



San Gabriel

THE CITY OF
SAN GABRIEL
IS CURRENTLY RECRUITING FOR

Neighborhood Improvement Services Officer

(Code Enforcement Officer)

\$4,623 - \$5,631 monthly*

Open-Promotional Recruitment

APPLICANT NOTICE: Please read the job bulletin thoroughly and follow all application instructions and procedures stated hereinafter. Applications failing to properly follow all instructions and procedures outlined in this bulletin may be rejected. This recruitment will close on March 20, 2023, at 4pm, or when a sufficient number of applications have been submitted, whichever occurs first.

*The salary for this position is negotiable within the authorized salary range and dependent on experience.

THE OPPORTUNITY:

The City of San Gabriel's Community Development Department is recruiting for Neighborhood Improvement Officer (NIS Officer). This position provides an exceptional opportunity for the ideal candidate to develop a career in code enforcement with our historic "City with a Mission." A career with the City of San Gabriel offers excellent pay and benefits, a variety of programs and assignments, outstanding professional training and development opportunities, and a great location for living and working in Southern California.

THE IDEAL CANDIDATE:

The ideal candidate has work experience, training, and interest in code enforcement. The ideal candidate is also highly motivated to further develop their career and has outstanding character, work ethic, judgment, communication skills, interpersonal tact, empathy, and compassion. Most importantly, the ideal candidate is fully committed to the principles of good public service and exemplifies these principles in their performance.

POSITION SUMMARY:

Under general direction of the Building Official in conjunction with the supervision of Senior NIS Officer, the NIS Officer conducts on-site inspections and re-inspections; investigates and determines the existence of code violations and recommends corrective actions to bring about compliance, including determining the appropriate time frames for compliance and issuing administrative citations and notices of violation; answers inquiries from the public, builders, and property owners regarding compliance with zoning regulations, property maintenance standards, design standards, and regulatory practices; responds to the public regarding potential code violations; conducts research regarding property ownership, current and past permits, applications, and applicable codes; and assists with code enforcement actions with other City Departments as necessary. This position also involves a varied schedule and requires working nights and weekends.

MINIMUM QUALIFICATIONS:

Any combination of experience and education may be considered. This position typically requires, at a minimum, the following:

- Associate degree, or its equivalency, in a closely related field.
- Three (3) years of experience in code enforcement or a related field such as planning, building inspections, or law enforcement.

- Some work experience in local government and/or a public sector agency.

Licenses and Certifications:

- Possession of a Basic Code Enforcement Certification and Basic Penal Code 832 module or ability to obtain within 12 months of appointment required.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record while employed in this position are required.

For more detailed information on the job duties and minimum requirements for this position, please see the attached classification specification for Neighborhood Improvement Officer (Appendix A).

SUMMARY OF COMPENSATION & BENEFITS:

- **Salary:** Step A \$4,623 – Step E \$5,631 per month
- **Health Benefits:** City paid contribution of up to \$1,568 per month toward medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of the City's medical plan with proof of group coverage elsewhere.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$50 per month to a 457 plan for participating employees. The matching contribution requires the employee to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification who have an associate, bachelor, or master's degree from a USDE accredited college or university shall be eligible for premium education pay. Premium education pay shall be provided as follows:
 - Bachelor's degree.....\$200 per month
 - Master's degree.....\$300 per month
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Long Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay must be deemed appropriate for the position and approved by the City.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City does not make a contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).
- **Paid Leaves:**
 - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
 - Sick: Accrue 96 hours of sick leave per year.
 - Holiday: 104 hours of paid holiday time per year.
- **Annual Leave Cash-Out Options:**
 - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
 - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).

- Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).
- **Alternative Work Schedule:** Depending on Department needs, an alternative 9/80 work schedule may be allowed. Optional 9/80 work schedule provides alternating Fridays off.

For more details on the compensation and benefit provisions available to employees in this classification, please reference the published "Salary, Compensation, and Benefits Policy" on the City of San Gabriel official website.

APPLICATION INSTRUCTIONS:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments to the online application: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications required and/or applicable for the position. Only online applications will be accepted. Faxed, emailed, and/or hard copy applications and/or attachments will not be accepted. Failure to submit a properly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com.

APPLICATION FILING DEADLINE:

This recruitment will close at 4:00pm on Monday, March 20, 2023, or when a sufficient number of qualified applications have been submitted, whichever occurs first. Please do not hesitate to apply as this recruitment may close at any time without notice.

RECRUITMENT EXAM PLAN & SCHEDULE (TENTATIVE):

The following is the tentative schedule for this recruitment. Please prepare your schedule in advance to accommodate the anticipated recruitment schedule. Note that this schedule may be changed if the City deems it necessary. Please check the posted recruitment bulletin regularly for updates.

- Application Filing Period..... February 23 – March 20
- Panel Interview (100% qualifying) Week of March 27
- Selection Interviews..... Week of April 3
- Pre-Employment Process..... Approximately 3-4 weeks
- Target Start Date..... May 8, 2023

PRE-EMPLOYMENT REQUIREMENTS:

Candidates receiving a conditional offer of employment from the City for this position shall be required to satisfactorily complete a (1) supplemental application, (2) medical examination, (3) Live Scan fingerprint check, (4) work experience and education check, and (5) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of pre-employment processes 1-5 shall void any conditional offer of employment for this position. The City maintains the sole discretion to waive any pre-employment item 1-5 if it is deemed appropriate. Such waivers must be approved by the City Manager or his/her designee.

GENERAL EXAMINATION, SELECTION & HIRING PROCESS:

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications.
2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and

the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.

3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate's experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral panel interview to qualify for the Eligibility List.
4. **Eligibility List:** Those attaining a qualifying score on the oral panel interview will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
5. **Practical Exam:** The practical exam is used as a supplemental evaluation tool and is typically not scored or used for qualifying purposes.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. **Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete the pre-employment process. The pre-employment process consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some position classifications may also require a comprehensive background check and drug screening as part of the pre-employment process. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

Appendix "A"
CLASSIFICATION SPECIFICATION
NEIGHBORHOOD IMPROVEMENT SERVICES OFFICER

JOB SUMMARY:

Under general supervision of the Building Official, the Neighborhood Improvement Services Officer ensures compliance with federal, state, and local codes and regulations; enforces housing quality and property maintenance ordinances; inspects property locations and investigates land use complaints; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Neighborhood Improvement Services Officer is responsible for conducting investigations and enforcement action against violators of the San Gabriel Municipal Code and other federal, state, and local codes, regulations, and ordinances. This class differs from a Neighborhood Improvement Services Manager due to the level of experience required, complexity of work performed, and lack of supervision over staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Receives and inspects complaints regarding zoning, sign, land use ordinance violations, and public nuisances including occupancy; compiles, analyzes, and evaluates findings of investigations and site inspections; researches property ownership, verification of parcel addresses, and other information required to conduct investigations and enforcement action.
- Conducts follow-up procedures including the preparation of additional correspondence, site visits, communications with complainants, attorneys, and property owners involved in code violation cases; recommends alternative methods to achieve code compliance involving the application of related laws, ordinances, and regulations; issues citations for noncompliance; and issues stop work orders and refers them to the proper department, if necessary.
- Prepares clear, concise, and comprehensive records and reports related to enforcement activities; maintains a daily log of contacts and inspections for code enforcement cases; enters and retrieves information from records systems; and photographs violations.
- Consults with the City Attorney, other agencies, and other City departments such as Fire and Police on code enforcement cases; responds to questions and concerns from the public, City staff, and other agencies regarding code violations; provides information, as appropriate, and resolves issues and complaints.
- Gathers evidence and prepares cases for court proceedings; files criminal complaints in court, as assigned; and appears in cost assessment hearings and/or court to present testimony.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Provisions of federal, state, and local codes, regulations, and ordinances including but not limited to property maintenance, weed abatement, public nuisances, and inoperative or abandoned vehicles; some aspects of the Building Code, International Property Maintenance Code, Health and Safety Code, NPDES or water quality, and land use (zoning); office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Inspect and analyze a variety of building and properties to identify code violations; correctly interpret and apply codes and regulations to varying situations; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Associate's degree in a closely related field.
- Three years of experience in code enforcement or a related field such as planning, building inspections, or law enforcement.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a Basic Code Enforcement Certification and Basic Penal Code 832 module are required.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: June 5, 2017