



**CITY OF CATHEDRAL CITY**  
invites applications for the position of:

## **CODE COMPLIANCE OFFICER I/II**

### **DESCRIPTION:**

Do you want to be a part of a positive, team-oriented organization with a commitment to providing exceptional customer service to its community?  
We have the perfect job for you!



**DEPARTMENT:** CODE COMPLIANCE

**CLOSING DATE:** Continuous - Applications reviewed as submitted. Apply immediately!

**PAY RATE:** Depends on position (see below)

**BARGAINING UNIT:** AFSCME

**WORK SCHEDULE:** The work schedule will be Monday - Sunday, depending on City operational needs.

The City of Cathedral City is an Equal Opportunity Employer. Our goal is to be a diverse workforce that is representative of the citizens we serve. We seek to recruit, develop and retain the most talented individuals from a diverse candidate pool.

**The ideal candidate**, under general supervision, performs technical work in the investigation and enforcement of City codes, ordinances and abatement regulations; performs related work as assigned.

***Position may be filled at the level I or level II depending upon selected candidate's qualifications. Any combination of education, experience and training that would likely provide the qualifying knowledge and abilities may be qualifying. A typical way to obtain these qualifications would be:***

**To Qualify for Code Compliance Officer I - Range 690 (\$25.5111 - \$33.3932 per hour)**

- Equivalent to graduation from high school and;
- Two years of journey level experience in a building craft or trade, maintenance work, sub-professional compliance or abatement work, or in work which has involved explaining complex policies and procedures to the public.

**To Qualify for Code Compliance Officer II - Range 750 (\$29.5481 - \$38.6775 per hour)**

- In addition to the above, two years of experience enforcing a variety of municipal codes, ordinances and regulations at a level equivalent to the City's classification of Code Compliance Officer I.

**Additional Requirements:**

- A PC 832 Certificate is required within 6 months of employment and must be maintained during the course of employment.

- Possess and maintain a valid and appropriate California Driver's License and maintain a satisfactory driving record.

**TO VIEW THE QUALIFICATIONS AND FULL JOB DESCRIPTION, [CLICK HERE](#).**

**EMPLOYEE BENEFITS**



**Health Insurance**

Rich benefit package including a monthly Health benefit allowance of up to \$2,440.71 for Employee plus family.



**Educational Reimbursement**

Educational reimbursement in an amount not to exceed \$500 in any one fiscal year (\$800 for AA or BA in Fire Science).



**CalPERS**

CalPERS Retirement benefits. (See the Benefits tab for more details.)



**Paid Vacation**

CCPFA employees earn 144 hours of Annual vacation leave per year. After 2 years of service, the leave accrual will increase.



**More perks!**

Other benefits include bilingual pay, degree incentive, deferred compensation, employee assistance program, and much more!

**CANDIDATE SELECTION PROCESS**

**1. Application Review:** A completed City of Cathedral City employment application and resume is required. Incomplete applications may result in disqualification. Application review will begin immediately and will be screened on basis of relevant education, training and experience.

**2. Examination Phase:** Based upon the information presented on the application, a limited number of candidates who possess qualifications most pertinent to the position will be invited to participate in the selection process. The selection process may include but is not limited to the following components: application review and evaluation, written examination or exercise, practice exercise and interview evaluation.

**3. Establishment of Eligibility List:** Candidates who successfully complete the examination process will be placed on the eligibility list pending further review by the department head and other qualifying procedures.

Notifications will be sent by email only (regardless of the notification preference selected during the on-line application process) to the email listed on your on-line application.

All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing all components of the pre-employment process which may include, but is not limited to: comprehensive background check, criminal history check (livescan fingerprint check), and post-offer medical evaluation with a drug screen.

***What's Next? Apply today and share this posting with anyone who may be interested!***

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.joincathedralcity.org>

68700 Avenida Lalo Guerrero  
Cathedral City, CA 92234

[jobs@cathedralcity.gov](mailto:jobs@cathedralcity.gov)

Position #21-0923  
CODE COMPLIANCE OFFICER I/II  
LB

### **CODE COMPLIANCE OFFICER I/II Supplemental Questionnaire**

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, partial information, and reference to resume or application may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
  - YES
  - NO
- \* 2. Do you have a high school diploma or equivalent?
  - Yes     No
- \* 3. Do you have a valid California Class C driver license?
  - Yes     No
- \* 4. How many years of journey level experience in a building craft or trade, maintenance work, sub-professional compliance or abatement work, or in work which has involved explaining complex policies and procedures to the public do you possess? (Note: experience must be listed on your application)
  - 0 to 1 year
  - 1 to 2 years
  - 2 to 3 years
  - 3 years of more
- \* 5. Do you have experience enforcing a variety of municipal codes, ordinances and regulations? If so, experience must be listed on application.
  - 0 to 1 year
  - 1 to 2 years
  - 2 to 3 years
  - 3 years or more

\* 6. Do you possess a PC 832 Certificate? If so, please attach.

Yes  No

\* 7. Do you have supplemental college level courses in building construction, or architecture or a related field? If yes, please attach.

Yes  No

\* 8. Please specify which position you are applying for:

- Code Compliance Officer I
- Code Compliance Officer II
- Either position

\* Required Question