



An Equal Opportunity Employer

COMMUNITY COMPLIANCE SPECIALIST

SALARY: \$4,785 – \$5,816/Mo.

(PERS Retirement Plan – Formula determined by PERS depending on candidate's new or prior PERS enrollment)

Under general supervision, performs a variety of technical duties in support of the City's General Code Enforcement Unit including zoning, property maintenance, and other aspects of the Municipal Code. Interprets and explains laws and regulations to the general public to gain conformance. Issues notices and orders of compliance; Facilitates the removal of blight and graffiti. Serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments. May assist the City's Special Operations Code Enforcement Unit in homelessness and other matters of public concern. Performs other duties as assigned.

ESSENTIAL JOB DUTIES

Receives and responds to complaints regarding zoning violations, abandoned vehicles, sign ordinances, property maintenance violations, and building/ housing code violations. Prepares case files, including researching and establishing legal owner, verifying parcel addresses along with other necessary information to conduct investigation and enforcement action. Issues correction notices, citations, and/or other legal forms and documents to offending parties. Conducts reinspections; maintains records for follow-up investigations. Documents violations and information with the intent to gain voluntary compliance. Organizes and participates in neighborhood clean-ups. Attends and provides information to neighborhood meetings. Links property owners with resources and creates innovative ways for property owners to abate appearance violations. Works with other departments and agencies to abate neighborhood nuisances. Reviews and inspects business licenses. Provides assistance to the public; meets and corresponds with property owners, regarding code requirements. Prepares and conducts inspections and follow-up inspections for the city's weed abatement program.

ORGANIZATIONAL RESPONSIBILITIES

This classification is non-safety and reports to the Director of Community Development.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Organizational function of the various agencies involved with planning, zoning, and land-use procedures. Principles and methods of investigation utilized in code enforcement, inspections, and enforcement; applicable laws, ordinances, and codes. Basic terminology used in zoning includes regulations; principles and techniques of investigation; court procedure; criminal and civil law; legal rights of citizens; rules of evidence; building, housing, and abatement codes. Principles and practices of municipal zoning and land use regulations. Office methods, and procedures. Computer processing systems and applications.

Skills/Abilities to:

Investigate zoning, code, and other complaints in a timely and tactful manner. Interpret and explain a variety of codes, ordinances, and other regulations to the public. Deal courteously and communicate effectively with a variety of individuals. Effectively resolve conflicts and problems between concerned parties. Communicate effectively both orally and in writing; research and prepare written reports. Work in both office and field environments. Travel from site to site and may be exposed to inclement weather conditions, including noise, dust, and fumes. Establish and maintain cooperative working relationships. Read and interpret maps, plans, and legal descriptions. Operate technology-based programs and cell phones. Deal constructively with conflict and develop effective resolutions.

EMPLOYMENT STANDARDS

Graduation from high school or G.E.D. required. College-level courses in building construction technology, basic code enforcement, or related field are desirable. Experience in building inspection/construction and/or code enforcement, preferably supplemented by coursework related to inspection, construction, plumbing, electrical, public relations is desirable. Deal constructively with conflict and develop effective solutions. Establish and maintain cooperative working relationships. Must obtain prior to hire/promotion, and continuously maintain, C.L.E.T.S. Certification. Within six months of hire/promotion, must obtain, and continuously maintain PC 832 Certification. Prior experience as a Code Enforcement Officer with a public agency and the ability to speak Spanish is highly desirable.

LICENSES AND SPECIAL REQUIREMENTS

Possession of a valid California driver's license and a satisfactory driving record with proof of insurability is required. Applicant must pass a Police background test, which includes a polygraph examination, prior to the start of employment.

SELECTION PROCESS

1. Completion of Montclair's application form is required. Resumes will not be accepted in lieu of applications.
2. **All** applicants applying before the filing deadline of **6:00 p.m. on Wednesday, June 1, 2022**, will be screened for conformance with required and desirable qualifications.
3. Qualified candidates will be invited to participate in a written examination, on a date to be determined.
4. Candidates passing the written examination with the highest scores will be invited to participate in a structured oral interview.
5. Successful candidates' names will be placed on an eligibility list from which a selection will be made. The City Manager will make final appointment, upon recommendation of the Building Official/Code Enforcement Manager.
6. Successful candidate is offered the position contingent upon his/her passing a Police background investigation and a preemployment physical, including a drug screen.

APPLICATION PROCEDURE AND FILING DEADLINE

City application forms are available on-line at **www.cityofmontclair.org**. Completed and signed applications with required supplemental questionnaire must be submitted via email to **jobs@cityofmontclair.org**, in person or by U.S. mail to City Hall, Personnel Division, 5111 Benito Street, Montclair, California, or via fax to (909) 621-1584, by the **FILING DEADLINE of 6:00 p.m. on Wednesday, June 1, 2022.**

Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.

THE CITY

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

PERSONNEL PROCEDURES

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

EMPLOYMENT RULES

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense. A one year probationary period is required before gaining regular status, with the exception of employees represented by the Montclair Police Officers Association (MPOA) who are subject to an eighteen-month probationary period.

EMPLOYEE BENEFITS

Fulltime employees are currently covered by the Public Employees' Retirement System. The City contributes to medical, dental, and vision health plans for the employee with family coverage available. A term life insurance policy is paid by the City, as well as a long-term disability plan. To encourage employees to further their education in job-related fields, an educational subsidy is available upon completion of one-year probation.

Nonshift employees receive 80 hours of vacation after one year of service; 120 hours after five years of service; 160 hours after ten years of service; and 200 hours after 20 years of service. Shift employees receive 145.21 hours of vacation after one year of service; 217.79 hours after five years of service; and 290.40 hours after ten years of service. Sick leave accumulates at the rate of eight hours per month. The City may credit an employee who is coming from another governmental agency with one half of his/her accumulated sick leave up to a maximum of 240 hours. Presently, 104 hours of paid holidays are provided each year for nonshift employees and 157.29 hours of paid holidays are provided each year for shift employees.

SALARY PRACTICES

Classifications are assigned to a pay range comprised of five individual steps, with an approximate five-percent differential between each step. A step increase is possible after six-months, or one year for Police Officers and Firefighters, depending on performance. Yearly increases, based on merit, are possible until the maximum is reached. Position classifications and salaries are evaluated periodically; and cost of living increases are negotiated by bargaining units. Salaries are based on 26 pay periods per year.

NONDISCRIMINATION POLICY

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.

