

EXHIBIT A

JOB SPECIFICATIONS

DIRECTOR OF HUMAN RESOURCES

At Will

Salary Range: 32 (Management Salary Schedule)

DEFINITION

Plans, directs, manages, and evaluates the activities, programs, and staff of the Human Resources Department, including recruitment and selection, classification and compensation, employee and labor relations, employee benefits and leave administration, policy development and administration, organizational and employee development, training, legal compliance, and Workers' Compensation; provides expert professional assistance to managers, Department Directors, and the City Manager; establishes department goals, objectives, policies, procedures, and work standards; exercises direct supervision over administrative and professional staff; coordinates projects to ensure compliance with federal, state, and local regulations.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification with overall responsibility for planning, directing, managing, and evaluating the activities, programs, and staff of the Human Resources Department. The incumbent is appointed by and serves at the will of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

The incumbent reports to the City Manager and is responsible for providing direct and indirect supervision over management, supervisory, professional, technical and/or administrative support personnel within the Department.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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

- Direct, manage, and evaluate the activities, programs, and staff of the Human Resources Department, including recruitment and selection, classification and compensation, employee and labor relations, employee benefits and leaves administration, policy development, training, organizational and employee development, and administration of the City's Equal Opportunity Program.
- Plan, develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Human Resources Department.
- Direct, oversee, and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products methods and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager; represent the department before the City Council, outside groups and organizations, participate in outside community and professional groups.
- Provide professional assistance to City supervisors, managers, department directors, and the City Manager in Human Resource matters.
- Direct and manage City's employee and labor relations with recognized bargaining units; respond to employee grievances; may serve as the Chief Negotiator during collective bargaining and meet and confer sessions.

- Develop, plan, organize and implement organizational and employee development programs including training, team building, recognition and succession planning programs.
- In coordination with the City Attorney's Office, monitor legal and legislative developments regarding human resource management, analyze and interpret laws and regulations, develop and update human resources rules, policies and procedures to ensure compliance with applicable laws and regulations.
- Plan, organize, direct, supervise, and evaluate the activities of managers, supervisors, professional, technical and/or administrative support staff in the Human Resources Department.
- Administer group benefit programs, insurance and retirement programs such as the Employee Assistance Program, deferred compensation, unemployment insurance, and the California Public Employees Retirement System; oversee third party administration of the City's workers' compensation program.
- Manage, administer and implement programs, policies and practices pertaining to employee leaves of absence and workplace accommodations in accordance with the Americans with Disabilities Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Paid Family Leave and other related laws.
- Oversee, manage and evaluate recruitment and classification for the City; oversee and evaluate classification and salary studies, and revision or creation of job specifications.
- Provide assistance to supervisors, managers Department Directors and the City Manager with disciplinary and performance management matters.
- Investigate complaints of unlawful discrimination, harassment, and retaliation, and/or oversee such investigations by outside entities in accordance with City policy and applicable laws.
- Select, train, motivate and evaluate personnel; plan, organize, direct, supervise, and evaluate the activities of professional, technical and administrative staff in the Human Resources Department.
- Direct the preparation and administration of the department budget. Advise the City Manager regarding appropriate service and staffing levels; allocate resources accordingly.
- Research and prepare technical and administrative reports and studies; prepare and maintain a variety of records, reports and correspondence.
- Build and maintain positive working relationships with co-workers, other City employees, City officials, and the public using principles of good customer service.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public human resources administration, including recruitment, selection, classification, compensation, payroll, employee and labor relations, benefits, workers compensation, training, organizational and employee development, leaves of absence, accommodation and interactive processes.
- Pertinent local, state and federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of

programs, policies and operational needs.

- Principles and practices of organization, administration and human resource management.
- Public sector collective bargaining/negotiations process.
- Principles and practices of performance management and public employee discipline.
- Principles and practices for conducting workplace investigations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- English usage, spelling, grammar, and punctuation.
- Modern office practices and technology including personal computer hardware and software.
- Safe work practices.

Ability to:

- Plan, direct, manage, evaluate and evaluate the activities, programs, and staff of the Human Resources Department.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- On a continuous basis, analyze budget and technical reports; draft, interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance, motivate, train and evaluate staff; explain and interpret policy.
- Analyze complex problems, identify and evaluate alternatives, and make sound recommendations related to department activities.
- Gain cooperation through discussion and persuasion.
- Develop, control and administer departmental budget and expenditures.
- Interpret and apply City code, policies, procedures, rules and regulations, and ensure program compliance with applicable federal, state and local laws.
- Coordinate department activities with other City departments, outside agencies and organizations.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain a high level of communication, cooperation and understanding among all levels of City staff with regard to human resources policies and programs.
- Interpret and administer labor relations agreements effectively and efficiently.
- Select, train, motivate and evaluate staff
- Use computer technology and applications in the performance of daily activities
- Attend, represent the department, and make presentations at Council, interagency committees, and other meetings.
- Utilize discretion in the handling and disclosure of confidential information.
- Establish and maintain effective working relationships with those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties
- Use computer technology and applications in the performance of daily activities.

Minimum Qualifications

A typical way of gaining the knowledge and skills outlined above is:

Training: A bachelor's degree with major course work from an accredited college or university in human resources management, public or business administration, organizational development, industrial psychology, or a closely related field and

Experience: Seven (7) years of increasingly responsible, professional experience in human resources, including at least four (4) years in a supervisory or management position.

GENERAL QUALIFICATIONS

License Requirements

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry computer and other equipment, reports and records that typically weigh less than 10 pounds; may move heavy and/or awkward objects to gain access to computer networks.

Working Conditions

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: May 2019

DIRECTOR OF LONG-RANGE PLANNING AND HOUSING

Salary Range: 23 (Management Salary Schedule)

DEFINITION

The Director of Long-Range Planning and Housing is responsible for developing programs and planning tools that involve the community in defining its vision, assisting with enhancing and maintaining Rocklin's unique character through dialogue with the community and by developing plans, policies and programs designed to guide the physical design and development of Rocklin.

The incumbent will develop, maintain, and implement a coordinated, comprehensive general planning program allowing for quality growth and development of the City while balancing social, economic and environmental goals with the understanding that the historic past and the dynamic present provide the framework upon which the future can be built.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification with overall responsibility for the activities of long range planning. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals, and for furthering City goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

The incumbent reports to the Director of Community Development and is responsible for providing direct and indirect supervision over management, professional, technical, and clerical personnel.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES:

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

- Directs current and long-range planning projects related to transportation, land development regulations, new City ordinances, and legislative initiatives.
- Performs outreach activities and participates in public workshops to ensure planning efforts meet the long range vision of residents and stakeholders; makes presentations to various community groups regarding planning issues.
- Researches grants and other funding opportunities for implementation of planning programs.
- Prepares technical reports and presents results to the public, outside agencies, elected officials, and community groups.
- Assists in the preparation of the department's business plans, annual operating budget, and work program.
- Maintains liaison with State and Local government agencies, community groups, and professional associations.
- Plans, organizes, and supervises the activities of assigned staff.

- Reviews reports, makes recommendations on policy change requests and presents staff analysis and recommendations at City meetings.
- Responds to questions regarding state statutes and City codes, providing supporting materials as required.
- Prepares plans in accordance with state law, including timelines, City resolutions, public notices, service plans, analysis and recommendations, ordinances and exhibits.
- Manages the compilation of demographic, economic, and environmental data and makes projections and estimates.
- Works with outside consultants to provide the information needed to conduct analysis and prepare reports.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- City, state and federal laws and regulations pertaining to land use, environmental impact and municipal capital improvements
- Objectives, principles, procedures, standards, practices and information sources of City advance planning
- Implementation of state, regional and municipal ordinances
- Methods used in development information for advance planning, application of land use, physical design, economic development, and/or social concepts to the planning process
- The California Environmental Quality Act and Subdivision Map Act
- Community trends and market analyses techniques
- Math concepts, including statistical analysis, techniques and formulae relevant to the planning process
- Terminology, symbols, methods, techniques and instruments used in planning
- Local government organization and functions and practices of a municipal planning unit

Ability to:

- Perform responsible and complex long-term planning, environmental planning and capital improvement assignments
- Understand and apply those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process
- Interpret maps, site and building plans and specifications, graphs and statistical data
- Research, analyze and summarize planning data both manually and with computer programs
- Interpret and understand engineering and architectural plans, concepts and methodologies
- Prepare clear visual displays, present ideas persuasively
- Prepare clear and concise technical documents, reports, correspondence and other written materials, including staff reports to the Planning Commission and/or City Council

- Exercise sound independent judgment within established guidelines
- Instruct others in work procedures and provide specific project direction
- Establish and maintain effective working relationship with those encountered in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from a four-year college or university with major course work in planning, administration, law, or a closely related field, and seven years of progressively responsible full-time experience in municipal planning/community development, including five years of project management experience. An advanced degree in urban planning is desirable as is prior planning experience.

GENERAL QUALIFICATIONS

License Requirements

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and, carry reports and records that typically weigh less than 20 pounds.

Working Conditions

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: July 2015

Revised: July 2019

DEPUTY DIRECTOR OF PARKS AND RECREATION

Salary Range: 23 (Management Salary Schedule)

DEFINITION

Under general direction, provides complex professional managerial assistance to the Director of Parks and Recreation in the development and administration of City programs including parks, parks maintenance, park development, recreation, venue rentals, arts, and event tourism, including the Adventure Park and the Sunset Whitney Recreation Area; plans, directs, manages and evaluates the department's programs and operations; coordinates activities with other divisions or departments; supervises administrative and professional staff; performs a variety of professional and technical level tasks relative to assigned areas of responsibility; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management level classification responsible for assisting the Director of Parks and Recreation with planning, directing, managing and evaluating the activities, programs, operations, and staff of the Parks and Recreation Department. This classification is distinguished from the Parks and Recreation Manager in that the latter is responsible for planning, directing, managing, developing, and evaluating one or more of the department's major program areas, where the former is responsible for the oversight of all program areas within the department.

SUPERVISION RECEIVED AND EXERCISED

The incumbent reports directly to the Director of Parks and Recreation and directly supervises assigned professional, technical, and administrative staff.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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

- Assist the director with planning, directing, managing, and evaluating the activities, programs, and operations of the department including the operation of the Adventure Park and the Sunset Whitney Recreation Area.
- Assist with the development and implementation of department goals, objectives, policies, and procedures.
- Provide staff assistance to the City Council, City Manager, Parks, Recreation, and Arts Commission, and the Arts Task Force; prepare and present staff reports; research and prepare a variety of technical and administrative reports.
- Coordinate department program activities with other departments, divisions, outside entities and organizations; represent the department to outside groups and organizations.
- Select, train, motivate, and evaluate personnel; conduct employee performance evaluations; implement performance management.
- Assist with the preparation and administration of the department budget; monitor and control department revenues and expenses; recommend service and staffing levels to the director; allocate resources accordingly.

- Evaluate program operations and activities; recommend improvements and modifications.
- Build and maintain positive working relationships with co-workers, other City employees, City officials, City Commissioners, and the public using principles of good customer service.
- Receive and respond to public inquiries, requests for assistance and complaints regarding department projects and other City activities; resolve sensitive and controversial issues within City and department guidelines
- Research, and assist with reviewing and monitoring contracts and agreements with other departments and outside vendors; prepare specifications and contracts for services; review plans for compliance and completeness; act as project manager for assigned projects.
- Oversee the planning, scheduling, implementation and monitoring of marketing programs; establish program goals for marketing and advertising.
- Identify and recommend new programs, activities and/or special events.
- Interpret, apply, and advise staff on provisions of laws, rules, and regulations, related to areas of assignment.
- Conduct safety meetings.
- Develop policies, procedures, standards, and ordinances to ensure compliance with applicable laws and regulations.
- Oversee the preparation and maintenance of a variety of records, reports and correspondence related to division activities
- Act on behalf of the Director when needed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and methods used in parks and recreation management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Pertinent federal, state and local laws, rules, codes, and ordinances.
- Methods and techniques of effective project management, and technical report preparation and presentation.
- Principles and practices of contract negotiation, preparation, and administration.
- Principles and practices of program organization, evaluation, development, and administration.
- Recent developments, contemporary trends and practices of parks, recreation, arts, and event tourism.
- Operational characteristics, services and activities of recreational and community service programs.
- Principles and practices of budget preparation and administration.
- Principles and practices of personnel management, supervision, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Modern office practices and technology, including personal computer hardware and software; computer-based project management and scheduling.

- Safe work practices.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Plan, direct, manage, and oversee the administration and operations of the Parks and Recreation Department, venue rentals, arts, and event tourism programs and activities.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- On a continuous basis, analyze budget and technical reports; draft, interpret, and evaluate staff reports and related documents; understand and interpret laws, regulations, codes and procedures related to assigned areas; observe performance, motivate, train and evaluate staff; explain and interpret policy.
- Analyze complex problems, identify and evaluate alternatives, and make sound recommendations related to department activities.
- Coordinate department activities with other City departments and agencies as required.
- Gain cooperation through discussion and persuasion.
- Develop, control and administer departmental budget and expenditures.
- Interpret and apply City and department Code, policies, procedures, rules and regulations.
- Interpret, apply, and ensure project compliance with applicable federal, state and local laws.
- Develop plans, schedules, specifications, and cost estimates for assigned projects.
- Negotiate and administer service contracts and prepare bid packages.
- Analyze department support needs and ensure prompt and efficient delivery of service, materials, and supplies.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer technology and applications in the performance of daily activities.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

A bachelor's degree from an accredited college or university with major coursework in public administration, business administration, park and recreation administration, park and recreation management, leisure studies, or a related field and five (5) years of increasingly responsible administrative or management experience in parks and/or recreation administration, including at least two (2) years of management or supervisory experience.

GENERAL QUALIFICATIONS

License Requirements

A valid California Class C license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

Working Conditions

Incumbent appointed to this class must be willing to work in the field and in the office, and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset members of the public in interpreting and enforcing departmental policies and procedures. Employees may work irregular hours including after-hours, holidays, and weekends; be subject to "on-call" status 24 hours a day, and be willing to work outdoors in all types of weather conditions.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: July 2019

SENIOR CODE ENFORCEMENT OFFICER
Salary Range: 32 (Public Service Employees)

DEFINITION

Under general supervision, organizes, plans, prioritizes, assigns, and reviews the work of assigned personnel engaged in code enforcement operations; trains, provides direction, and/or supervises assigned code enforcement staff; handles the most complex and sensitive code enforcement activities; identifies, investigates, and seeks correction of violations of the City's municipal, building, zoning, occupancy, signage and housing codes, and State and City Health and Safety Codes and Ordinances; performs field inspections; investigates citizen complaints of public nuisances and quality of life issues; seeks voluntary compliance or issues citations and initiates abatement procedures; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the code enforcement series. Responsibilities include the authority to cite violators and initiate court proceedings for compliance. This includes property maintenance, zoning, abandoned vehicles, weed abatement, signs, and some code compliance of the current building, fire, and property maintenance codes. This class is distinguished from the Code Enforcement Officer in that the former is responsible for directing and/or supervising the work of code enforcement staff while personally performing the more complex and responsible code enforcement activities. Incumbents operate with considerable autonomy and are expected to perform duties and make decisions with a high degree of independence. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive general supervision from the Director of Community Development or designee, and provide direction and supervision to assigned staff.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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

- Organize, plan, prioritize, assign, and review the work of assigned personnel engaged in code enforcement operations.
- Establish schedules for code inspection activities ensuring work is completed in a timely and efficient manner.
- Provide or coordinate staff training; work with employees to correct deficiencies; confer with and provide guidance to code enforcement staff regarding difficult inspection issues, code interpretations, and enforcement procedures.
- Handle the most complex and sensitive code enforcement activities.
- Receive, record, and investigate complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; document violations by securing photographs and other pertinent data; research ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

- Initiate contact with residents, business representatives and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; initiate abatement of dangerous properties and vector control issues of vacant properties; provide confirmation to public by telephone and in person regarding code regulations.
- Prepare notices of violation and write citations according to applicable codes and regulations; issue letters to property owners notifying them of violations; affixes notices of violation on properties to abate fire and public safety hazards and public nuisances.
- Meet with city staff from other departments and legal counsel regarding complaints; coordinate activities with other departments.
- Coordinate and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action; present testimony at nuisance abatement hearings.
- Initiate criminal and civil complaints in conjunction with the City Attorney's office when necessary.
- Establish and maintain accurate and complete case files; prepare documents and evidence for court proceedings; testify in hearings and court proceedings as required.
- Make drive-by or on-site inspections of residential, industrial, and/or commercial areas; note possible violations at other property sites during the course of field investigations.
- Provide information to violators, the general public, business community and other government agencies regarding codes, laws and ordinances; respond to questions, complaints and inquiries.
- Maintain files and records related to citations and violations; prepare a variety of written reports, memoranda and correspondence.
- Conduct special studies, surveys and technical analysis of Department and City operations; may prepare administrative reports as assigned.
- Plan interdivisional training on documentation and information collection practices.
- Conduct field review as necessary to assess all pertinent issues of the assigned project.
- Input and retrieve a variety of information using a variety of computer programs.
- May provide follow-up and regulation inspection of projects under construction to ensure compliance with the conditions of project approval.
- Testify in court proceedings.
- Conduct after hours investigations as necessary to verify violations or compliance.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of supervision, training and performance evaluation.
- Principles, practices, methods and techniques of code violation investigation and compliance.

- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Basic requirements of building, planning, and zoning permit process and plans examining, and related codes, ordinances, and regulations.
- Applicable Federal, State, and local laws, codes, and regulations including administrative and departmental policies.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Research methods, standards, techniques, and terminology related to building code compliance and the construction industry.
- Occupational hazards and standard safety practices necessary in the area of code compliance.
- Principles of record keeping and reporting.
- Operational characteristics of code compliance equipment and tools.
- Business arithmetic.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Organize, plan, prioritize, assign, and review the work of assigned personnel engaged in code enforcement operations.
- Provide technical advice to subordinate personnel in solving difficult problems or assignments
- Handle the most complex, technical, and sensitive code enforcement activities.
- Explain and interpret a variety of codes, ordinances, legal descriptions, City policies and procedures and other regulations to property owners, residents, and others.
- Interpret and apply applicable Federal, State, and local laws, codes, and regulations including, administrative and departmental policies.
- Invest code violations and respond to inquiries, complaints and requests for service in a fair, tactful and timely manner.
- Read and interpret technical written material, maps, plans, blueprints, schematics and legal descriptions.
- Understand basic methods of photography.
- Prepare, maintain and update accurate and detailed documentation of inspection findings and other written materials, records, logs, and reports.
- Analyze and compile technical information on code investigations and violations.
- Effectively represent the City in meetings with governmental and regulatory agencies,

community groups, property owners, contractors, developers, business owners and the public.

- Operate a variety of tools and field-testing equipment.
- Organize work, set priorities, meet critical deadlines, and exercise sound, independent judgment within established guidelines.
- Make accurate mathematic computations.
- Maintain accurate records and files of work performed.
- Understand and carry out oral and written instructions.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

Minimum Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade supplemented by a minimum of fifteen (15) units of technical or college-level courses in law compliance, building inspection or a related field and two years of experience as a Code Enforcement Officer with the City of Rocklin, or four (4) years of experience as a journey-level Code Enforcement Officer.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California Class C driver license or higher with a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Certification as a Building Inspector or Code Compliance Officer by the International Conference of Building Officials, the International Code Council, the California Association of Code Enforcement Officers, or the American Association of Code Enforcement is highly desirable.

Physical Requirements

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to inspect various City sites; vision to read printed materials and a computer screen and make inspections; color vision to inspect electrical wiring; smell to detect gas or sewage leaks; touch to determine hot and cold water fixtures; and hearing and speech to communicate in person, before groups and over the telephone. The job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; traversing uneven terrain, periodically

standing, stooping, bending, climbing and kneeling to perform the work; finger dexterity to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment, cameras and computers; grasp tools and inspect electrical devices; occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information; occasionally lift, move, and carry objects that typically weigh up to 40 pounds, and must be able to physically remove signs or other postings from public property.

Working Conditions

Employees work in the field and in the office, and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset members of the public in interpreting and enforcing departmental policies and procedures. Incumbent may be required to work various shifts on evenings, weekends, and holidays.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: July 2019