

**RESOLUTION NO. 7659**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE AMENDING  
RESOLUTION NO. 6454 (SALARY RESOLUTION AND CLASSIFICATION PLAN)  
CREATING THE CODE ENFORCEMENT SUPERVISOR POSITION AND  
JOB SPECIFICATION IN THE COMMUNITY DEVELOPMENT DEPARTMENT, AND  
UPDATING THE SALARY PAY TABLE**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, the City desires to update class specifications to reflect current guidelines of the Americans with Disabilities Act; and

**WHEREAS**, the City, based on evaluation, has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Code Enforcement Supervisor position attached hereto as Exhibit "A"; and

**WHEREAS**, the City, in consultation with the Human Resources Division and the key personnel in the Community Development Department, has determined that is proper to create the Code Enforcement Supervisor position specification;

[Remainder of page left blank intentionally]

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves and adopts the proposed amendment to the City's Classification Plan to create the Code Enforcement Supervisor position in the Community Development Department.

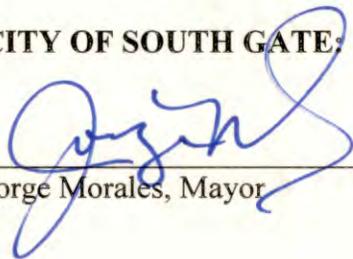
**SECTION 2.** The City Council hereby approves and adopts the proposed Job Specifications for Code Enforcement Supervisor as attached hereto as Exhibit "A".

**SECTION 3.** The City Council hereby approves and adopts the proposed amended Salary Pay Table attached hereto as Exhibit "B".

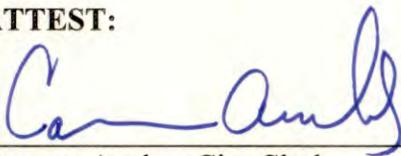
**SECTION 4.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 12<sup>th</sup> day of May 2015.

**CITY OF SOUTH GATE:**

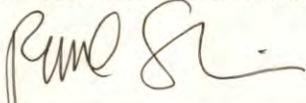
  
\_\_\_\_\_  
Jorge Morales, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Raul F. Salinas, City Attorney

***City of South Gate***  
CLASS SPECIFICATIONS AND ATTRIBUTES  
**CODE ENFORCEMENT SUPERVISOR**

**DESCRIPTION**

Under direction, supervises, coordinates, directs, evaluates and participates in the City's code enforcement activities, including investigating conditions, initiating procedures and providing educational programs to abate violations involving zoning ordinances, building codes, housing codes, public nuisances, property maintenance, abandoned vehicles, animals, license regulations and other issues relating to the health, safety and welfare of the community for public and private residential, commercial and industrial property; assists with the research, development and implementation of policies and procedures to ensure timely and accurate completion of work assignments in compliance with local and state regulations and codes; serves as a technical resource for assigned staff; performs other related duties as required.

**CLASS CHARACTERISTICS**

This class oversees day-to-day code enforcement activities, including complex inspections, citing violators and initiating court proceedings for compliance as it relates to abandoned vehicles, property maintenance, weed abatement, business and occupancy inspections, and signage. This classification is distinguished from the next higher classification of Building Official in that the latter administers the City's building and safety and code enforcement functions.

**SUPERVISION RECEIVED**

Receives direction from the Building Official, Community Development Director and/or other assigned staff.

**SUPERVISION EXERCISED**

Exercises direct and indirect supervision over assigned technical and support staff.

**ESSENTIAL FUNCTIONS**

Essential functions include, but are not limited to, the following:

Supervises, plans, and schedules the work of staff responsible for providing code enforcement services.

Plans, directs, and participates in the investigation of potential violations and the enforcement of municipal codes, ordinances, standards, and health and safety regulations; documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

Maintains own caseload apart from cases handled by other Code Enforcement Officers.

Assures that assigned areas of responsibility are consistent with local, State and Federal regulations; stays current on related policies, regulations and trends.

Participates in the development of policies and procedures; develops and recommends programs and projects to higher level personnel.

Participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate.

Directs, coordinates, and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at hearings.

Researches and evaluates new legislation relative to the assigned area of responsibility.

Answers questions and provides information to staff and the public; investigates complaints and recommends corrective action as necessary to resolve code violations and complaints.

Participates in the preparation and administration of the department's budget; monitors and controls expenses; prepares budget objectives and performance measures for the code enforcement program.

Verifies work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.

Responds to public inquiries and complaints in a courteous manner; provides information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; resolves complaints in an efficient and timely manner; refers complaints to other City departments for action as necessary.

Maintain absolute confidentiality of work-related issues, documents, records and materials pertaining to City employees, officials, agents and others.

Represents the City at professional meetings and conferences.

Performs the full range of Code Enforcement Officer duties.

Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Training and Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way to obtain the knowledge and skills would be: graduation from high school or equivalent, two (2) years of college level course work AND five (5) years of increasingly responsible experience in community preservation, rental housing inspections, or code enforcement, including some lead or supervisory responsibility.

#### **License Requirement**

Possession of a valid California Class C Driver's License, proof of insurance and a satisfactory driving record is required at time of appointment and throughout employment in this position. Possession of a Penal Code (P.C.) 832 certification. Possession of certification as a Code Enforcement Officer issued by the California Association of Code Enforcement Officers (CACEO), International Code Council (ICC) or similar organization. Completion of CACEO Advanced & Supervisory training is highly desirable.

#### **Knowledge, Skills, and Abilities**

Knowledge of: Operations, services and activities of a municipal code enforcement program; Principles, practices, methods and techniques of code enforcement; Principles and practices of supervision, training, discipline, and performance evaluations; Pertinent local, state and federal laws, codes, ordinances and rules; including but not limited to Uniform Housing Code, International

Property Maintenance Code, California Building, Plumbing, Mechanical and Electrical Codes; Courtroom, citation, warrant, and abatement procedures; English usage, spelling, vocabulary, grammar, and punctuation; Basic budgeting methods and practices; Common word processing, spreadsheet and database management software applications; Safe driving principles and practices.

Skill and Ability to: Prepare comprehensive case documentation required for code enforcement purposes; Prepare correspondence related to code violations; Communicate clearly and effectively, both verbally and in writing; Use sound independent judgment within established policy and procedural guidelines; Interpret and explain pertinent code enforcement and related department policies and procedures; Develop and recommend policies and procedures related to assigned operations; Make oral presentations; Work the hours required to perform the duties of the job which may include working evening hours and weekends; Perform the physical aspects of field inspections; Manage sensitive and confidential issues; determine and implement appropriate courses of action in stressful situations; Establish and maintain effective working relationships with those contacted in the course of work; Respond to inquiries, complaints, and requests for service in a fair, tactful and firm manner; Ability to fluently speak, read, and write Spanish is highly desirable.

#### **ADDITIONAL INFORMATION:**

##### **CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

##### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear and may stand and drive for extended periods of time. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, bend, stoop, kneel, crouch or crawl, push and pull drawers open and closed. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are occasionally exposed to outside weather conditions, traffic, dust, gas, fumes and chemicals.



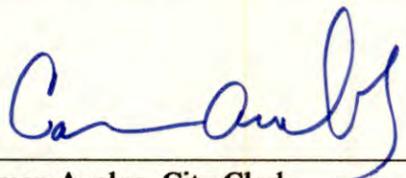
**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA            )**  
**COUNTY OF LOS ANGELES    )     SS**  
**CITY OF SOUTH GATE         )**

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7659 was adopted by the City Council at their Regular Meeting held on May 12, 2015, by the following vote:

Ayes:            Council Members:    **Morales, De Witt, Davila, Hurtado and Bernal**  
Noes:            Council Members:    **None**  
Absent:          Council Members:    **None**  
Abstain:         Council Members:    **None**

Witness my hand and the seal of said City on May 13, 2015.



\_\_\_\_\_  
Carmen Avalos, City Clerk  
City of South Gate, California