



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Senior Neighborhood Improvement Services (NIS) Officer

\$6,543 - \$7,953 monthly

(Open Competitive Recruitment)

New Closing Date

The Opportunity:

The City of San Gabriel is currently recruiting for an experienced Senior NIS Officer to join its team. The ideal candidate is a creative thinker that will have experience enforcing and interpreting provisions of federal, state, and local codes including but not limited to property maintenance, weed abatement, public nuisances, and inoperative or abandoned vehicles. The ideal candidate will also have knowledge of the Building Code, International Property Maintenance Code, Health and Safety Code, NPDES or water quality, and land use (zoning).

Position Summary:

Under general supervision of the Building Official, the Senior NIS Officer supervises NIS staff; conducts highly complex code enforcement cases including site visits, communications with complainants, attorneys, and property owners involved in code violation cases, and the gathering of evidence and documents for court proceedings; performs residential, commercial, and industrial and transient business inspections; determines alternative methods to achieve code compliance involving the application of related laws, ordinances, and regulations; files criminal complaints; appears in court and other hearings to present testimony; oversees the issuance of administrative citations to ensure uniform application and consistency with the Administrative Citation Ordinance and adopted Administrative Citation Policies and Procedures Manual; responds to questions and concerns from the public, City staff, and other agencies regarding code violations; assists in various Building Division functions; and performs other related duties as assigned.

Minimum Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a bachelor's degree in a closely related field and four years of increasingly responsible experience in code enforcement or a related field such as planning, building inspections, or law enforcement. The ability to obtain a Basic Code Enforcement Certification and Basic Penal Code 832 module within one year of appointment are required. Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are also required.

Benefits:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Optional enrollment in Deferred Compensation 457 Program from CalPERS, ICMA or Empower.

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- Optional enrollment in Supplemental Insurance Programs.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Payment of retiree (and family) health insurance per established vesting schedule.
- A \$200 per annum work shoe/boot safety allowance.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year (increases with length of service)
- 104 hours of holidays per year
- 32 hours of administrative leave per year (this position is exempt from FLSA overtime status)

Annual Cash-Out Programs:

- Sick Leave Buy Back: In November of each year, allowed to cash-out of up to 50% of unused sick leave accrued in the preceding 12-month period (November through November).
- Vacation Buy Back: allows cash-out of up to 40 hours of unused vacation leave per year.
- Holiday Buy Back: allows cash-out of up to 8 hours of unused holiday leave per year.

Application Procedure:

Candidates must complete a City of San Gabriel online application. Applicants must attach a cover letter and résumé to their online applications. Failure to attach all required documentation may be disqualifying. Candidates are also strongly encouraged to attach all job-related certifications they have to the online application. To apply, please visit jobs.sangabrielcity.com. **All application materials must be submitted online by 12:00 a.m. on Sunday, February 23, 2020.** Note that the application period may close sooner if a sufficient number of qualified applications are received in advance. *Faxed, emailed, or hard copies of application materials are not accepted.*

Tentative Recruitment Schedule:

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please plan in advance to accommodate the schedule. Also note that the City reserves the right to revise this schedule at any time if it deems necessary.

- Recruitment Opening..... February 20, 2020
- Application Deadline.....February 23, @ 12 am
- Anticipated Panel Interview..... Week of March 9
- Anticipated Selection Interview. Week of March 16
- Anticipated Start Date..... April 13, 2020

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT