

# **Community Preservation Officer**

Open Competitive Examination

## **THE POSITION**

The City of San Fernando is seeking an experienced and responsible professional to become a Community Preservation Officer in our Community Development Department.

The Community Preservation Officer is responsible for the following: under direction; to perform complex office and field work in the enforcement of various city codes and ordinances; and to perform related duties as assigned.

## **IMPORTANT AND ESSENTIAL DUTIES**

Duties may include, but are not limited, to the following:

- Conducts field inspections for possible violations of the various city codes and ordinances, including building, planning, zoning, property maintenance, and business license and permits.
- Investigates and responds to citizen complaints of code violations.
- Issues citations for code violations.
- Issues notices of non-compliance and notices of hearing where violations of city code regulations have occurred and performs office follow-up work.
- May file legal actions and testify in court cases or hearings where necessary.
- Provides information to the public by phone and in person regarding city code regulations.
- Compiles information and prepares reports on code enforcement matters.
- Inspects businesses to ensure that appropriate license and permit fees have been paid and that certificates are properly displayed.

## **OTHER JOB-RELATED DUTIES**

- Assists department staff in researching and preparing reports related to code enforcement issues.
- Assists business license personnel during renewal period, as well as planning staff when necessary.

## **JOB-RELATED & ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Investigative principles and practices.
- Effective community relations methods and practices, record keeping practices, office practices and procedures.

### **Ability to:**

- Understand and interpret appropriate city codes, ordinances and regulations.
- Effectively communicate verbally and in writing.
- Enforce codes tactfully, firmly, and impartially.
- Maintain records and prepare reports.
- Exercise independent judgement and initiative.
- Operate various office machines including personal computers.
- Establish and maintain effective relationships with others.
- Understand and speak Spanish (highly desirable).

## **EXPERIENCE AND TRAINING GUIDELINES**

A typical way of obtaining the knowledge, skills and abilities would be the following:

**Experience:** One (1) year experience in one or more of the following: housing, field inspections, zoning, code enforcement, or business licensing investigations is required.

**Persons with law enforcement or related experience are welcome to apply.**

## **EXPERIENCE AND TRAINING GUIDELINES**

### **(continued)**

**Training:** High school graduation or its equivalent is required. College coursework in architecture, business administration real estate background, engineering, urban planning or related field is highly desirable.

**Special Requirements:** Will be required to complete Penal Code (P.C. 832) training course. Must possess a valid California Class C driver's license on appointment and as a condition of continued employment. Must stay current in field and acquire all necessary training that new technological changes may present.

**Will be required to work weeknights and weekends.**

**Physical Requirements:** Essential duties require the following physical abilities and environmental conditions: ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift about 50 lbs; may be exposed to sun, and work under high and low temperatures associated with Southern California climate; may be exposed to frequent loud noises and toxic/poisonous substances, as well as slippery surfaces; operate a computer keyboard, calculator, telephone for long periods, lift supplies/forms, and tolerate exposure to vibration, pitch, and glare from a computer.



## COMPENSATION AND BENEFITS

**Salary Range:** \$48,144 - \$59,580 Per Year.

**Retirement:** Public Employees' Retirement System (PERS) 2% at 55 for Classic members; 2% at 62 for PEPRA members. Both are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

**Insurance:** Full Flex Cafeteria Plan; employee receives a monthly flex dollar allowance (\$820 Single; \$1,420 Two Party; and \$1,912 Family) to apply toward Medical, Dental, and Vision benefits offered through the City's insurance plans for employee and eligible dependents.

**Life Insurance:** City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

**Sick Leave:** 12 days per year. Maximum accumulation of 100 days (800 hours). Accumulation in excess of the maximum is paid annually at rate of 35% of the excess amount at employee's regular rate of pay.

**Vacation:** Accrual varies based on years of service and ranges from 11 days (88 hours) per year for 0 to 4 services years to 21 days (168 hours) for 15 service years or more.

**Holidays:** 12 paid holidays per year.

**Uniform Allowance:** \$300 per year for all non-sworn personnel in the Police Department. Uniforms are provided and replaced for unit employees, including Community Preservation Officers, as required by the Department.

**Overtime:** Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week, based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

**Call Back Time:** Any general employee called back to work other than as continuation (immediately preceding or following) their regular established work schedule will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. Minimum of 2 hours applies.

**Bilingual Bonus:** \$100 per month for employees who qualify. Bonus is paid from the day the employee achieves a passing score on their Bilingual exam.

**Longevity:** 3% above base monthly salary upon completion of 10 years of continuous service. Additional 1% on completion of 20 years, and additional 1% on completion of 30 years of service.

**Tuition Reimbursement:** City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify through their Department Head that there is enough fund allocation in the budget for this item.

## APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense. You may complete and/or download an application online at [www.sfcity.org](http://www.sfcity.org) or in person at the specified address below.

Completed application must be received in the Personnel Division on or before **Monday, November 13, 2017, at 5 pm** (postmarks will not be honored).

Please forward all correspondence to:

**City of San Fernando - Personnel Division  
117 Macneil Street, San Fernando, CA 91340  
(818) 898-1239**

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## ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



**INVITES  
APPLICATIONS  
FOR**

**Community  
Preservation  
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## SALARY

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