



City of Hesperia  
**Open/Competitive Opportunity**

**Code Enforcement Supervisor**

**\$5810 - \$7083 per month\*\***

**FINAL FILING DATE: FRIDAY, OCTOBER 9, 2020 AT 4:30 P.M.**

**Duties:** The Code Enforcement Supervisor is a Non-Represented position responsible for the Municipal Code Enforcement program including conducting field investigations, issuing appropriate notices, preparing cases for court, and representing the City at public hearings and trials; preparing and reviewing staff reports; reporting and testifying to City Management, court, and the City Council; meeting and assisting officials of public law enforcement, public agencies and community groups to resolve problems and/or complaints. The incumbent will assign work to professional and support staff; monitor and evaluate work activities to ensure safe work practices, work quality and accuracy; ensure compliance to applicable rules, policies, and procedures; oversee and participate in the development, implementation and maintenance of the division's budget, goals, objectives, policies and procedures.

**Qualifications:** A typical way of obtaining the required qualifications is to possess at least five (5) years of experience in code enforcement and investigation or the performance of related work, supplemented by college level courses in public or business administration, or a related field and two (2) years supervisory experience in a code enforcement setting or the performance of related work; and possess a High School diploma or GED. Possession of certification in PC-832 Level II and certification as a Code Enforcement Officer through recognized Code Enforcement Association required. Possession of, or ability to obtain certifications in First Aid, CPR and Pepper Spray.

- Please visit the Employment page at <http://www.cityofhesperia.us/660/Job-Classifications> to view full job description and list of qualifications. ●

**Fringe Benefits:**

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.75% (normal cost) of annual salary)
- Health Benefits – up to \$1,224 per month toward medical, dental and vision insurance
- City paid
  - Employee Only Premium for Dental Insurance
  - Employee Only Premium for Vision Insurance
  - Life Insurance (One times annual salary)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- Administrative Leave 55 hours per fiscal year
- 12 holidays
- Sick leave (96 hours per year)
- 401 (a) Deferred Compensation Plan (2% of salary – City paid)
- 457(b) Deferred Compensation Program available
- IRS 125 Plan Flexible Spending Accounts available
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$3,000 a fiscal year available for eligible employees)
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

\*\* Fiscal Year 2020-21 – Due to current fiscal constraints:

- Merit step increases have been frozen.
- A furlough schedule has been implemented for Non-Represented employees to work 36 hours per week. Adjusted Workweek Schedule participation required.

**To Apply:** Interested applicants are required to submit a City application. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date.

To be considered for City employment, applications must be submitted using the online employment application system. This application can be accessed from the City's website at [www.cityofhesperia.us](http://www.cityofhesperia.us).