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<b>Bulletin Number</b>	21570BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	CODE ENFORCEMENT OFFICER
<b>Exam Number</b>	R2741A
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	08/23/2013
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	2836.00
<b>Salary Maximum</b>	3705.73
<b>Position/Program Information</b>	Under general supervision, enforces any and all applicable laws, statutes, ordinances, regulations, or policies pertaining to the beaches that are owned, controlled, or managed by the County and covering usage of County harbors and other maritime facilities and waterways.
<b>Essential Job Functions</b>	<p><b>CLASSIFICATION STANDARDS:</b></p> <p>Positions allocable to this journey-level class perform a wide variety of routine field work under the supervision of higher-level personnel and carry out the enforcement of beach and harbor and maritime regulations by issuing verbal or written warnings and/or citations for illegal or unpermitted activities. Incumbents must also report possible violations of other codes or ordinances observed in the course of performing their regular duties to appropriate authorities, particularly County Code Chapters 17.12 and 19.12, the County's beach and harbor and maritime ordinances. Incumbents typically operate light vehicles while working in the field with a great deal of independence and are expected to utilize a basic knowledge of the policies and procedures of the Department of Beaches and Harbors and applicable codes and ordinances governing beach and harbor use. Incumbents also are expected to enforce State, County and City codes, ordinances, and laws pertaining to beach and harbor use.</p> <p>Patrols an assigned geographical area in a light truck and on foot observing for code violations or responding to incidents.</p> <p>Issues warnings, citations and/or legal notices; enforces beach and harbor and maritime regulations.</p> <p>Identifies parking violations, issuing warnings or citations where indicated.</p> <p>Maintains public relations by explaining regulations and by providing information concerning beach and harbor use in accordance with regulations and established policies.</p> <p>Reports emergent situations to the proper authorities.</p> <p>Observes and reports possible violations of codes or ordinances, such as those related to health and welfare, building and safety, or zoning, to appropriate inspection or enforcement authorities.</p> <p>Maintains records of all activities and actions taken.</p> <p>Testifies in court as to facts related to citations issued and violations of beach</p>

and harbor and maritime regulations, as needed.

Provides assistance in office operations, as needed.

**Requirements**

**MINIMUM REQUIREMENTS:**

OPTION 1: Six months of experience in the public or private sector involving contact with the public, customer relations, or service to the community

OPTION 2: Six months of experience as a Los Angeles County Parking Control Officer.

**Physical Class**

**Physical Class IV – Arduous:** Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

**License(s)  
Required**

A valid California Class C Driver License\* or the ability to utilize an alternative method of transportation to carry out job-related essential functions.

**Special  
Requirement  
Information**

\*A valid and current California Class C Driver's License Information:  
Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS 3 OR MORE MOVING VIOLATIONS WITHIN THE LAST 2 YEARS WILL NOT BE APPOINTED.**

**VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE ACCEPTED FOR THIS EXAMINATION. VOEL PREVIOUSLY SUBMITTED FOR OTHER EXAMINATIONS WILL ALSO NOT BE CONSIDERED. THE EDUCATION AND EXPERIENCE LISTED ON YOUR APPLICATION IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.**

**Withhold Information:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing.

**Examination  
Content**

This examination will consist of three (3) parts.

**PART I:** An online unproctored Work Styles Assessment (WSA) written test weighted 30%. The WSA will measure following instructions, achievement orientation, dependability, and conscientiousness.

Applicants will receive instructions via email on when and how to log on and take the online unproctored written test.

Only applicants that achieve a passing score of 70% or higher on Part I will be invited to the in-person proctored written test (Part II).

**PART II:** An in-person proctored written test weighted 20%. The written test will measure written expression, data analysis & decision making, reading comprehension, office practices and procedures, and customer service.

NOTE: Applicants that have taken the identical written test(s) for other exams within the last (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. You may be required to transfer your scores to the new examination and may not be allowed to re-take any identical test parts for at

least a year.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only applicants that achieve a passing score of 70% or higher on Part II will be invited to the Structured Interview (Part III).

**Part III:** A Structured Interview weighted 50% covering computers and electronics; customer and personal service; English language; laws, codes, regulations, and rules; public safety and security; active listening; critical thinking; monitoring; public speaking; coordination; instructing; negotiation; persuasion; social perceptiveness; judgement and decision making; problem sensitivity; attention to detail; integrity; dependability; initiative; persistence; leadership; cooperation; self control; concern for others; situational awareness; teamwork; and professionalism.

Invitations to the written test and interview may be sent to the email address provided in the application.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

**Special  
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:**

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy  
Information**

The resulting eligible register will be used to fill vacancies in the Department of Beaches and Harbors.

**Eligibility  
Information**

Applications will be processed on an **as-received** basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

**Job Opportunity  
Information**

**Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.**

**Application and  
Filing**

**APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE**

**Information****ACCEPTED.****INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking the link that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application and additional documents if any by 5:00 pm, PST, on the last day of filing.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department Contact Name**

Sarah Rivanis

**Department Contact Phone**

213-738-2084

**Department Contact Email**

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**ADA Coordinator Phone**

213-738-2057

**Teletype Phone**

800-899-4099

**California Relay**

**Services Phone** 800-735-2922  
**Job Field** Public Safety/Law Enforcement/Probation  
**Job Type** Service/Maintenance

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