



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Code Enforcement Inspector I

An Equal Opportunity Employer

SALARY

\$25.77 - \$31.32 Hourly \$2,068.66 - \$2,514.18 Biweekly \$4,482.09 - \$5,447.38 Monthly
\$53,785.08 - \$65,368.60 Annually

OPENING DATE: 10/31/16

CLOSING DATE: 11/21/16

THE POSITION

The County of Sonoma seeks a knowledgeable Code Enforcement Inspector in the Permit and Resource Management Department.

A Code Enforcement Inspector I works under supervision performing unique and comprehensive field inspection and investigative duties to ensure the enforcement of County codes, ordinances and regulations relating to building construction, substandard and dangerous buildings; grading and drainage; zoning and land use; health; housing; and sewage disposal systems and water wells. Code Enforcement Inspectors are required to exercise interpersonal skills, judgment, and a common sense approach to issues in order to arrive at a reasonable and effective course of action during their investigation duties.

The ideal candidate will have:

- Knowledge of building codes, construction methods and techniques, and/or zoning codes.
- Experience conducting field investigations for a government agency.
- Excellent interpersonal skills and judgment to work with the public and coworkers.
- Strong written communication skills and experience preparing reports.
- A Code Enforcement Certification or other related professional certificates.

This recruitment is being conducted to fill **one full-time** Code Enforcement Inspector I vacancy. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) vacancies as they occur during the active status of the list.

Important Note: The department anticipates filling this vacancy at either the Code Enforcement Inspector I or Code Enforcement Inspector II level. **If you are interested in applying at the Code Enforcement Inspector II level, you will need to apply to the separate, concurrent recruitment being conducted for that classification.**

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions may be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

MINIMUM QUALIFICATIONS

Education: Any combination of education and training that would provide the opportunity to acquire the knowledge and abilities listed. Normally, course work in code enforcement, zoning, land use regulations, investigative techniques and methods, construction and/or building inspection, public health, planning, environmental studies, or related courses would provide such opportunity.

Experience: Any combination of work experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, one year of experience performing duties involving code enforcement, or two years of related work experience utilizing zoning and land use, building, health or other related regulations would provide such opportunity.

Certifications: Possession of PC 832 Powers of Arrest (POST Certified) is required within one year of appointment.

In accordance with California Health and Safety Code, Section 18949.25-18949.31, possession of Code Enforcement Certification from an approved and accredited organization is required within two years of appointment.

Possession of a certification in a closely related field other than Code Enforcement is desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: procedures, methods, and techniques used in investigations and enforcement utilizing appropriate legal requirements and constraints; County codes, ordinances, and regulations pertaining to zoning and land use, building, health, housing and other related subjects; the permit process necessary to coordinate and facilitate violators in the permit process; purpose, principles and practices of code enforcement and abatement procedures; the principles and techniques involved in mediation and conflict resolution; business English, spelling, grammar and basic report writing; interviewing principles and techniques; courtroom demeanor; the use of electronic information equipment and specific systems as used within the department.

Ability to: follow oral and written instructions; keep clear and accurate field notes; communicate effectively both orally and in writing, sometimes in adversarial situations; maintain effective working relationships with other employees, County officials and the public; conduct inspections and investigations; obtain information through interview and observation; research and analyze records, property history files, maps and documents; gather information in an organized manner and weigh facts against applicable laws, rules and regulations and draw proper conclusions concerning questions and facts; complete thorough, accurate investigations of violations and follow-up to achieve compliance; enforce codes firmly, impartially, and with tact; prepare and maintain concise, professional, comprehensive reports, correspondence and records; write and speak clearly for the purpose of giving clear, accurate, and concise direction and information to the public, staff, and other agencies; operate office equipment and County vehicles; learn codes and seek knowledgeable sources; work in a variety of environments, including indoors, outdoors, working alone, working around moving objects or vehicles and motorized equipment; utilize electronic information systems and analyze and interpret such information.

SELECTION PROCEDURE

The information contained in the application and responses to the supplemental questions will

be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are encouraged to visit <http://sonomacounty.ca.gov/HR/Recruitment-and-Classification/Getting-a-Job> and review the hiring process overview.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, will be required prior to employment.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. More information can be found at: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256>.

HR Analyst: JG

HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403EXAM #16/10-1191-O
CODE ENFORCEMENT INSPECTOR I
JG**Code Enforcement Inspector I Supplemental Questionnaire**

* 1. How did you first learn about this opportunity?

- Association of Bay Area Governments
- California Association of Code Enforcement Officers
- California Building Officials
- CalJobs
- Careersingovernment.com
- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- International Code Council
- Job Fair
- Latino Service Providers
- Minority Organization or Group
- Monster
- North Coast Builders Exchange
- Press Democrat
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Women's Organization or Group
- Other Internet Site
- Other Publication

* 2. Possession of a PC 832 Powers of Arrest (POST Certified) is required within one year of appointment. Please indicate below whether you possess this certificate.

- Yes, I currently possess a PC 832 Powers of Arrest Certificate.
- No, I do not currently possess a PC 832 Powers of Arrest Certificate, but will obtain one within one year of appointment to the position.

* 3. Possession of a Code Enforcement Certification from an approved and accredited organization upon appointment, or receipt within one year of appointment is required. Please indicate below whether you possess this certificate.

- Yes, I possess a Code Enforcement Certification from an approved and accredited organization.
- No, I do not possess a Code Enforcement Certification from an approved and accredited organization, but will obtain one within one year of appointment.

* 4. Possession of a certification in a closely related field other than Code Enforcement is desirable for this position. Please provide details about any applicable certification(s) you currently possess. If you do not possess an applicable certification, please indicate "N/A".

- * 5. Please provide details about the coursework you have completed in code enforcement, zoning, land use regulations, investigative techniques and methods, construction and/or building inspection, public health, planning, environmental studies, or related fields. Include details about the course titles, number of credits, and the education institution(s) where you completed this coursework.
- * 6. Describe your experience interacting with the public to obtain and provide information on technical codes or inspection laws, rules, or regulations in the following areas:
- Building construction.
 - Zoning and land use.
 - Sewage disposal systems and/or water wells.

Include the name of each employer where you gained this experience, your job title(s), the applicable employment period(s) (mo/yr to mo/yr).

- * 7. Describe any experience you have analyzing data to write a report, and presenting the report to a third party. In your response, discuss what made the report complex, your research process, and your process collecting evidence. In addition, discuss any experience you have presenting your report to a third party.

* Required Question