

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ZONING INVESTIGATOR I - 1997**

**DEFINITION:**

Under general supervision, in a training capacity, to conduct routine field and office investigative work in the enforcement of various codes and ordinances including zoning, land use, development, building code, and related regulations; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry-level class in the Zoning Investigator series. In a training capacity, employees in this class are typically assigned the more routine field and office zoning enforcement duties. Instructions for completing assignments are specific and work is closely reviewed.

**\* EXAMPLES OF DUTIES:**

- Investigates complaints of code violations received from the City Council offices and the public;
- Conducts field investigations of properties to determine whether code violations have occurred or if requests for conditional use permits, variance, and other discretionary permits should be approved or denied;
- Enforces limited portions of the Uniform Building Code;
- Enforces historical and environmental regulations;
- Reviews and approves coastal permits;
- Reads grading maps and determines if conditional use permits and other regulations have been violated;
- Performs proactive inspections;
- Documents findings of site visits in case files;
- Researches various records to obtain a variety of data such as property ownership, legal property descriptions, deed information, and annexation dates;
- Contacts other City departments to determine engineering data, licensing, and permit history;
- Explains regulations to property owners and attempts to obtain voluntary compliance;
- Sets-up and follows through on abatement schedules;
- Refers cases to other enforcement units as appropriate;
- Issues violation notices, notices of civil penalties, notices of abatement administrative citation, misdemeanor citations, civil penalties, and recommends stop work orders;
- Coordinates abatement efforts with other departments;
- Collects and prepares evidence for and serves as a witness in administrative hearings and court cases;
- Completes forms and prepares reports documenting findings and actions;

**\* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Provides code information at a public counter, in the field, and in other City departments;
- Checks building plans, plot plans, topographical maps, and elevation plans;
- Enforces billboard and other sign codes and reviews and approves permit requests;
- Updates database with inspection and compliance information;
- Attends community meetings and events to provide information on code enforcement issues;
- Maintains and updates zoning maps;
- Uses measuring devices and makes mathematical calculations to determine measurements;
- Drafts route slip responses and other correspondence for review by supervisor;
- Performs related work.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with an Associate or higher degree (i.e., minimum completed units = 60 semester/90 quarter), **AND** one year of full-time experience conducting field and office investigative work in the interpretation, application, or enforcement of codes and ordinances. Possession of a valid California Class C Driver's License.