



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

**Code Enforcement Inspector II**

*An Equal Opportunity Employer*

**SALARY**

\$32.46 - \$39.45 Hourly    \$2,605.69 - \$3,166.80 Biweekly    \$5,645.66 - \$6,861.41 Monthly  
\$67,747.92 - \$82,336.88 Annually

**OPENING DATE:** 03/23/16

**CLOSING DATE:** 04/06/16

**THE POSITION**

**The County of Sonoma's Permit and Resource Management Department seeks an experienced Code Enforcement Inspector.**

A Code Enforcement Inspector II works under general supervision performing a variety of field inspection and investigative duties in the interpretation and enforcement of County codes, ordinances and regulations relating to building construction, substandard and dangerous buildings; grading and drainage; zoning and land use; health; housing; sewage disposal systems and water wells; prepares written recommendations and reports on major and/or complex code enforcement projects; and performs related duties as required. 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:

- Experience conducting field investigations for a government agency.
- Excellent interpersonal skills and judgment to work with the public.
- Strong written communication skills and experience preparing reports.
- A Code Enforcement Certification.
- PC 832 Powers of Arrest Certified.

The department anticipates filling this **one full-time** Code Enforcement Inspector II vacancy. The employment list established from this recruitment may also be used to fill future full-time, part-time, or extra-help vacancies as they occur during the active status of these lists.

**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, two years of experience performing duties involving code enforcement including at least one year equivalent to a Code Enforcement Inspector I with the County of Sonoma, or three years in building, zoning and land use, or environmental health inspection in a governmental agency 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 a Code Enforcement Certification from an approved and accredited organization upon appointment, or obtained within one year 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**

**Working knowledge of:** the permit process necessary to coordinate and facilitate violators in the permit process; procedures, methods and techniques used in investigations and enforcement utilizing appropriate legal requirements and constraints; County codes, ordinances, and regulations pertaining to building construction, substandard and dangerous buildings, grading and drainage, zoning and land use, health, housing, sewage disposal systems and water wells; general knowledge of the County 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; investigate complex code violations; explain complex codes, policies and procedures to developers, contractors, builders, property owners, and the public; conduct inspections and investigations; obtain information through interview and observation; write complex reports and 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; 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 go to: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1464> 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](http://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 is committed to a policy and actively pursues a program of equal employment and non-discrimination. More information can be found at: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256>**

HR Analyst: LC  
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #16/03-1192-O

CODE ENFORCEMENT INSPECTOR II

LC

## Code Enforcement Inspector II Supplemental Questionnaire

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

- 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
- 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. Below, please indicate the current status of your possession of 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 obtained within one year of appointment is required. Please indicate below the current status of your possession of a Certification.

- 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's title, number of credits and the education institution(s).

- \* 6. Describe your experience interacting with the public to obtain and provide information on technical code or inspection laws, rules, or regulations in the following areas:
- Building construction and related codes,
  - Land use codes and CEQA,
  - Sewage disposal systems and/or water wells.

Please provide sufficient detail, to include a specific examples, as well as the purpose of your interactions, and with whom. If you do not have related experience, please indicate "N/A."

- \* 7. Describe any experience writing a report with heavy analysis and delivering or presenting the report to a third party. In your response, discuss the complexity of the report (none, moderate, highly, etc.), your research process and your process collecting evidence. In addition discuss any experience you have presenting your report to a third party. Please include the name of your employer(s), dates worked, hours worked per week, and a description of your duties and responsibilities.

\* Required Question



## COUNTY OF SONOMA BENEFITS: GENERAL\*

These are some of the excellent benefits the County offers:

**Paid Time Off:** Competitive vacation accrual; 11 holidays per year and generous sick leave accruals.

**Health Plan:** Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

**Cash Allowance:** A cash allowance of approximately \$600 per month, in addition to monthly salary

**Retirement:** Defined benefit plan fully integrated with Social Security.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at (707) 565-2331. Additional details about benefit and compensation packages can be found in the MOUs located here: <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor/>. For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources/> or, contact the Human Resources' Risk Management-Benefits Office at [benefits@sonoma-county.org](mailto:benefits@sonoma-county.org) or (707) 565-2900.

\*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.