

# THE CITY OF ROCKLIN ANNOUNCES AN OPENING FOR:

# SENIOR CODE ENFORCEMENT OFFICER

\$66,291 - \$91,382 per year

The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.

# Application Deadline: Open Until Filled

## **APPLY HERE**



#### **CAREER OPPORTUNITY**

The City of Rocklin is looking for a Senior Code Enforcement Officer for the Community Development Department to organize, plan, prioritize, assign, and review the work of assigned personnel engaged in code enforcement operations. This position is responsible for training, providing direction, and/or supervising assigned code enforcement staff; handling the most complex and sensitive code enforcement activities; identifying, investigating, and seeking corrections of violations of the City's municipal, building, zoning, occupancy, signage and housing codes, State and City Health and Safety Codes, and Ordinances; performing field inspections; investigating citizen complaints of public nuisances and quality of life issues; seeking voluntary compliance or issuing citations; initiating abatement procedures; and performing related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level class in the code enforcement series. Responsibilities include the authority to cite violators and initiate court proceedings for compliance. This includes property maintenance, zoning, abandoned vehicles, weed abatement, and current building, fire, and property maintenance codes. This class is distinguished from the Code Enforcement Officer in that the former is responsible for directing and/or supervising the work of code enforcement staff while personally performing the more complex and responsible code enforcement activities. Incumbents operate with considerable autonomy and are expected to perform duties and make decisions with a high degree of independence. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.



#### **COMMUNITY**

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is a thriving community of 69,249 residents located at the base of the Sierra Nevada Mountains. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety.

Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities and William Jessup University, a fast-growing private, 4-year university. In addition to vibrant retail centers, Rocklin has a diverse range of business types including finance, insurance, health care, technology, engineering and utilities. Businesses choose to make their home in Rocklin because of our strong demographics, low business license fees and a great quality of life that appeals to employers and their employees.

#### **TEAM ROCKLIN CULTURE**

As an organization, the City of Rocklin is dedicated to maintaining high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.

#### ORGANIZATION

The City of Rocklin is a General Law City and operates under the Council/Manager form of government. Five Council Members are elected at large for four-year terms. Each year, the Council elects the Mayor and Vice-mayor from within their ranks. The City Council appoints the City Manager. Management staff from all departments work closely together to ensure stable growth and ongoing quality of life within the community. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in the State.

The City prides itself as having friendly people, small town charm, as well as tree-lined and safe, thriving neighborhoods. City staff work closely with residents and businesses to provide the best municipal services possible.



#### **SALARY AND BENEFITS**

Salary Range\$66,291 to \$91,382 per year

■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference. Employees who retire by 6/30/2021 are guaranteed the City's \$1,200 per month contribution for retiree health.

#### **Dental and Vision**

City-paid for employee and dependents

Leave Accruals

Sick Leave: 12 sick days per year

<u>Vacation</u>: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

Retirement-CalPERS (in accordance with Public Employees' Retirement Law)
2% @ 62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans).

Insurance

<u>Life Insurance and AD&D</u>: City paid \$50.000

<u>Long-Term Disability</u>: Coverage is 50% of monthly salary up to \$6,000 per month.

#### **MINIMUM QUALIFICATIONS**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by a minimum of fifteen (15) units of technical or college-level courses in law compliance, building inspection or a related field and two (2) years of experience as a Code Enforcement Officer with the City of Rocklin, or four (4) years of experience as a journey-level Code Enforcement Officer.

#### LICENSE REQUIREMENT

- A valid California Class C driver license or higher with a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Certification as a Building Inspector or Code Compliance Officer by the International Conference of Building Officials, the International Code Council, the California Association of Code Enforcement Officers, or the American Association of Code Enforcement is highly desirable.

#### **APPLICATION PROCESS**

Applicants may apply <u>on-line</u> or by submitting <u>a hard copy</u> <u>employment application</u> as well as the supplemental questionnaire to the Human Resources Department at the address below. Incomplete applications will not be accepted. <u>Electronic</u> submittals are preferred.

City of Rocklin – Human Resources Dept.

2<sup>nd</sup> Floor City Hall

3970 Rocklin Road, Rocklin, CA 95677

Phone: (916) 625-5050/FAX: (916) 625-5099

Job Line: (916) 625-5060

<u>Click here to view the</u> <u>job specification</u>

## PRE-QUALIFYING QUESTIONNAIRE

- 1. Do you have the equivalent to completion of the twelfth (12th) grade supplemented by a minimum of fifteen (15) units of technical or college-level courses in law compliance, building inspection or a related field and two (2) years of experience as a Code Enforcement Officer with the City of Rocklin, or four (4) years of experience as a journey-level Code Enforcement Officer?
- 2. Do you have a valid California Class C driver license or higher with a satisfactory driving record?

## **SUPPLEMENTAL QUESTIONNAIRE**

- 1. After reviewing the minimum qualifications, describe your experience as a journey-level Code Enforcement Officer.
- 2. Do you have a certificate as a Building Inspector or Code Compliance Officer? If yes, please attach your certificate.

#### **SELECTION PROCESS**

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a pre-employment physical examination, drug screen, and fingerprint clearance. All applicants will be notified by e-mail following application review.



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