



## CITRUS HEIGHTS POLICE DEPARTMENT



### Code Enforcement Officer I/II

One (1) position

**SALARY RANGE:** \$26.7673 - \$36.7714/hourly  
Excellent Benefits

**Closes Friday, November 4, 2022 5:00pm**



### THE DEPARTMENT

Working at the Citrus Heights Police Department is all about character. Our reputation and ability to effectively serve is built on the words, actions, and habits of our people. We have deliberately constructed a character-based culture as the foundation of a premier professional police agency. At CHPD, we have created something out of the ordinary. The Citrus Heights Police Department is the place for you if you seek a destiny of excellence surrounded by professionals of high character. This is our mission. Do you have what it takes? Then join us ... at CHPD, it's all about character.

### THE POSITION

The Code Enforcement Officer I/II position primarily performs field inspections and investigations to ensure compliance with City codes and regulations in the areas of housing, zoning, blight, nuisance abatement, signage, vehicles, and environmental or other neighborhood-related improvement issues. In addition to interpreting and applying codes and regulations in an enforcement role, the Code Enforcement Officer I/II resolves conflicts, mediates disputes, and problem solves situations that surface as code enforcement issues. The position demands a commitment to providing quality customer service with the ability to deal professionally with irate or frustrated individuals in sometimes difficult or sensitive situations. To be successful in the position, candidates should be highly organized and comfortable using a computerized database system, and have the ability to prepare documentation of inspections, investigations, and related circumstances.

### IDEAL CANDIDATE

- Possesses knowledge of local, State and Federal laws, ordinances, codes, City functions, policies, rules and regulations related to code enforcement. (Level II)
- Can manage difficult customer complaints, public contacts and site visits. (Level II)
- Is able to identify and interpret applicable codes, ordinances and regulations and apply interpretations to a variety of challenging, unique and difficult situations. (Level II)
- Demonstrates ability to analyze, recommend and communicate appropriate solutions to complex and/or sensitive problems and appear in court and give testimony if required. (Level II)
- Demonstrates ability to develop and present informational and educational material to a variety of audiences. (Level II)
- Is able to learn to perform basic inspections and to use video tape and photographic equipment to record evidence. (Level I)

- Is able to learn local, State and Federal laws, ordinances, codes, City functions, policies, rules and regulations.(Level I)
- Is able to learn effective conflict resolution methods and techniques. (Level I)
- Demonstrates initiative within scope of responsibility in following up on cases. (Level I/II)
- Explains rules and regulations in a clear and understandable manner, both orally and in writing. (Level I/II)
- Focuses work effort to carry out the City's Customer Service philosophy of actively

listening, addressing customers' concerns, and providing services at a level that exceeds customer expectations. (Level I/II)

- Thrives in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward. (Level I/II)
- Identifies and generates "a better way of doing things" by viewing problems as opportunities for improvement rather than as obstacles. (Level I/II)
- Treats all individuals encountered, equally and with respect, basing actions on honor and ethics. (Level I/II)

## MINIMUM QUALIFICATIONS

Minimum Qualifications	Code Enforcement Officer I	Code Enforcement Officer II
Experience and Training	One year of full-time public contact experience requiring persuasive communications, searching source documents, and interpreting, explaining, and applying standards, guidelines and policies related to regulatory laws and/or health and safety laws.	Three years of experience in a public sector environment performing difficult, sensitive, and technical code enforcement, vehicle abatement, building inspection, environmental health inspection, code enforcement or related activities; or three years of experience similar to that of a Code Enforcement Officer I with the City of Citrus Heights.
Education	Equivalent to completion of the 12 <sup>th</sup> grade required; supplemental course work or training in code enforcement, planning, law enforcement, construction, engineering, public administration, or related fields is desirable.	Equivalent to completion of the 12 <sup>th</sup> grade is required; supplemental course work or training in code enforcement, planning, law enforcement, construction, engineering, public administration, or related fields is highly desirable.
Certificate / License	Possession of a valid California driver's license and proof of automobile liability insurance.	Possession of a valid California driver's license and proof of automobile liability insurance. Possession of, or must obtain within 12 months of hire.  Possession of a Code Enforcement Training Certificate (for example, as issued by the California Association of Code Enforcement Officials, the Statewide California Association of Code Enforcement Officials, or similar professional groups, by an educational institution, or by a governmental agency) is highly desirable.

## BENEFITS

- RETIREMENT- CalPERS retirement (employee pays full member contribution)
  - Misc 2.7% @ 55, Misc 2% @ 55, or Misc 2% @ 62
- LEAVE - 136 hours of Annual Leave (to be used for vacation or sick time)
  - 40 hours of Long Term Medical Leave
  - 16 hours of Floating Holiday beginning Jan 1 each year
- HEALTH INSURANCE - a substantial monthly City contribution toward health insurance, and if alternative group health care coverage is demonstrated, a \$600/month cash-out may be added to salary or deferred compensation. City also provides Flexible Spending and Dependent Care account options that cover out-of-pocket medical expenses.
- DENTAL/VISION - fully paid family dental & family vision.

- LIFE INSURANCE - City pays \$50,000 life for all benefitted employees, and long-term disability insurance. Optional life is available to employees at their expense.
- DEFERRED COMPENSATION PLAN - Optional enrollment in a pre-tax payroll deducted 457 plan (Mission Square).

SOCIAL SECURITY - The City does not participate in Social Security but does participate in Medicare and State Disability Insurance (SDI).

## APPLICATION PROCESS

To be considered for this position, you must submit a completed, official Employment Application and responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials. You may submit hard copy materials in person or by mail, or you can apply online.

- **ON-LINE APPLICATION:** You may apply on-line by visiting [www.CalOpps.org](http://www.CalOpps.org) to complete the Employment Application and Supplemental Questionnaire. A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application and Supplemental Questionnaire by visiting <http://jobs.citrusheights.net> and downloading these materials, or you may request these materials by calling the City's Human Resources line at (916) 727- 4731 or calling the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application materials to: City of Citrus Heights; Attention: Code Enforcement Officer I/II Recruitment; 6360 Fountain Square Drive; Citrus Heights, CA 95621. **No postmarked, faxed, or e-mailed materials will be accepted.**

## SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Only the most qualified applicants as determined by the City may be invited to the next step(s) of the selection process. Selected candidates may be referred for a first interview, and those candidates recommended forward may be interviewed by the Police Chief and/or designee. The finalist(s) will be required to complete a CA P.O.S.T. Personal History Statement and will be subject to a polygraph examination and background investigation using P.O.S.T. guidelines (<http://www.post.ca.gov/selection/>). Upon receipt and review of the background report, a conditional offer of employment may be made, and the final candidate must then pass medical, drug/alcohol screening, and psychological examinations conducted by a City-appointed physician.

## METHOD OF COMMUNICATION

Primary communication regarding your status relative to this recruitment will be by e-mail. Applicants are solely responsible for monitoring their e-mail communication messages and systems. Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

## ADDITIONAL INFORMATION

For additional information or questions about this recruitment, e-mail [joinchpd@citrusheights.net](mailto:joinchpd@citrusheights.net).

# Citrus Heights Police Department - It's All About Character

## ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

*This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.*

*The City of Citrus Heights is an Equal Opportunity Employer and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Department of Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation. Under federal law, all job applicants must prove authorization to work in the United States at the time of job offer.*