



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

Code Enforcement Inspector I - Extra-Help

An Equal Opportunity Employer

SALARY

\$26.54 - \$32.26 Hourly

OPENING DATE: 05/30/18

CLOSING DATE: 06/11/18

THE POSITION

**Permit Sonoma seeks skilled Code Enforcement Inspectors.
Starting pay up to \$32.26/hour depending upon level of experience!**

*If you are interested in applying at the II level of this opportunity,
you must apply to the separate recruitment being conducted for
Code Enforcement Inspector II - Extra-Help.*

Code Enforcement Inspectors work in the field performing in-depth investigations to determine violations of building/building construction, housing, grading and drainage, zoning and land use, public health, sewage disposal systems, and water well voluntary compliance with County codes, ordinances, or to proceed to the administrative and abatement process. Enforcement responsibilities also include responding to complaints of code violations, conducting inspections to identify and document violations, and establishing and communicating permit requirements and a timeline and procedure for gaining compliance.

The ideal candidate for this position will possess:

- Investigative and code enforcement experience
- Knowledge of construction methods and techniques and building/zoning codes
- The proven ability to communicate well with others, verbally and in writing
- Experience accurately creating, reviewing, and maintaining records and reports
- A CA POST issued PC 832 Arrest and Firearms Course (PC 832 Course) or the ability to gain certification within one year of appointment
- A Code Enforcement Certification from an approved and accredited organization or the ability to gain certification within two years of appointment
- Certification in a closely related field is highly desired, i.e. ICC certifications

EXTRA-HELP EMPLOYMENT

Extra-help employees relieve or augment permanent staff. Temporary, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Temporary, extra-help employees are limited in their employment to a maximum of one calendar year. These employees must be off of work for three months before they can be re-employed on an extra help basis.** Extra-help employees who meet the eligibility requirements may qualify for a County contribution toward medical coverage. This employment list may also be used to fill future extra-help (temporary) vacancies as they occur during the active status of the list.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

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 & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You 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, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be placed on an extra-help employment list and referred to the department. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

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.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

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 announcement must be RECEIVED by the time and date specified on the first page of the 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. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG
HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

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

EXAM #18/05-1191-EH
CODE ENFORCEMENT INSPECTOR I - EXTRA-HELP
CG

Code Enforcement Inspector I - Extra-Help Supplemental Questionnaire

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

- ☐ Association of Bay Area Governments (ABAG)
- ☐ California Association of Code Enforcement Officers (CACEO)
- ☐ California Building Officials (CALBO)
- ☐ California State Association of Counties (CSAC)
- ☐ CalJobs
- ☐ CareerBuilder
- ☐ Careersingovernment.com
- ☐ College or University
- ☐ Craigslist
- ☐ Craigslist Mendocino
- ☐ Craigslist Sacramento
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ International City/County Management Association (ICMA)
- ☐ International Code Counsel (ICC)
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien!
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ 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 if 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 I will obtain one within one year of appointment to the position.

* 3. Possession of a Code Enforcement Certification from an approved and accredited organization is required within two years of appointment. Please indicate if you possess this certificate.

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

- * 4. Please list any additional, closely related field certifications you possess. If you do not possess related certifications, please respond, "N/A."
- * 5. Please describe your coursework in code enforcement, zoning, land use regulations, investigative techniques and methods, construction and/or building inspection, public health, planning, environmental studies, or related courses. Include your degree(s), the names of related courses completed, the number of units earned, and the name of the accredited college or university.
- * 6. Please describe your work experience enforcing code and/or explaining building construction, zoning and land use, sewage disposal systems and/or water well rules, ideas, or concepts. Include job title(s), employers name(s), employment dates, and a description of your primary duties relevant to this position. If you do not possess this experience, please respond, "NA."
- * 7. Please describe your relevant customer service experience. Provide a specific example of a situation in which you had to interpret policy or procedure in order to offer the customer an explanation. Define the issue, how you presented the information, and the outcome of the situation.

* Required Question