

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## CODE COMPLIANCE INVESTIGATOR III

Supplemental Questionnaire Required

Open and Promotional  
Job # 23-GL7-AA

Salary: \$6,907 – 8,736 / Month

Closing Date: Friday, December 29, 2023

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under general supervision conduct field and desk investigations, field inspections, and analysis as necessary, in coordination with other staff and agencies, for the administration and enforcement of County building, zoning, environmental ordinances, related regulations, laws and other ordinances governing land use; and perform other duties as required. **The current vacancy is in the Department of Community Development & Infrastructure Planning Division. The list established from this recruitment will be used to fill the current vacancies and it may also be used to fill other vacancies during the life of the eligible list.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of code enforcement experience.

**Special Requirements/Conditions:** **License:** Possession of a valid California Class C Driver License. **Special Working Conditions:** Exposure to variable temperatures; slippery surfaces; loud noises; sunburn; dust and pollen; silica dust such as asbestos in old homes; bee stings; infections, such as tick-borne Lyme disease or mosquito-borne encephalitis; angry or hostile persons; corrosive chemicals; wetness, such as while walking in the rain or through a stream on a site inspection.

**Knowledge:** Through knowledge of office procedures and practices, including preparation of correspondence, reports and filing; record keeping procedures and practices; procedures used in gathering



and compiling information; interviewing principles and techniques; zoning, building and environmental ordinances; regulations, laws and other ordinances governing land use; principles, methods and techniques used in investigations and enforcement work including appropriate legal requirements and constraints; rules of evidence and court procedures; Federal, State and local land use regulatory agencies; uniform building, plumbing, mechanical and electrical codes; and California Environmental Quality Act (CEQA). Working knowledge of investigative techniques and procedures; and intermediate mathematics.

**Ability to:** Maintain accurate and legible field notes and document actions taken; learn and apply routine inspection procedures; read and follow oral and written instructions; communicate clearly and effectively with the public in stressful situations; establish and maintain effective working relationships with property owners, the general public, officials, and personnel of other agencies; read, interpret and apply zoning, environmental and building ordinances and related regulations, laws and other ordinances governing land use in an objective, accurate way; research regulations, procedures and/or technical reference materials relating to code enforcement; read and understand plot plans, topographic maps, building plans and elevations; take initiative in carrying out direction and in formulating creative solutions to problems; complete thorough, accurate investigations of violations and follow up to achieve compliance; learn to input, access and analyze data using a computer; perform intermediate mathematics to determine ordinance violations; gather and evaluate facts and evidence and draw logical conclusions; collect and preserve evidence of violations; explain technical terms and concepts to the public; write simple and clear reports and correspondence; work well individually and as a member of a professional and technical team; bend, squat, climb and twist such as while conducting a site inspection under a house, in an attic or walking through brush; walk over uneven terrain such as unpaved roads, hills, trails, construction sites, and streams; perform tasks, which require coordination and balance, such as walking on narrow ledges or on logs to cross streams; testify in administrative hearings and courts of law; synthesize case issues, ordinances and legal requirements and make recommendations for departmental actions; prepare clear, concise, descriptive technical written and oral reports and correspondence; and make detailed presentations on complex issues to internal and community groups and decision making communities, commissions, and boards.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

### **CODE COMPLIANCE INVESTIGATOR III – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your experience in code enforcement related to both field and administrative work. Include your specific experience in field inspections, interpretation of rules, regulations, codes, and laws, maintaining records of inspections, documenting and preparing case and action files.
2. Describe your experience working with other agencies, such as law enforcement, State agencies, water districts, and other public entities. Include your level of involvement and how your actions contributed to a successful enforcement outcome.
3. Describe your experience interviewing and/or conducting investigations in a work environment.

### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** – 14 paid holidays per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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**WORK Here**

**PLAY Here**