

## REPORT TO CITY COUNCIL

**DATE:** APRIL 27, 2021

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** NATHAN HAMBURGER, CITY MANAGER

**BY:** RAMIRO ADEVA, ASSISTANT CITY MANAGER  
CELESTE BIRD, ADMINISTRATIVE ANALYST

**SUBJECT:** APPROVE RESOLUTION NO. 22-2001; ESTABLISHING THE JOB CLASSIFICATION OF SENIOR CODE COMPLIANCE OFFICER, INCLUDING JOB DESCRIPTION AND SALARY RANGE FOR THE POSITION

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The request before the City Council is to establish the new job classification of Senior Code Compliance Officer, including the recommended job description and salary range for this new position, which are outlined in Exhibits "A" and "B". The recent departure of the City's former Code Compliance Officer, allowed an opportunity for staff to momentarily pause and reassess the City's needs to determine the most effective way to ensure the City continues to meet expectations for code compliance. After careful consideration, staff felt hiring a senior-level position would give more immediate results for the community, increase the likelihood of attracting more qualified applicants, and bring a more advanced skillset that includes the ability to balance an assertive approach with a level of sensitivity and open communication that is key for resolving violations in Agoura Hills.

Additionally, with the need to administer the City's new citation process and the rise in code enforcement cases over the past few years, it was apparent a more experienced code compliance officer would be better equipped to handle the complex, and oftentimes controversial, nature of the workload.

The proposed classification would be a full-time, exempt position, funded through the City's General Fund. The cost of this position would be offset by a combination of funds freed up by the vacant and the previously budgeted position which remains vacant in the Community Development Department. Therefore, the Senior Code Compliance Officer position will not require any additional budget appropriations.

The proposed resolution has been reviewed by the City Attorney and approved as to form.

## **RECOMMENDATION**

Staff respectfully recommends the City Council approve Resolution No. 22-2001, establishing the job classification of Senior Code Compliance Officer, including the salary range and job description for the position.

Attachment: Resolution 22-2001  
Exhibit A, Senior Code Compliance Officer Job Description  
Exhibit B, Salary Range

**RESOLUTION NO. 22-2001**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING THE CLASSIFICATION OF SENIOR CODE COMPLIANCE OFFICER AND SETTING THE SALARY RANGE AND BENEFITS**

**THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:**

**SECTION 1.** The exempt classification of Senior Code Compliance Officer is hereby established with the job classification duties adopted herein, attached as "Exhibit A".

**SECTION 2.** The Senior Code Compliance Officer classification within the salary range is set at range 51 under the approved full-time employee salary schedule, attached as "Exhibit B".

**PASSED, APPROVED, AND ADOPTED** this 27<sup>th</sup> day of April 2022, by the following vote to wit:

AYES:            ()  
NOES:            ()  
ABSENT:         ()  
ABSTAIN:        ()

\_\_\_\_\_  
Deborah Klein Lopez, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, City Clerk

**EXHIBIT "A"**

**SENIOR CODE COMPLIANCE OFFICER  
JOB DESCRIPTION**

## **EXHIBIT A**

### **CITY OF AGOURA HILLS**

#### **SENIOR CODE COMPLIANCE OFFICER**

##### DEFINITION

Under direction of the Community Development Director, performs a variety of technical duties in support of the City's local code compliance program; researches, investigates, monitors, and enforces a variety of applicable ordinances, code and regulations related to zoning, signage, land use, abandoned vehicles, public nuisances, weed abatement, and other matters of public concern.

##### EXAMPLE OF DUTIES

1. Response to complaints or inquiries regarding zoning, property maintenance, and vehicle abatement; explains code requirements, established policies and procedures and provides recommendations for violation resolution.
2. Prepares case files requiring the establishment of legal owner, the verification of the parcel address, and other information necessary to conduct investigation and enforcement action.
3. Conducts site visits; documents violations by taking photographs and recording other pertinent data; surveys and investigates on patrol as necessary; schedules and performs all follow-up functions to gain compliance including drafting compliance agreements, inspection requests, calls, meetings, discussions and negotiations to ensure compliance with appropriate codes and ordinances; issues administrative citations and notices of violation as necessary.
4. Issues routine correspondence and reports; issues misdemeanor violation notices; assists in the conduct of follow-up procedures including the preparation of additional correspondence, communications with complainants, attorneys and property owners involved in code violation cases; testifies in court as required.
5. Investigates and enforces the City's ordinance regulation the parking of vehicles within the City limits, including recreation and commercial vehicles.
6. Provides routine assistance to the public, and coordinates with outside agencies to enforce multi-jurisdictional issues; consults with other agencies and City departments to investigate violations.
7. Performs routine checks business license checks and conducts site inspections related to business license permits.

8. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
9. Reviews, analyzes, and provides recommendations for modification of current municipal laws or adoption of new municipal ordinances; participates in drafting amendments and new municipal ordinances.
10. Monitors and oversees administrative citation process including appeal review; functions as City advocate; presents the City's position at appeal hearing as required.
11. Researches, compiles, reviews, and analyzes data for programs and special projects; prepares a wide variety of reports, documents, and statistical information as required.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include two years of experience in public contact work which required the application of established policies and procedures in performance of assigned tasks.

### Knowledge, Skills and Abilities

Working knowledge of the organization and functions of the various agencies involved in the planning and zoning process; related federal and state laws, ordinances, rules, and regulations. Knowledge of federal and state search and seizure laws and basic court procedures. Ability to interpret and explain related federal and state laws, ordinances, rules, and regulations; conduct research and compile data; work independently; use correct English grammar, punctuation, and spelling; communicate effectively both orally and in writing; compose correspondence; read and interpret maps, plans, and legal descriptions; use a camera effectively; conflict resolution skills and public relations practices; establish and maintain cooperative working relationships.

### Special Requirements

Possession of an appropriate California drivers' license at time of appointment, and a satisfactory driving record. Completion of P.O.S.T 832 Arrest, Search and Seizure Certification within six months.

**EXHIBIT "B"**

**SALARY SCHEDULE**

EXHIBIT B FULL-TIME POSITIONS AND SALARIES							
EFFECTIVE 04/27/2022							
POSITIONS	F/T RANGES	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
<b>EXEMPT</b>							
ACCOUNTANT	50	78,376	95,494	6,531	7,958	37.68	45.91
ADMINISTRATIVE ANALYST	51	80,336	97,881	6,695	8,157	38.62	47.06
ASSISTANT CITY MANAGER	82	172,722	210,446	14,394	17,537	83.04	101.18
ASSISTANT DIRECTOR OF COMM SERVICES	68	122,240	148,938	10,187	12,412	58.77	71.60
ASSISTANT PLANNING DIRECTOR	68	122,240	148,938	10,187	12,412	58.77	71.60
ASSISTANT TO THE CITY MANAGER	60	100,328	122,240	8,361	10,187	48.23	58.77
ASSOCIATE CIVIL ENGINEER	59	97,881	119,259	8,157	9,938	47.06	57.34
BUILDING OFFICIAL	70	128,429	156,478	10,702	13,040	61.74	75.23
CITY CLERK	64	110,744	134,931	9,229	11,244	53.24	64.87
CITY ENGINEER	71	131,640	160,390	10,970	13,366	63.29	77.11
CITY MANAGER		247,800		20,650		119.1346	
COMMUNITY DEVELOPMENT DIRECTOR	78	156,478	190,653	13,040	15,888	75.23	91.66
DEPUTY CITY MANAGER	73	138,304	168,510	11,525	14,042	66.49	81.01
DIRECTOR COMMUNITY SERVICES	78	156,478	190,653	13,040	15,888	75.23	91.66
DIRECTOR OF FINANCE	78	156,478	190,653	13,040	15,888	75.23	91.66
DIRECTOR OF PUBLIC WORKS/CITY ENG	78	156,478	190,653	13,040	15,888	75.23	91.66
EXECUTIVE ASSISTANT	46	71,005	86,513	5,917	7,209	34.14	41.59
FINANCE MANAGER	61	102,837	125,296	8,570	10,441	49.44	60.24
MANAGEMENT ANALYST	51	80,336	97,881	6,695	8,157	38.62	47.06
MEDIA ANALYST	51	80,336	97,881	6,695	8,157	38.62	47.06
PLANNING DIRECTOR	72	134,931	164,400	11,244	13,700	64.87	79.04
PRINCIPAL PLANNER	62	105,408	128,429	8,784	10,702	50.68	61.74
PUBLIC WORKS PROJECT MANAGER	59	97,881	119,259	8,157	9,938	47.06	57.34
RECREATION MANAGER	59	97,881	119,259	8,157	9,938	47.06	57.34
RECREATION SUPERVISOR	50	78,376	95,494	6,531	7,958	37.68	45.91
SENIOR CIVIL ENGINEER	64	110,744	134,931	9,229	11,244	53.24	64.87
SENIOR CODE COMPLIANCE OFFICER	51	80,336	97,881	6,695	8,157	38.62	47.06
SENIOR PLANNER	58	95,494	116,350	7,958	9,696	45.91	55.94
<b>HOURLY</b>							
ACCOUNTING SPECIALIST II	46	71,005	86,513	5,917	7,209	34.14	41.59
ADMINISTRATIVE AIDE	38	58,277	71,005	4,856	5,917	28.02	34.14
ADMINISTRATIVE ASSISTANT I	37	56,856	69,273	4,738	5,773	27.33	33.30
ADMINISTRATIVE ASSISTANT II	41	62,758	76,465	5,230	6,372	30.17	36.76
ASSISTANT ENGINEER	53	84,403	102,837	7,034	8,570	40.58	49.44
ASSISTANT PLANNER	51	80,336	97,881	6,695	8,157	38.62	47.06
ASSOCIATE PLANNER	55	88,676	108,043	7,390	9,004	42.63	51.94
BUILDING PERMIT TECHNICIAN	38	58,277	71,005	4,856	5,917	28.02	34.14
CODE COMPLIANCE OFFICER	46	71,005	86,513	5,917	7,209	34.14	41.59
COMM SERV COORDINATOR	46	71,005	86,513	5,917	7,209	34.14	41.59
CULTURAL EVENT COORDINATOR	46	71,005	86,513	5,917	7,209	34.14	41.59
ENGINEERING AIDE I	38	58,277	71,005	4,856	5,917	28.02	34.14
ENGINEERING AIDE II	46	71,005	86,513	5,917	7,209	34.14	41.59
PLAN EXAMINER	46	71,005	86,513	5,917	7,209	34.14	41.59
PLANNING TECHNICIAN	38	58,277	71,005	4,856	5,917	28.02	34.14
SENIOR BUILDING INSPECTOR	47	72,780	88,676	6,065	7,390	34.99	42.63
<b>PART-TIME POSITIONS AND SALARIES</b>							
<b>EFFECTIVE 12/25/2020</b>							
	P/T RANGES	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
ADMINISTRATIVE INTERN I	6	36,070	43,948	3,006	3,662	17.34	21.13
ADMINISTRATIVE INTERN II	13	42,876	52,241	3,573	4,353	20.61	25.12
INSTRUCTOR	1	31,881	38,844	2,657	3,237	15.33	18.68
OFFICE ASSISTANT	11	40,810	49,723	3,401	4,144	19.62	23.91
PUBLIC SAFETY LIAISON OFFICER	49	68,544	83,515	5,712	6,960	32.95	40.15
RECREATION LEADER I	1	31,881	38,844	2,657	3,237	15.33	18.68
RECREATION LEADER II	9	38,844	47,328	3,237	3,944	18.68	22.75
RECREATION SPECIALIST	16	46,173	56,258	3,848	4,688	22.20	27.05
SENIOR PROGRAM INSTRUCTOR	14	43,948	53,547	3,662	4,462	21.13	25.74
LAND USE TECHNICIAN	49	68,544	83,515	5,712	6,960	32.95	40.15
SPECIAL EVENT WORKER		160-1,060		PER EVENT			