

PROGRAM COMPLIANCE OFFICER

DEFINITION

Under supervision, performs field inspections to investigate, identify, and enforce City codes, ordinances, and abatement regulations relating to illegal dumping and public nuisance; processes and resolves complaints and violations and prepares reports.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from Division management staff. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

The Program Compliance Officer is a single class position assigned to the Community Sanitation Division of the Department of Public Utilities. Program Compliance Officer is distinguished from Code Enforcement Specialist in that the incumbent of the former only enforces codes and ordinances under the purview of the Community Sanitation Division, such as regulating illegal dumping and associated matters.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Works with the public and other departments in administering, educating, and communicating City regulations on illegal dumping; responds to questions and concerns from the public, departmental staff, outside agencies, and provides information as appropriate.

Initiates investigations and procedures to abate violations of illegal dumping or property maintenance codes, and ordinances regulating illegal dumping, trash and/or green waste.

Initiates procedures to obtain compliance and meets with property owners to develop a plan to resolve violations.

May issue notices of violation or administrative citations for noncompliance; may testify or attend administrative hearings and court regarding violations and compliance actions.

Performs interdepartmental liaison work and may coordinate problem resolution activities involving several departments; may work closely with other City departments in the investigation, resolution, and enforcement of code and requirement provisions.

Patrols and conducts field inspections and re-inspects properties to ensure continued compliance; may photograph violations and gather evidence for proceedings; posts notices relating to required abatements and cites violators.

Prepares and maintains investigative records and reports related to enforcement activities; may compose and type correspondence, reports, forms and specialized documents; enters and retrieves information from automated records systems; operates communications equipment.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Relevant municipal codes, ordinances, and other regulations and requirements involved in code enforcement work.

Principles, practices and methods used in the enforcement of a variety of codes, applicable federal, state, and local laws, regulations, and ordinances.

Procedures involved in the investigation and enforcement of codes and regulations.

Skills to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Understand, interpret and apply statutes, rules, regulations and procedures; plan and carry out duties independently, and follow written and oral instructions.

Establish and maintain accurate records; prepare clear and concise reports; communicate effectively orally and in writing.

Establish and maintain effective working relationships at all organizational levels, including with the public.

Investigate complaints timely and tactfully.

MINIMUM QUALIFICATIONS

Experience:

Two (2) years of full-time paid experience working with the public in the enforcement and application of laws, codes, rules, and procedures which involved investigative or inspection duties.

AND

Education:

Completion of thirty (30) semester units from an accredited college or university. Additional qualifying experience may be substituted for college units with fifteen (15) semester units equaling one year of experience.

Special Requirements:

Possession at time of appointment, and continued maintenance of a valid California Driver License.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 11/09/2005