



CODE COMPLIANCE OFFICER AND SENIOR RISK ANALYST

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DISTINGUISHING CHARACTERISTICS

Under general direction from the City Attorney, this position is responsible for implementing, administering and coordinating risk management programs designed to minimize losses and to ensure the efficient and economical operation of the City's loss control programs as well as external code compliance pertaining to licensing and code enforcement. The incumbent is empowered to issue notices of violation, and to seek resolutions to challenging situations through the administrative process. The position requires extensive public contact, strong interpersonal skills and the ability to work on an independent basis.

SUPERVISION RECEIVED/EXERCISED

This position receives direct supervision from the City Attorney and exercises indirect supervision over technical and/or clerical staff.

DUTIES *(Duties are assigned based organizational staffing and need, and may include, but are not limited to the following)*

- Investigate alleged code violations in response to public complaints.
- Enforce violations of various City codes and ordinances.
- Identify and investigate violations observed while in the field.
- Conduct site investigations.
- Process citizen complaints.
- Recommend to the City Attorney possible solutions to resolve difficult cases.
- Process cases in accordance with City procedures and standards and in accordance with federal, state and local laws.
- Issue notices of violation and citations.
- Work closely to coordinate with other City departments and governmental agencies in processing cases.
- Coordinate with staff possible encroachment, health, building code, or fire violations.
- Maintain complete and accurate records of inspections and findings.
- Interview property owners, neighbors and others to obtain necessary information.
- Negotiate correction action plans with property owners to abate violations.
- Present cases to the City Attorney where voluntary compliance is not obtained.
- Coordinate summary abatement process including selecting contractors and monitoring their performance.
- Coordinate, oversee, and provide guidance to all City departments and assigned agencies on safety program development and implementation, and on identifying, evaluating, eliminating, or reducing risks.
- If assigned, survey all facilities, programs, and operations to determine hazards, liabilities, and evaluates insurance risks; provide advice regarding such areas as property preservation and application of the Americans with Disabilities Act.
- In cooperation with safety personnel, schedule and initiate emergency plan implementation drills;
- Develop systems, procedures, policies, and programs to reduce risk exposure and develop accident prevention programs.
- Monitor contractor compliance with insurance and safety requirements.

- Coordinate and monitor safety related contracts and other risk management related goods and services.
- Support claims administration including investigating, analyzing and evaluating claims; assist in litigation management; attend mandatory settlement conferences, mediations and small claims court hearings as required; schedule and assist, as needed, the City Attorney in presenting cases to various bodies including City Council.
- Identify operational issues creating potential liability for the City and coordinate on response with the City Attorney.
- Analyze current insurance developments; review current insurance legislation; analyze, develop and recommend new and improved risk management procedures and programs.
- Develop goals, objectives, policies, procedures and standards; develop and monitor performance measurements.
- Serve as a liaison with other public agencies, insurance companies and service providers to ensure an efficient and cost-effective operation.
- Prepare studies and reports for management staff.
- Perform related duties as assigned.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

Any combination of education and experience that would likely provide the required knowledge, skills and abilities. A typical way to qualify is college level coursework in planning, law, public administration, law enforcement, or related field and five years of experience in a position equivalent to a Code Compliance Officer and/or Safety/Risk Manager or related field involving public contact which has included responsibility for interpreting local codes and ordinances and making presentations.

License/Certificate

POST 832 P.C. Arrest Course certificate either at the time of employment or no later than 3 months after the date of employment. CACEO Certified Code Enforcement Officer or certification from an equivalent organization is desirable.

Possession of valid Class C California driver's license or equivalent.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of: principles and practices of risk management, code enforcement and officer safety, such as those obtained through seminars, workshops, or certification courses from CACEO or equivalent organization or association; local and state laws, ordinances regulating public nuisances, zoning, health and safety, building and fire codes; federal and state laws and restrictions regarding permissible search procedures and methods for obtaining evidence to be used in possible prosecution; organization of local government and public administration; techniques, symbols, and language used in in planning, building and engineering departments; and modern office equipment, including computer and applicable software.

Ability to: learn laws, codes and regulations and interpret their application; collect data, tabulate results, analyze information, and prepare written documents and reports summarizing data and present information at public meetings; recognize the key importance of interacting with suspected violators, including property owners, in problem resolution and information giving situations; write business correspondence explaining city policies and procedures; maintain a

strong customer service orientation; perform mathematical computations with speed and accuracy; interpret engineering and planning maps, plans, specifications and legal descriptions, and check building plans for zoning compliance; work independently as a member of a team; coordinate an enforcement program or public service function; work with other city personnel in multiple departments on a variety of case types.

Skill to: collect and analyze data; make effective oral and written presentations; summarize substantial file materials into clear and concise written reports; prepare word processing material on the computer efficiently and accurately; compute simple statistical analyses; negotiate and obtain agreements.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Establish and maintain cooperative working relationships with professionals in various disciplines; ability to be calm in stressful situations; be tactful and diplomatic in dealing with the public; ability to travel to different sites and locations; sit at a desk and stand at a counter for long periods of time; climb, crouch, and crawl during onsite inspections; see and hear well enough to perform the above duties.

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UNREPRESENTED
EXEMPT
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