/L14
33249	+	Senior Code Enforcement Officer	UPE 593/L14
33250	+	Supervising Code Enforcement Officer	SEU 621/L14

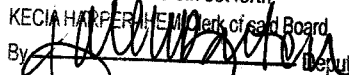
BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
33241	Code Enforcement Officer I	UPE 554/L20	UPE 541/L13

ROLL CALL:

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
 Nays: None
 Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER, Clerk of said Board
 By  Deputy

Class Concept/Duties Comparison

COR Internal Comparison (Journey Level)

Classification	Class Concept	Duties
<p>Code Enforcement Officer III (\$63,149 - \$104,538)</p>	<p>Under general supervision, to perform field and office work in the enforcement of land use ordinances and related code provisions; to investigate and report on complaints and issue warnings and citations; and to do other work as required. Incumbents perform a wide variety of responsible and complex code enforcement work, with a minimum of supervision and may perform in a lead capacity in the field.</p>	<ul style="list-style-type: none"> • Ensures compliance with County land use, housing, zoning, abatement, and nuisance codes and ordinances. • Confers with related agencies and County departments on disposition of complaints and code violations; prepares detailed and specialized reports and correspondence related to code enforcement inspections, violations, and other activities. • Prepares required documentation for legal actions; testifies in court proceedings regarding code violations; performs follow-up actions as needed to ensure compliance.
<p>Building Inspector II (\$49,470 - \$82,095)</p>	<p>Under general supervision, inspects new or existing residential, commercial, and industrial buildings, or mobile homes for compliance with approved plans and applicable codes, ordinances, regulations, and techniques. Inspection and plan check work usually involves residential buildings and structures, and investigations pertaining to environmental enforcement, water quality, air quality, habitat conservation, and grading inspections or code violations.</p>	<ul style="list-style-type: none"> • Inspect buildings and structures being built, altered, moved, or rehabilitated for compliance to building codes, regulations, and ordinances • Conduct initial and follow-up inspections/investigations pertaining to environmental enforcement, including, but not limited to, water quality, habitat conservation, grading inspections, or code violations. • Explain regulations to builders, contractors, property owners, and the general public regarding necessary plans and information needed for the issuance of permits; attend continuing education classes as required.
<p>Environmental Health Specialist III (\$58,073 - \$86,505)</p>	<p>Under general supervision, conducts specialized studies, inspections, and investigations involved with the planning and enforcement of complex environmental health laws and regulations Positions in this class are allocated only to the Department of Environmental Health to inspect, consult, and advise facility managers and property owners regarding conformance and compliance with federal, state, and local environmental health laws, codes, and regulations.</p>	<ul style="list-style-type: none"> • Conduct specialized, technical field inspections and investigations to determine compliance with relevant environmental health laws and regulations. • Gather or lead in the gathering of evidence of violations and non-compliance with environmental health laws and regulations. • Prepare inspection reports, legal notices, citations, notices of violations, and other investigative reports for the enforcement of environmental health laws and regulations. • Prepare reports and evidence for presentation at Administrative Hearings and to present cases to the court on behalf of the County.
<p>Animal Control & License Officer II (\$39,165 - \$65,964)</p>	<p>Under general supervision of a Sergeant of Field Services or higher authority, explains and enforces laws and ordinances pertaining to the licensing, vaccination, treatment, and control of animals.</p>	<ul style="list-style-type: none"> • Drive a vehicle to patrol jurisdictions overseen by Riverside County; enforce animal regulations, laws and ordinances. • Prepare reports, citations, or notices of violation; maintain records and complete forms concerning animal control and license violations and transactions. • Receive and investigate complaints and reports from the public and other agencies regarding stray, dangerous, unwanted, or improperly controlled animals. • Issue violation notices and court citations.

County Code Enforcement Classification Comparison

Level	Riverside County	Orange County	San Bernardino County	San Diego County	Ventura County
Mgmt.	Code Enforcement Official (\$123,673 - \$194,427)		Code Enforcement Chief (\$101,296 - \$138,070)		
	Code Enforcement Division Manager (\$78,161 - \$122,686)		Program Manager, Code Enforcement (\$80,267 - \$110,573)		
Supv.	Supervising Code Enforcement Officer (\$68,983 - \$117,919)		Code Enforcement Supervisor (\$64,314 - \$88,525)	Code Enforcement Coordinator (T) (\$74,984 - \$92,102)	Sr. Code Compliance Officer (\$70,574 - \$98,976)
	Senior Code Enforcement Officer (\$67,290 - \$111,723)		Code Enforcement Officer III (\$58,344 - \$80,226)		Code Compliance Officer III (\$64,158 - \$89,969)
Working	Code Enforcement Officer III (\$63,149 - 104,838)	Code Enforcement Officer (\$53,789 - \$72,467)	Code Enforcement Officer II (\$53,019 - \$72,800)	Code Enforcement Officer (\$49,317 - \$66,789)	Code Compliance Officer II (\$58,326 - \$81,798)
	Code Enforcement Officer II (\$59,861 - \$99,372)				
	Code Enforcement Officer I (\$51,737 - \$85,865)		Code Enforcement Officer I (\$40,477 - \$54,288)		Code Compliance Officer I (\$58,055 - \$74,398)
Tech.	Code Enforcement Technician (\$35,291 - \$58,522)		Code Enforcement Field Assistant (\$28,122 - \$38,563)		
Clerical	Code Enforcement Aide (\$30,297 - \$50,175)				

Requirements Comparison

Code Enforcement Officer (Journey Level)		
County	Minimum Qualifications	Certs Required
Riverside	<u>Option 1</u> 3 years experience as a CEO II w/ Riverside County	Completion of P.O.S.T. approved P.C. 832 training prior to completion of probation.
	<u>Option 2</u> BA degree & 2 years experience performing code enf or administration of justice work.	
	<u>Option 3</u> 4 years of experience performing code enf or administration of justice work.	
Orange	High School graduation, Previous coursework or training related to the procedures of citation issuance is preferred.	Statewide CA Association of Code Enf Officers Level 1 Cert prior to completion of probation (Desired) P.C. 832 (Desired)
San Bernardino	<u>Option 1</u> 2 years code enforcement experience in a public agency.	P.C. 832 training required & One of the following: 1) Basic Cert, CA Association of Code Enf Officers; or 2) International Code Council Building Inspector Cert or equivalent
	<u>Option 2</u> 1 year of code enforcement experience in a public agency, plus 2 years of additional experience investigating code and ordinance violations in support of Code Enforcement Officers	
San Diego	<u>Option 1</u> AA degree in building construction/inspection, criminal justice, or related field.	P.C. 832 training completed prior to completion of probation Period.
	<u>Option 2</u> High School diploma & 1 year experience providing technical info to the public about zoning, land use, or code enforcement in public agency.	
Ventura	2 years of experience, with 1 year working in a local govt. agency enforcing public laws and ordinances, conducting inspections, complaint investigations, or code enforcement. (AA or BA is desirable)	completion of P.C. 832 training required prior to completing probationary period.

External Market Survey Data

Code Enforcement Officer III

Riv Co Class Code: 33240

Jurisdiction	Title	Min Salary	Max Salary	Spread
Orange County	Code Enforcement Officer	\$53,789	\$72,467	34.73%
San Bernardino County	Code Enforcement Officer II	\$53,019	\$72,800	37.31%
San Diego County	Code Enforcement Officer	\$49,317	\$66,789	35.43%
Ventura County	Code Compliance Officer II	\$58,326	\$81,798	40.24%
	County Mean:	\$53,613	\$73,464	37.03%
	County Median:	\$53,404	\$72,634	36.01%
Riverside County	Code Enforcement Officer III	\$53,149	\$104,838	66.02%

Dollar Difference from Mean: \$9,636 \$31,374
 Percentage difference from mean: 17.79% 42.71%
 Dollar difference from median: \$9,745 \$32,204
 Percentage difference from median: 18.25% 44.34%

Notes: POST info:
 COR/SD/Ventura: Penal Code 832 (POST) cert within probationary period
 SB: Penal Code 832 (POST) cert & Ca Assoc of Code Enf Officers (CACEO) or International Code Council (ICC) cert
 Orange: Penal Code 832 Desired

Run Date: 1/31/2018

Date Prepared/Revised: 8/27/2018

By: C&C

External Market Survey Data

Environmental Health Specialist III

Riv Co Class Code:

Jurisdiction	Title	Min Salary	Max Salary	Range
Los Angeles County	Hazardous Materials Specialist II	\$75,672	\$104,772	38.46%
	Environmental Health Specialist III	\$63,372	\$83,106	31.14%
Orange County	Hazardous Materials Specialist III	\$65,458	\$88,182	34.73%
	Environmental Health Specialist II	\$58,178	\$79,144	36.04%
San Bernardino County	Hazardous Materials Specialist II (Fire)	\$62,150	\$79,539	27.98%
	Environmental Health Specialist II	\$55,598	\$76,419	37.45%
San Diego	Environmental Health Specialist II	\$61,110	\$75,130	22.94%
Ventura	Environmental Health Specialist III	\$57,886	\$81,210	40.29%
County Mean:				
		\$62,428	\$83,439	33.66%
County Median:				
		\$61,630	\$80,375	30.41%
Riverside County	Environmental Health Specialist III	\$58,073	\$86,505	48.96%
Dollar Difference from Mean:				
		-\$4,355	\$3,066	
Percentage difference from mean:				
		-6.98%	3.67%	
Dollar difference from median:				
		-\$3,557	\$6,131	
Percentage difference from median:				
		-5.77%	7.63%	

Notes:

Run Date: 6/1/2015

Date Prepared/Revised: 8/27/2018

By: DP

External Market Survey Data

Building Inspector II

Riv Co Class Code: 33232

Jurisdiction	Title	Min Salary	Max Salary	Spread
Los Angeles County	Building Inspector II	\$79,302	\$88,517	24.23%
Orange County	Building Inspector II	\$60,008	\$80,808	34.66%
San Bernardino County	Building Inspector II	\$63,935	\$74,090	37.37%
San Diego County	Building Inspector II	\$63,315	\$77,771	22.83%
Ventura County	Building Inspector II	\$51,901	\$72,799	40.26%
County Mean:		\$61,692	\$80,797	30.97%
County Median:		\$60,008	\$77,771	29.60%
Riverside County	Building Inspector II	\$49,470	\$82,095	65.95%
Dollar Difference from Mean:		-\$12,222	\$1,298	
Percentage difference from mean:		-19.81%	1.61%	
Dollar difference from median:		-\$10,538	\$4,324	
Percentage difference from median:		-17.56%	5.56%	

Notes: OC- does not indicate if valid International Code Council (ICC) cert if required.

All benchmark classifications are at the journey level and require an ICC or equivalent certification.

Run Date: 8/27/2018

Date Prepared/Revised: 8/27/2018

By: C&C

External Market Survey Data

Animal Control & License Officer II

Riv Co Class Code: 73510

Jurisdiction	Title	Min Salary	Max Salary	Spread
Los Angeles County	Animal Control Officer II	\$40,743	\$53,317	30.86%
Orange County	Animal Control Officer	\$52,478	\$70,741	34.80%
San Bernardino County	Animal Control Officer	\$34,590	\$47,445	37.16%
San Diego County	Animal Control Officer	\$42,037	\$54,288	29.14%
Ventura County	Animal Control Officer III	\$38,933	\$54,852	40.89%
County Mean: \$41,756 \$56,128 34.42%				
County Median: \$40,743 \$54,288 33.24%				
Riverside County	Animal Control & License Officer II	\$39,165	\$64,964	65.87%
Dollar Difference from Mean: -\$2,591 \$8,835				
Percentage difference from mean: -6.20% 15.74%				
Dollar difference from median: -\$1,578 \$10,676				
Percentage difference from median: -3.87% 19.66%				

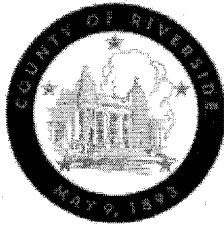
Notes: *POST info:

COR: Penal Code 832 (POST) cert
 LA, SD, SB, Ventura: Completion of Penal Code 832 (POST) cert, no POST pay
 Orange: None
 *No updated salary info available for LA County

Run Date: 6/20/2016

Date Prepared/Revised: 8/27/2018

By: CMyers



SUPERVISING CODE ENFORCEMENT OFFICER

Class Code: 33250

COUNTY OF RIVERSIDE
Established Date: Nov 8, 2018
Revision Date: Nov 8, 2018

SALARY RANGE

\$30.44 - \$43.01 Hourly
\$5,276.21 - \$7,454.43 Monthly
\$63,314.58 - \$89,453.10 Annually

CLASS CONCEPT:

Under direction, supervises staff performing code enforcement work; gives administrative assistance to the Code Enforcement Division Manager; and performs other related duties as required.

The Supervising Code Enforcement Officer is the supervisory level classification in the Code Enforcement Officer series and reports to the Deputy Director of TLMA. Incumbents are assigned administrative and supervisory responsibility for directing and coordinating the work of staff performing code enforcement duties and provide administrative assistance to management.

REPRESENTATION UNIT: SEIU - Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Supervise, assign, review, and evaluate the work performed by code enforcement personnel; direct day-to-day operations of the code enforcement function; create and assign work schedules.
- Assist in the overall administration of the department; coordinate the implementation of departmental procedures and ensure uniformity of standards.
- Participate in the selection and training of subordinate personnel; advise and counsel on applications requiring further legal interpretation and possible course of action to obtain compliance.
- Make inspections to note compliance with notices of violation and citations issued; confer with other County departments where further rules and regulations may apply in addition to land use ordinances.
- Appear as a witness in court regarding code violation cases; conduct research and prepare correspondence and comprehensive reports.
- May represent the department at meetings, Board of Supervisor's hearings, conferences, seminars, code development hearings, and professional associations.

RECRUITING GUIDELINES:

OPTION I

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: Four years performing land use, zoning, building, public safety, or related code enforcement or administration of justice, inspection, investigative, or abatement work. Two years of

which must have included working in a lead capacity equivalent to the level of Senior Code Enforcement Officer.

OPTION II

Education: None required.

Experience: Five years performing inspection, investigative, abatement, land use, zoning, building, public safety, related code enforcement or administration of justice work. Two years of which must have included working in a lead capacity equivalent to the level of Senior Code Enforcement Officer.

ALL OPTIONS

Knowledge of: Principles and practices of supervision and training; State laws, and municipal and County codes and ordinances governing land use and zoning; techniques of investigation, including interviewing and fact finding, related to code and ordinance enforcement, court procedures, and legal requirements; applications of planning and zoning.

Ability to: Supervise, train, and evaluate personnel; read, interpret, and research laws, rules, and regulations; analyze, compile, and present technical information on code investigations and violations; read maps and interpret complicated building plans; interpret and apply zoning and land use regulations and planning concepts to unusual or difficult enforcement problems; establish and maintain effective working relationships with others; prepare clear, concise, and accurate reports; speak and write effectively.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License may be required.

Possession of P.C. 832 certification.

Physical Guidelines:

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

A description of typical physical activities performed in the field and/or in the office include, but are not limited to:

- Constant: Simple grasping and use of hands, at times repetitively, to operate computers, printers, and copiers.
- Frequent: May sit and stand for long periods of time.
- Intermittent: Walk, squat, crouch, kneel, twist, bend, and reach; bend and twist neck and twist at the waist; climb stairs; lift and carry gear or materials weighing up to 10 lbs.; walk on uneven ground or wet surfaces; work in inclement weather conditions.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



**SENIOR CODE
ENFORCEMENT OFFICER**

Class Code: 33249

COUNTY OF RIVERSIDE
Established Date: Nov 8, 2018
Revision Date: Nov 8, 2018

SALARY RANGE

\$28.05 - \$39.66 Hourly
\$4,862.50 - \$6,875.01 Monthly
\$58,350.03 - \$82,500.08 Annually

CLASS CONCEPT:

Under general supervision, performs the more advanced and complex duties involving the enforcement of land use ordinances and related code provisions; serves as a lead worker over other code enforcement and clerical personnel; and performs other related duties as required.

The Senior Code Enforcement Officer is the advanced journey level classification in the Code Enforcement Officer series and reports to a Supervising Code Enforcement Officer. Incumbents serve in a lead capacity over field and office operations in a district or satellite office.

The Senior Code Enforcement Officer is distinguished from the Code Enforcement Officer II classification in that the latter is the fully-qualified journey level classification. The Senior Code Enforcement Officer is further distinguished from the Supervising Code Enforcement Officer classification by the latter being the full supervisory level in the series.

REPRESENTATION UNIT: LIUNA - Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- May assign and schedule workload and provide technical assistance to code enforcement and clerical personnel.
- Perform the more complex and specialized duties involved in ensuring compliance with County land use, housing, zoning, abatement, and nuisance codes and ordinances.
- Provide guidance and direction to personnel performing code enforcement work; advise and assist staff with the more difficult, unusual, or sensitive aspects of the work.
- Performs field surveys and investigates complaints of possible code and ordinance violations.
- Contact property and business owners and schedule and conduct on-site inspections; advise violators of ordinance requirements and seek to gain voluntary compliance.

- Take photographs and necessary measurements and gather all pertinent facts from the parties involved; issue notices of violation and, when necessary, citations.
- Maintain records of inspections and enforcement efforts; prepare required documentation for legal actions.
- Testify in court proceedings regarding code violations; perform follow-up actions as needed to ensure compliance.
- Confer with related agencies and County departments on disposition of complaints and code violations; prepare detailed and specialized reports and correspondence related to code enforcement inspections, violations, and other activities.
- May inform assigned lower level Code Enforcement Officers of any departmental policy and procedural changes.
- Provide public with information regarding land use, zoning, building, and housing codes and regulations.
- Responsible for updating the Supervising Code Enforcement Officer regarding ongoing investigations and personnel issues.

RECRUITING GUIDELINES:

OPTION I

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: Three years performing inspection, investigative, abatement, land use, zoning, building, public safety, related code enforcement or administration of justice, work.

OPTION II

Education: None required.

Experience: Four years performing inspection, investigative, abatement, land use, zoning, building, public safety, related code enforcement or administration of justice, work. Two years of the required experience must have included work equivalent to the level of a County of Riverside Code Enforcement Officer II.

ALL OPTIONS

Knowledge of: Training; State laws and municipal and County codes and ordinances governing land use zoning and related code provisions; techniques of investigation, including interviewing and fact finding, related to code and ordinance enforcement.

Ability to: Direct and train personnel; read, interpret, and research complicated laws, rules, regulations, legal documents, legal descriptions, maps, and building plans; obtain information and evidence by on-site inspection and interviews; analyze, compile, and present technical information on code investigations and violations; interpret and apply zoning and land use regulations and planning concepts to complicated land problems; establish and maintain effective working relationships; prepare clear, concise, and accurate reports; use personal computer software and access centralized information systems to retrieve and enter data.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License may be required.

Possession of P.O.S.T. approved P.C. 832 certification.

Physical Guidelines:

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

A description of typical physical activities performed in the field and/or in the office include, but are not limited to:

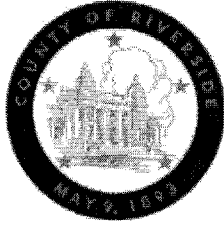
- Constant: Simple grasping and use of hands, at times repetitively, to operate computers, printers, and copiers.
- Frequent: May sit or stand for long periods of time.
- Intermittent: Walk, squat, crouch, kneel, twist, bend, and reach; bend and twist neck and at the waist; climb stairs; lift and carry gear or materials weighing up to 10 lbs.; walk on uneven ground or wet surfaces; work in inclement weather conditions.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



CODE ENFORCEMENT OFFICER II

Class Code: 33239

COUNTY OF RIVERSIDE
Established Date: Nov 8, 2018
Revision Date: Nov 8, 2018

SALARY RANGE

\$25.51 - \$36.06 Hourly
\$4,421.20 - \$6,250.00 Monthly
\$53,054.35 - \$75,000.02 Annually

CLASS CONCEPT:

Under general supervision, performs field and office work in the enforcement of land use ordinances and related code provisions; investigates and reports on complaints and issues warnings and citations; and performs other related duties as required.

The Code Enforcement Officer II is the fully-qualified journey level classification in the Code Enforcement Officer series and reports to a Supervising Code Enforcement Officer. Incumbents perform a wide variety of responsible and complex code enforcement work with minimal supervision and may perform in a lead capacity in the field.

The Code Enforcement Officer II is distinguished from the Senior Code Enforcement Officer in that the latter is the advanced journey level classification and performs in a lead capacity over field and office operations. Promotion to the Senior Code Enforcement Officer is achieved through a competitive recruitment process.

REPRESENTATION UNIT: LIUNA - Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Ensure compliance with County land use, housing, zoning, abatement, and nuisance codes and ordinances; perform field surveys and investigate complaints of possible code and ordinance violations.
- Contact property and business owners and schedule and conduct on-site inspections; advise violators of ordinance requirements and seek to gain voluntary compliance.
- Take photographs and necessary measurements and gather all pertinent facts from the parties involved; issue notices of violation and, when necessary, citations.
- Maintain records of inspections and enforcement efforts; prepare required documentation for legal actions; testify in court proceedings regarding code violations; perform follow-up actions as needed to ensure compliance; use personal computer software and access centralized information systems to retrieve and enter data.

- Confer with related agencies and County departments on disposition of complaints and code violations; prepare detailed and specialized reports and correspondence related to code enforcement inspections, violations, and other activities.
- Provide public with information regarding land use, zoning, building, and housing codes and regulations.
- Train assigned Code Enforcement Officers in field duties.
- Perform the higher-level more complex field investigations.

RECRUITING GUIDELINES:

OPTION I

Education: None required.

Experience: Three years as a County of Riverside Code Enforcement Officer I.

OPTION II

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: Two years performing inspection, investigative, abatement, land use, zoning, building, public safety, and related code enforcement or administration of justice work.

OPTION III

Education: None required.

Experience: Four years performing inspection, investigative, abatement, land use, zoning, building, public safety, and related code enforcement or administration of justice work.

ALL OPTIONS

Knowledge of: State laws and municipal and County codes and ordinances governing land use, zoning, and related code provisions; techniques of investigation, including interviewing and fact finding related to code and ordinance enforcement.

Ability to: Read, interpret, and research laws, rules, regulations, legal documents, legal descriptions, maps, and building plans; obtain information and evidence by on-site inspections and interviews; analyze and compile technical information on code investigations and violations; establish and maintain effective working relationships; prepare clear, concise, and accurate reports; use personal computer software and access centralized information systems to retrieve and enter data.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License may be required.

Completion of P.O.S.T. approved P.C. 832 training prior to completion of the probationary period.

Physical Guidelines:

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

A description of typical physical activities performed in the field and/or in the office include, but are not limited to:

- Constant: Simple grasping and use of hands, at times repetitively, to operate computers, printers, and copiers.
- Frequent: May sit or stand for long periods of time.
- Intermittent: Walk, squat, crouch, kneel, twist, bend, and reach; bend and twist neck and at the waist; climb stairs; lift and carry gear or materials weighing up to 10 lbs.; walk on uneven ground or wet surfaces; work in inclement weather conditions.

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All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

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SIDE LETTER TO THE

2012 - 2016

MEMORANDUM OF UNDERSTANDING
(Hereinafter "MOU")

BETWEEN

LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, LOCAL 777
(hereinafter referred to as LIUNA)

AND

THE COUNTY OF RIVERSIDE
(hereinafter referred to as the County)

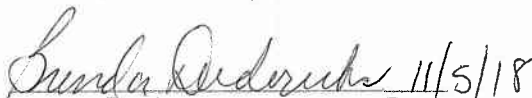
The parties hereto agree to the following side letter to the 2012 – 2016 MOU between LIUNA and the County:

Article 6. General Personnel Provisions New Section 12. Code Enforcement Officer Classifications

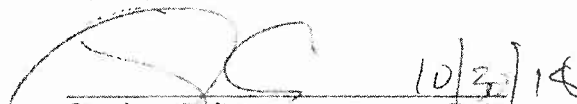
- A. Employees in Code Enforcement Officer classifications (Job Codes: Senior 33243, and II 33240), as of November 6, 2018 shall remain in Code Enforcement Officer classifications identified with a "(D)" designation. For purposes of promotion or demotion, these employees shall be able to maintain the "(D)" designation while continuously employed in the Code Enforcement Officer classification.
- (1) These classifications shall be deleted once the incumbents attrite out.
 - (2) For purposes of layoff the Code Enforcement Officer classifications with the designation shall be considered the same classification as its non-designated counterpart.
- B. Except as provided in A of this Section, employees hired, rehired, promoted, or demoted into Code Enforcement Officer classifications shall be placed in classifications without the "(D)" designation.

The purpose of the delineation is the result of an agreement reached between the parties to allow the County to move forward with the changes sought for Code Enforcement classifications which include: job specification modifications, title changes, class inactivation, and salary adjustments to the classifications.

For Riverside County


Brenda Diedrichs
HR Director
Date 11/5/18

For LIUNA


Stephen Switzer
Business Manager
Date 10/27/18