

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**CODE ENFORCEMENT OFFICER**

Civil Service Status:	Open Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by Civil Service Commission:	February 4, 2009
Classification Series:	Code Enforcement	Approved by City Council:	March 16, 2009
FLSA Status:	Non-Exempt	Resolution No.:	2009-25

**Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.**

**DEFINITION**

Under supervision, this position performs a variety of duties related to public service, complaints, assists in the enforcement of codes and ordinance, and performs routine field investigations and direct abatement of problems.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Makes physical inspections of reported and observed violations of the regulations and codes;
- Prepare oral and written notifications for compliance, detailing the nature of the violations and the necessary required changes for compliance;
- Attends various City Commission and Committee meetings and provides information of ordinance, proposed changes, policies and procedures;
- Maintain records for code violations and corrective action taken;
- Receives and responds to citizen complaints or requests for service; researches applicable codes and policies and assists in analyzing, problems;
- Communicates City policies and ordinances to citizens;
- Conducts routine field inspections to determine violations of applicable public nuisance, housing, commercial, property maintenance and zoning codes. Inspects vacant and improved properties for littered and/or substandard conditions;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period in order to successfully perform the assigned duties.*

**Knowledge of:**

- City codes and zoning ordinance and their applications;
- Good customer service practices.

**Skills:**

- Possess skills to word process general correspondence, spreadsheets, and reports using a personal computer and software application.

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**Ability to:**

- Deal effectively with the public and obtain compliance with city codes and ordinance;
- Collect and analyze field data through interviewing, observation and inspections;
- Work independently in the absence of direct supervisor;
- Keep, organize records and reports;
- Research laws and their application;
- Effectively communicate both orally and in writing;
- Establish and maintain effective working relationships with those contracted in the course of work;
- Handle confidential information with discretion;
- Effectively handle irate customers;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination)

**Experience:**

Equivalent of two (2) years experience relating to interpretation and enforcement of municipal codes, and ordinances, public inspections service and compliant procedures, or customer compliant service, extensive public contact.

**License or Certificate:**

A valid California Class C Driver's License may be required for positions in this class and a satisfactory driving record.

**Desired Qualification:**

The ability to understand and communicate in the Spanish language is highly desirable.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.