DEPARTMENT: County Counsel/Personnel       BY: Jeffrey G. Green       PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No___)

Resolution approving a new extra-help job description entitled “Code Compliance Technician” at Range 209, Step 1. This position would be providing investigative services for the Planning Department relative to written complaints alleging violations of planning, zoning, and building codes.

A memo from Counsel is attached providing more information.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On Tuesday, August 22, 2002 the Board took action to direct staff to prepare a proposed job description for an extra-help employee to provide investigative services to the Planning Department.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

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SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

Memo from Counsel
Job Description

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ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment:

A.O. Initials:
MEMORANDUM

Date: August 29, 2002

To: Board of Supervisors

From: Jeffrey G. Green, County Counsel

Re: Code Compliance Technician Position

On Tuesday, August 22, 2002 the Board took action to direct staff to prepare a proposed job description for an extra-help employee to provide investigative services to the Planning Department relative to written complaints alleging violations of the planning, zoning, and/or building codes.

At the present time the resources in the Planning Department are stretched too thin to allow Planners to do preliminary investigations of alleged violations of zoning codes. Currently, high level Planning employees are devoting time to complaints which is taking away from those high level Planners being able to perform Planning functions. Attached is a proposed job description which would allow the Planning Department to hire an extra-help employee as needed to conduct preliminary investigations of written complaints of alleged violations of planning, zoning, and building codes.

Personnel is recommending that the extra-help salary be established at Range 209, Step 1 ($15.44 per hour). This is the first step of the Deputy Sheriff Range. Staff additionally requests that the Board tie the salary of the extra-help position to Step 1 of the Deputy Sheriff’s job classification and salary. This salary range is mid-way between the salary ranges of a Planner II and a Planner III. Personnel would recruit to establish a list of qualified applicants and the Planning Department would hire applicants on an extra-help basis as needed, depending upon workload and numbers of written complaints.

Should you have any questions regarding this matter, please feel free to contact me.
MARIPOSA COUNTY

JOB TITLE: Code Compliance Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To respond to written complaints of alleged planning, zoning, or building violations under direction of the Mariposa County Planning Director or Planning Manager. Interview the complaining party and relevant witnesses; investigate allegations of violations, and submit findings of investigations to the Planning Director for the Director’s determination as to whether or not a violation exists. May conduct follow-up investigations upon direction of the Director.

SUPERVISOR: Planning Director or Planning Manager

TYPICAL DUTIES

- Conduct investigations of written complaints alleging planning, zoning, or building code violations

- Interview complaining party, witnesses, and other appropriate parties

- Gather, assemble, preserve, and report facts, statements, or affidavits and other evidence for use in administrative proceedings

- Prepare narratives, analysis of investigative findings, investigative reports and correspondence; submit factual findings of investigation to Planning Director to assist Director in determining whether or not a code violation exists

- Obtain objective proof of suspected code violations

- Perform other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- investigative techniques and procedures
Knowledge of: (cont’d)
- legal rights of citizens
- interviewing techniques
- relevant state and local laws, codes and regulations relating to planning, zoning, or building
- proper English usage, spelling, grammar, and punctuation

Ability to:
- read, understand, learn, interpret and apply provisions of laws and ordinances relating to planning, zoning, and building codes
- meet deadlines and perform under time demands
- obtain information and evidence by observation, record interviews, and secure physical evidence
- analyze and evaluate the statements of witnesses
- maintain accurate records and files; prepare clear and concise reports
- communicate effectively in both oral and written forms
- establish and maintain cooperative working relationships with citizens and public officials under conditions requiring tact and good judgment
- maintain confidentiality of all information and materials
- physically conduct field work

MINIMUM QUALIFICATIONS

High school graduation or G.E.D.; possession of a valid California driver’s license; and at least three years experience in conducting investigations and gathering information which required interpretation of laws, rules and regulations.