

# AGENDA

Wednesday, October 19, 2016

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

### MEETING ASSISTANCE NOTICE - AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act the following services are available to members of our community who require special assistance to participate in Personnel Commission meetings. If you require special assistance, 48-hour prior notification will enable the city to make reasonable arrangements. To make arrangements for an assisted listening device (ALD) for the hearing impaired, American Sign Language interpreters, a reader during the meeting and/or large print agendas, please contact the City Clerk's Office at (714) 536-5227, or request assistance from staff at the meeting.

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#### 1. CALL TO ORDER

Commissioners: Edwards, Lane, Rivera, Storm, Thompson

Staff Liaison: Ken Domer, Assistant City Manager

Also present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Mike Vigliotta, Chief Assistant City Attorney

JoAnn Diaz, Principal Personnel Analyst

Sandy Henderson, Personnel Analyst Senior

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

#### 4. APPROVAL OF MINUTES

- Meeting of September 21, 2016

For questions, please contact Sandy Henderson at (714) 960-8828

**5. PUBLIC HEARING**

Public Hearing conducted in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference materials included.

- a. Discussion regarding proposed changes to the job classification of **Police Records Administrator** in the Police Department, amending the City's Classification Plan.

**Recommended Action:**

Approve the modifications to the job classification of **Police Records Administrator** amending the City's Classification Plan.

- b. Discussion regarding proposed changes to the job classification of **Code Enforcement Technician** in the Community Development Department amending the City's Classification Plan.

**Recommended Action:**

Approve the modifications to the job classification of **Code Enforcement Technician** amending the City's Classification Plan.

**6. LABOR RELATIONS UPDATE**

**7. SECRETARY'S REPORT**

**8. COMMENTS FROM COMMISSIONERS**

Announcements, brief report regarding Commissioner activities and request information from Staff.

**ADJOURNMENT**

Meeting adjourned to the next regularly scheduled meeting of November 16, 2016.

# MINUTES

Wednesday, September 21, 2016

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

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Pending approval by Personnel Commission at the meeting on October 19, 2016  
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

### CALL TO ORDER

Commissioner Rivera called the meeting to order at 5:30 PM.

### ROLL CALL

Commissioners present: Edwards, Lane, Rivera, Thompson

Commissioners absent: Storm

Others Present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Personnel Analyst Senior

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A Correction was made to the minutes:

The meeting adjourned at 5:48pm to the next regularly scheduled meeting of ~~October 19~~  
September 21, 2016.

A motion was made by Commissioner Thompson and seconded by Commissioner Edwards to approve the amended minutes for the August 17, 2016 meeting.

VOTE:	The motion was carried
AYES:	4
NOES:	0
ABSENT:	1
ABSTAIN:	0

## PUBLIC HEARING

- a. Approve the job specification revisions of the position of **Human Resources Manager** in the Human Resources Department amending the City's Classification Plan.

A motion was made by Commissioner Thompson and second by Commissioner Lane to approve the revised job specification as amended.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

- b. Approve the job specification revisions of the position of **Senior Risk Management Analyst** in the Human Resources Department amending the City's Classification Plan.

A motion was made by Commissioner Thompson and second by Commissioner Lane to approve the revised job specification as amended.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

## LABOR RELATIONS UPDATE

Michele Warren, Human Resources Director, stated that there is nothing new to report with regard to Labor Relations.

## **SECRETARY'S REPORT**

Ms. Warren reported that the City is still working through the mechanics with the Information Systems Department on the IS Classification review. The parties met today to answer supplemental questions regarding the classification review process. They have three weeks to provide appeal information or any other information they wish to provide regarding this classification review. This item will be brought before the commission at a later date.

## **COMMENTS FROM COMMISSIONERS**

Commissioner Thompson requested that the Commission take a moment to take a look at the City Hall 9/11 Memorial.

## **ADJOURNMENT**

The meeting adjourned at 5:48 PM to the next regularly scheduled meeting of October 19, 2016.

DRAFT



## CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** REVISIONS TO POLICE RECORDS ADMINISTRATOR JOB CLASS SPECIFICATION  
**DATE:** OCTOBER 19, 2016

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The **Police Records Administrator** is a management position in the Police Department represented by the Management Employees Organization (MEO).

The recent retirement of the prior incumbent provided the opportunity to update the job class specification. Modifications to the **Police Records Administrator** job specification are recommended to 1) refresh the job duties; 2) update the minimum qualifications; 3) reflect the appropriate certificates required to perform the work of the position; 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when required and 5) participate in the DMV Employee Pull Notice Program. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The existing job classification specification was reviewed by the Police and Human Resources Departments. The City and MEO have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

### STAFF RECOMMENDATION

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<b>Job Class Title:</b>	<b>Police Records Administrator</b>
<b>Pay Grade</b>	<b>MEO096</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Recommendation:</b>	<b>Approve changes to update job class specification</b>

Att: Police Records Administrator Job Class Specification

Cc: Robert Handy, Police Chief  
Russell Reinhart, Police Captain  
Scott Smith, MEO President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: POLICE RECORDS ADMINISTRATOR

PERSONNEL COMMISSION APPROVAL:	OCTOBER 19, 2016
COUNCIL APPROVAL:	JANUARY 1987
JOB CODE:	0094
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT

**JOB SUMMARY**

Under general direction, provides overall management of the Police Records Bureau.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Police Administrative Division Services Manager

Supervises: Police Records Supervisor

**DISTINGUISHING CHARACTERISTICS**

This classification differs from the Police Records Supervisor in that the Police Records Administrator manages and administers the full scope of functional and operational activities for the entire bureau, whereas the Police Records Supervisor coordinates and supervises the daily work of subordinate police records personnel during an assigned shift.

**EXAMPLES OF ESSENTIAL DUTIES**

- Oversees the organization, staffing, and operational activities of the Police Records Bureau including records management, court liaison services and data entry functions
- Acts as the Custodian of Records for the Police Department
- Participates in the development and implementation of goals, objectives, policies and priorities for the Police Records Bureau
- Provides records information, interprets records policies, and provides technical support to other divisions on records management issues;
- Prepares and recommends annual operating budget for the Police Records Bureau;
- Ensures adherence to the guidelines and legal requirements of the California Law Enforcement Telecommunications System (CLETS) as it pertains to the dissemination of law enforcement records
- Establishes procedures for the collection of crime data and statistics in accordance with Federal, State and City Council directives;

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: POLICE RECORDS ADMINISTRATOR**

- Develops department procedures for the receipt, storage, security and release of criminal offenders record information based on California Penal Code and departmental guidelines;
- Develops operational policy for the utilization, control and security of the telecommunications computer system;
- Plans and schedules personnel to staff sections and provide 24-hour a day, seven day a week coverage;
- Selects, trains and supervises Police Records Bureau personnel;
- Conducts performance evaluations; administers disciplinary actions as needed
- Prepares monthly and special reports for the Division Commander on section operations
- Report to work as scheduled, work a variety of schedules including evenings, weekends, and holidays as required
- Attends leadership and police management training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Performs related work as required.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Policies, principles and practices of public administration and police records management
- Pertinent Federal, State, and local laws, codes, and regulations including those governing the release of information and maintenance, security, and dissemination of criminal offender records
- Principles and practices of municipal budget preparation and grant administration
- Principles of supervision, training, and performance evaluation
- Computer applications including local and regional automated records management systems
- Federal, state, and county criminal justice data base systems, word processing, spreadsheets, and statistical databases;
- operational policies, practices, and procedures and regulations associated with state and federal database access, storage, and dissemination; research techniques, methods, and procedures;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: POLICE RECORDS ADMINISTRATOR**

- Records and data management trends; modern office procedures, methods, and equipment.
- Customer service and conflict resolution techniques
- Effective managerial principles, practices and techniques
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- English usage, spelling and grammar;
- Contemporary principals and practices of data-driven policing

**Ability to:**

- Coordinate and direct the work of a police records management bureau
- Manage, supervise, direct, and coordinate the work of supervisory, professional, and technical staff;
- Select, supervise, train, and evaluate staff;
- Recommend and implement goals, objectives, policies, and procedures for providing Police Records Management Bureau services and activities
- Interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations pertaining to records management and the release of information
- Develop and implement work systems and procedures to ensure optimum efficiency;
- Analyze problems and identify and develop solutions;
- Research new methods and technology pertaining to records management, information dissemination, and service delivery;
- Establish and develop comprehensive records and automated systems related training programs;
- Participate in the preparation and administration of assigned budgets;
- Plan and organize work to meet changing priorities and deadlines;
- effectively represent the Police Records Management Bureau to outside individuals and agencies to accomplish the goals and objectives of the unit;
- Work cooperatively with other departments, government officials, and outside agencies;
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility
- Interpret and explain Police Records Management Bureau policies and procedures;
- Prepare clear and concise reports;
- communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: POLICE RECORDS ADMINISTRATOR**

**Education:** Bachelor's Degree in Public or Business Administration, Criminal Justice, Police Science or a closely related field from an accredited college or university.

**Experience:** Five (5) years' experience in police records management operations, including two (2) years' direct supervisory experience.

**Background Investigation:** Must successfully pass a comprehensive background review, screening, and investigation.

**Certificates/Licenses:**

Valid California Class C driver license and an acceptable driving record required by time of appointment and throughout employment.

Completion of California POST certified Public Records Act course desirable

Must be able to obtain POST Records Supervisory Certificate and Technical Aspects of Records Management within the probationary period.

**SPECIAL CONDITIONS**

The Police Records Bureau operates 24 hours per day, seven days per week.

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all City of Huntington Beach employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors. The incumbent sits for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents;

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: POLICE RECORDS ADMINISTRATOR**

firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work is performed in a general office environment. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: POLICE RECORDS ADMINISTRATOR DATE: JANUARY, 1987

JOB CODE: 0094  
EMPLOYMENT STATUS: REGULAR FULL-TIME  
UNIT REPRESENTATION: MEA  
FLSA STATUS: EXEMPT

PERSONNEL COMMISSION APPROVAL: OCTOBER 19, 2016

COUNCIL APPROVAL: JANUARY 1987

<u>JOB CODE:</u>	<u>0094</u>
<u>EMPLOYMENT STATUS:</u>	<u>REGULAR FULL-TIME</u>
<u>UNIT REPRESENTATION:</u>	<u>MEO</u>
<u>FLSA STATUS:</u>	<u>EXEMPT</u>

**DUTIES-JOB SUMMARY**

Under general direction, ~~plans, organizes and supervises the operations provides~~ overall management of the Police Records Bureau.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Police Administrative Division Services Manager

Supervises: Police Records Supervisor

**DISTINGUISHING CHARACTERISTICS**

~~This is a management position responsible for the direction and supervision of the police records bureau. This position reports to a police division captain. The incumbent exercises direct supervision over shift supervisors, records technicians, and word processing coordinators. The police records bureau is a 24-hour, seven-day week operation. This classification differs from the police records supervisor in that the police records administrator manages and administers the full scope of functional and operational activities for the entire bureau, whereas the police records supervisor coordinates and supervises the daily work of subordinate police records personnel during an assigned shift.~~

**EXAMPLES OF ESSENTIAL DUTIES**

- ~~• Develops, updates, and implements operating policies and procedures for Police Records Bureau~~

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE:** POLICE RECORDS ADMINISTRATOR **DATE:** JANUARY, 1987

- Oversees the organization, staffing, and operational activities of the Police Records Bureau including records management, court liaison services and data entry functions
- Acts as the Custodian of Records for the Police Department
- Participates in the development and implementation of goals, objectives, policies and priorities for the Police Records Bureau
- Provides records information, interprets records policies, and provides technical support to other divisions on records management issues;
- Prepares and recommends annual operating budget for the Police Records SectionBureau;
- Ensures adherence to the guidelines and legal requirements of the California Law Enforcement Telecommunications System (CLETS) as it pertains to the dissemination of law enforcement records
- Establishes procedures for the collection of crime data and statistics in accordance with Federal, State and City Council directives;
- Develops department procedures for the receipt, storage, security and release of criminal offenders record information based on California Penal Code and departmental guidelines;
- Develops operational policy for the utilization, control and security of the telecommunications computer system;
- Plans and schedules personnel to staff sections and provide 24-hour a day, seven day a week coverage;
- Selects, trains and supervises Police Records Bureau personnel;
- Conducts performance evaluations; and is responsible for administers disciplinary actions as needed and recommends merit salary adjustments;
- conducts selection interviews to fill section position vacancies in accordance with City recruitment and selection procedures;
- Prepares monthly and special reports for the Division Commander on section operations
- Report to work as scheduled, work a variety of schedules including evenings, weekends, and holidays as required
- Attends leadership and police management training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Performs related work as required.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: POLICE RECORDS ADMINISTRATOR

DATE: JANUARY, 1987

**Knowledge of:** ~~Modern office organization methods, systems, procedures and equipment; automated data processing and electronic data storage, retrieval and transmission systems and equipment; specialized procedures used in processing and maintaining police records, including laws pertaining to privacy and security of criminal histories; modern selection, training and supervisory practices.~~

- Policies, principles and practices of public administration and police records management
- Pertinent Federal, State, and local laws, codes, and regulations including those governing the release of information and maintenance, security, and dissemination of criminal offender records
- Principles and practices of municipal budget preparation and grant administration
- Principles of supervision, training, and performance evaluation
- Computer applications including local and regional automated records management systems
- Federal, state, and county criminal justice data base systems, word processing, spreadsheets, and statistical databases;
- operational policies, practices, and procedures and regulations associated with state and federal database access, storage, and dissemination; research techniques, methods, and procedures;
- Records and data management trends; modern office procedures, methods, and equipment.
- Customer service and conflict resolution techniques
- Effective managerial principles, practices and techniques
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- English usage, spelling and grammar;
- Contemporary principals and practices of data-driven policing

- **Ability to:** ~~Develop, evaluate and modify complex records and data management systems, procedures and equipment; interrelate with superiors, peers, subordinates in the law enforcement organization; communicate effectively, both orally and in writing.~~
- Coordinate and direct the work of a police records management bureau
  - Manage, supervise, direct, and coordinate the work of supervisory, professional, and technical staff;
  - Select, supervise, train, and evaluate staff;
  - Recommend and implement goals, objectives, policies, and procedures for providing Police Records Management Bureau services and activities
  - Interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations pertaining to records management and the release of information

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CLASS SPECIFICATION



**TITLE:** POLICE RECORDS ADMINISTRATOR

**DATE:** JANUARY, 1987

- Develop and implement work systems and procedures to ensure optimum efficiency;
- Analyze problems and identify and develop solutions;
- Research new methods and technology pertaining to records management, information dissemination, and service delivery;
- Establish and develop comprehensive records and automated systems related training programs;
- Participate in the preparation and administration of assigned budgets;
- Plan and organize work to meet changing priorities and deadlines;
- effectively represent the Police Records Management Bureau to outside individuals and agencies to accomplish the goals and objectives of the unit;
- Work cooperatively with other departments, government officials, and outside agencies;
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility
- Interpret and explain Police Records Management Bureau policies and procedures;
- Prepare clear and concise reports;
- communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education:** Bachelor's Degree in Public or Business Administration, Criminal Justice, Police Science or a closely related field from an accredited college or university. Bachelor of Arts degree or equivalent in Business Administration, Public Administration or a related field.

**Experience:** Five (5) years' experience in police records management operations, including two (2) years' direct supervisory experience. Five years of data management or records experience, including two years as a supervisor or manager of a law enforcement or court records management operation.

**Background Investigation:** Must successfully pass a comprehensive background review, screening, and investigation.

**Certificates/Licenses:**

Valid California Class C driver license and an acceptable driving record required by time of appointment and throughout employment.

Completion of California POST certified Public Records Act course desirable

Must be able to obtain POST Records Supervisory Certificate and Technical Aspects of Records Management within the probationary period.

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: POLICE RECORDS ADMINISTRATOR DATE: JANUARY, 1987

SPECIAL CONDITIONS

The Police Records Bureau operates 24 hours per day, seven days per week.

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

PUBLIC EMPLOYEE DISASTER SERVICE WORKER

In accordance with Government Code Section 3100, all City of Huntington Beach employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS --

See physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors. The incumbent sits for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work is performed in a general office environment. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES *MW*  
**SUBJECT:** REVISIONS TO CODE ENFORCEMENT TECHNICIAN JOB CLASS SPECIFICATION  
**DATE:** OCTOBER 19, 2016

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The Community Development Department, is seeking to update the job class specification of **Code Enforcement Technician**.

Modifications to the **Code Enforcement Technician** job class specification are recommended to 1) refresh the job duties 2) update the format/layout 3) include language stating the obligation as a City employee to work as a Disaster Service Worker when required 4) incorporate language regarding participation in the DMV Employer Pull Notice program and 5) incorporate language regarding reclassification to the subsequent classification within the job group. The current pay grade remains the same.

The existing job classification specification was reviewed by the Community Development and Human Resources Departments. The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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**Job Class Title:** Code Enforcement Technician  
**Pay Grade:** MEA511  
**Affected Employees:** None  
**Recommendation:** Approve the updated job class specification

Att: Code Enforcement Technician Specification  
Cc: Scott Hess, Community Development Director  
Judy Demers, MEA President

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT TECHNICIAN**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>OCTOBER 19, 2016</b>
<b>COUNCIL APPROVAL:</b>	<b>MAY 2005</b>
<b>JOB CODE:</b>	<b>0511</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEA</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

**JOB SUMMARY**

Under close supervision, performs a variety of administrative duties related to Code Enforcement operations, including assisting with field inspections, investigations, and enforcement of state and municipal codes related to public nuisances, property maintenance, and zoning and housing code violations.

**Reports to:** Code Enforcement Supervisor

**DISTINGUISHING CHARACTERISTICS**

The Code Enforcement Technician is an entry-level classification in the Code Enforcement job group. Code Enforcement Technician differs from the Code Enforcement Officer I position in that the Code Enforcement Technician performs less complex, more routine code enforcement responsibilities while Code Enforcement Officer I has the work experience, knowledge, skills and abilities to perform code enforcement work independently and with less oversight.

**EXAMPLES OF ESSENTIAL DUTIES**

- Enforces and applies the Zoning and Municipal Codes, Uniform Housing Codes, and other related codes and regulations relating to community preservation, health and safety
- Conducts field investigations, takes on-site photographs, prepares diagrams and measurements of residential, commercial and industrial properties to assist with implementation of the City's code enforcement program
- Issues infraction and misdemeanor citations for violations relating to public nuisances, including zoning, litter, abandoned vehicles, weeds, debris accumulation, oversized vehicles in residential areas and parking violations
- Issues violation notices
- Makes determination if development projects are in compliance with zoning ordinances and regulations

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: CODE ENFORCEMENT TECHNICIAN**

- Advises applicants, homeowners or developers of the City's requirements and proper procedures to ensure compliance
- Responds to citizen complaints
- Performs routine follow-up of outstanding issues; compiles data, prepares written daily reports and maintains accurate records and files
- Assists with the preparation of code violation cases for presentation at public hearings, City Council meetings and judicial proceedings
- May appear as a witness in court regarding violation cases
- Participates in joint inspections of properties with other agencies and City departments
- Researches property ownership and zoning, building and parcel histories
- Interprets building and planning project entitlements
- Report to work as scheduled, work a variety of schedules including evenings, weekends, and holidays as required; maintain regular and consistent attendance record
- Performs other related duties as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Operations and organizational structure of municipal government
- Principles and practices of research and report preparation
- Modern office procedures, methods and equipment including the use of computers and supporting software applications
- English usage, spelling, grammar, and punctuation
- Principles and practices of filing and record keeping
- Methods and techniques of public relations and customer service
- Safe and efficient work practices as they relate to code enforcement

**Ability to:**

- Learn, interpret and apply zoning and land use regulations and planning concepts to unusual or difficult zoning or municipal code violations;
- Learn and understand rules of evidence related to public hearing and judicial cases;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: CODE ENFORCEMENT TECHNICIAN**

- Compile and analyze technical information;
- Learn and apply investigative techniques
- Maintain and follow department policies and procedures;
- Operate and use modern office equipment including a computer and various software packages;
- Communicate clearly and concisely, both orally and in writing;
- Ensure safety standards are met;
- Establish and maintain effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Work independently and as a team member.

**Education:** High school diploma or equivalent.

**Experience:** One (1) year's experience performing public contact work for a municipality or other public sector agency. Code enforcement, permit issuance or other building and construction related activities experience preferred.

**License/Certificate:** A valid California driver license and an acceptable driving record at time of appointment and throughout employment in this position.

Must obtain Penal Code 832 Certification within the probationary period.

**Reclassification Requirements/Qualifications:** Incumbents occupying the classification of Code Enforcement Technician may be eligible for reclassification to Code Enforcement Officer I upon attainment of the appropriate certification(s) and two (2) years of satisfactory performance at the Code Enforcement Technician level.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT TECHNICIAN**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents regularly and frequently sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. May require ascending and descending ladders/scaffolding and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even/uneven ground, walking around machinery, fumes, dirt and gas and in varying temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT TECHNICIAN**

**DATE: MAY 2005**

<u>PERSONNEL COMMISSION APPROVAL:</u>	<u>OCTOBER 19, 2016</u>
<u>COUNCIL APPROVAL:</u>	<u>MAY 2005</u>
<u>JOB CODE:</u>	<u>0511</u>
<u>EMPLOYMENT STATUS:</u>	<u>REGULAR FULL-TIME</u>
<u>UNIT REPRESENTATION:</u>	<u>MEA</u>
<u>FLSA STATUS:</u>	<u>NON-EXEMPT</u>

**JOB CODE: \_\_\_\_\_ 0511**  
**EMPLOYMENT STATUS: \_\_\_\_\_ REGULAR FULL-TIME**  
**UNIT REPRESENTATION: \_\_\_\_\_ MEA**  
**FLSA STATUS: \_\_\_\_\_ NON-EXEMPT**

**JOB SUMMARY**

Under ~~direct close~~ supervision, ~~from the Senior Code Enforcement Officer or the Neighborhood Preservation Manager, the Code Enforcement Technician shall learn to perform~~ performs a variety of administrative duties related to Code Enforcement operations, including assisting with field inspections, and investigations, and enforcement of state and municipal codes related to public nuisances, property maintenance violations, and zoning and housing code violations to a level of performance proficiency requiring less direct oversight; performs research and writes reports regarding zoning and municipal code violations; carries out special projects, and performs related duties as assigned.

**Reports to: Code Enforcement Supervisor**

**DISTINGUISHING CHARACTERISTICS**

The Code Enforcement Technician is ~~an entry-level a trainee level~~ classification in the Code Enforcement job ~~series~~group. ~~It Code Enforcement Technician~~ differs from the Code Enforcement Officer I position in that the ~~incumbent performs Code Enforcement Technician performs~~ less complex, and more routine code enforcement responsibilities while learning enforcement procedures of state and municipal codes and the rules and regulations of the City; while Code Enforcement Officer I has the work experience, knowledge, skills and abilities to perform code enforcement work independently and with less oversight.

**EXAMPLES OF ESSENTIAL DUTIES**

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- ~~Under direct supervision, the Code Enforcement Technician learns and performs to~~ eEnforces and applies the Zoning and Municipal Codes, Uniform Housing Codes, and other related codes and regulations relating to community preservation, health and safety;
- ~~Conducts~~ learns and performs field investigations, takes on-site photographs, prepares diagrams and measurements of residential, commercial and industrial properties ~~in to~~ assisting in the ~~with~~ implementation of the City's code enforcement program;
- ~~learns and performs the issuance of~~ Issues infraction and misdemeanor citations for violations relating to public nuisances, including zoning, litter, abandoned vehicles, weeds, debris accumulation, oversized vehicles in residential areas and parking violations
- Issues violation notices:
- ~~determine~~ Makes determinations if development projects are in compliance with zoning ordinances and regulations;
- ~~advise~~ Advises applicants, homeowners or developers of the City's requirements and ~~the proper correct~~ procedures to ~~be taken to~~ ensure compliance;
- ~~respond~~ Responds to citizen complaints;
- ~~issue infraction and misdemeanor citations for violations of applicable codes;~~ pPerforms routine follow-up of outstanding issues; compiles data, prepares written daily reports and maintains accurate records and files;
- ~~issue violation notices;~~ Assists in with the preparation of code violation cases for presentation at public hearings, City Council meetings and judicial proceedings ~~under the direction of his/her supervisor; and~~
- May appear as a witness in court regarding violation cases.
- Participates in joint inspections of properties with other agencies and City departments;
- Researches property ownership and zoning, building and parcel histories;
- Interprets building and planning project entitlements; ~~compile statistics;~~
- Report to work as scheduled, work a variety of schedules including evenings, weekends, and holidays as required; maintain regular and consistent attendance record
- Performs other related duties as needed.assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

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**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Operations and organizational structure of municipal government;
- Principles and practices of research and report preparation;
- -Modern office procedures, methods and equipment including the use of computers and supporting software applications;
- English usage, spelling, grammar, and punctuation;
- Principles and practices of filing and record keeping;
- Methods and techniques of public relations and customer service;
- Safe and efficient work practices as they relate to code enforcement.

**Ability to:**

- Learn, interpret and apply zoning and land use regulations and planning concepts to unusual or difficult zoning or municipal code violations;
- Learn and understand rules of evidence related to public hearing and judicial cases;
- Compile and analyze technical information;
- Learn and apply investigative techniques;
- Maintain and follow department policies and procedures;
- Operate and use modern office equipment including a computer and various software packages;
- Communicate clearly and concisely, both orally and in writing;
- Ensure safety standards are met;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Delivery quality customer service;
- Work independently and as a team member.

**Education:** High school diploma or equivalent.

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**Experience:** ~~Two (2) One (1) year's of experience performing public contact work in for a municipality or other public sector agency government, including one year of responsible public contact work. Knowledge of and/or experience in construction, eCode enforcement, permit issuance or other building and construction related activities experience preferred.~~

**License/Certificate:** ~~Due to the performance of field duties that requires operation of a City vehicle, possession of Aa valid California motor vehicle operator's driver license and an acceptable driving record is required at time of appointment and throughout employment in this position.~~

~~Completion of forty (40) hours of training in arrest, search and seizure within six months of hire is required. Must obtain Penal Code 832 Certification within the probationary period.~~

**Reclassification Requirements/Qualifications:** ~~Incumbents occupying the classification of Code Enforcement Technician may be eligible for reclassification to Code Enforcement Officer I upon attainment of the appropriate certification(s) and two (2) years of satisfactory performance at the Code Enforcement Technician level.~~

### SPECIAL CONDITIONS

~~Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.~~

**Public Employee Disaster Service Worker:** ~~In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.~~

### PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

~~Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.~~

~~Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents regularly and frequently sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. May require ascending and descending ladders/scaffolding and stairs. When work is performed outdoors, there is full exposure~~

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to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even/uneven ground, walking around machinery, fumes, dirt and gas and in varying temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

~~PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS - Work involves moderate work often in an outdoor setting with exposure to loud noises, chemicals, debris, air and waterborne pathogens. There is frequent need to stand, walk, sit, talk or hear, use hands, kneel, stoop and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~