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## BOARD OF SUPERVISORS' MEETING May 19, 2026

The Planning and Building Services Department is requesting a modification to the job description for the Code Enforcement Officer job description to create a Code Enforcement Officer III classification.

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County of Lassen  
Department of Planning and Building Services

• Planning • Building • Environmental Health • Code Enforcement • Surveyor • Surface Mining

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May 13, 2026

Zoning and Building  
Inspection Requests  
Phone: 530 257-5263

TO: Board of Supervisors  
Agenda Date: May 19, 2026

FROM: Gaylon F. Norwood, Director *gn*

SUBJECT: The Planning and Building Services Department is requesting a modification to the job description for the Code Enforcement Officer job description to create a Code Enforcement Officer III classification.

ACTION REQUESTED:

1. Approve the modification to the job description; and/or
2. Provide direction to staff

**Summary:**

The Planning and Building Services Department is proposing to create a Code Enforcement Officer III classification by modifying the Code Enforcement Officer I/II position to include a III. The two positions are currently filled at the Code Enforcement Officer I level.

The Proposed modification was sent to the United Public Employees of California Local 792 (UPEC) for review and comment. UPEC commented that PC 832 should be added to the list of qualifications for the III position and that criminal justice should be added to the list of preferred education. Those edits were agreed to and the classification was modified.

Attached for Board review is:  
Current Code Enforcement Officer I/II job description  
Proposed Code Enforcement Officer I/II/III job description

:gfn  
Enclosure

s/pla/admin/files/605.122/"Board letter"



Class Title:	Code Enforcement Officer I/II	CLASS CODE	CD07/08
Department:	Planning and Building Services Department	UNIT	UPEC
Reports to:	Building Official or Director of Planning Division as assigned	FLSA Status	Non-Exempt
Board Approval	Shannon; Revised 6/2006, Revised 11/27/12; Revised 01/11/22	RANGE	17/19

**JOB SUMMARY**

Develops and coordinates a program of education and policy compliance to improve conditions on public and private property. Enforces the provisions of the Lassen County zoning, building, health and safety codes and County highway encroachments through field inspections and code enforcement.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from either the Building Official or the Director of the Planning Division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.)

Meet with individuals and groups to educate, listen, and respond regarding property use and maintenance.

Pursue appropriate compliance procedures if voluntary compliance fails to correct conditions in violation of law or statute.

Provide conflict resolution resources to the public and other departments; mediate disputes over code violations.

Research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action.

Represent Department on committees, at community meetings, before outside organizations and at staff subcommittees as necessary.

Conduct civil abatement hearings before the Board of Supervisors as required.

Answer questions on land use and zoning personally and telephonically.

Maintain records of findings and corrective actions.

Prepare status reports as assigned.

Coordinate code enforcement activities with other Divisions, Departments, and outside agencies.

Assist in the development and revision of zoning code provisions.

Perform field inspections of building construction, plumbing, mechanical, and electrical installations in residential and commercial buildings to ensure compliance with applicable codes.

Maintain inspection or permit file; submit inspection reports as required.

Other duties may be assigned.



## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education and Experience**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Code Enforcement Officer I: Two years of experience working with community groups, community educational programs, or in a customer service function. Experience on building code and property allowances/restrictions are preferred.

Code Enforcement Officer II: Two years of experience that is comparable to that gained as a Code Enforcement Officer I with Lassen County.

#### Training:

Equivalent to an Associate's Degree from an accredited college or university. Courses in building/construction trades or business preferred.

### **Licenses and Certifications**

Possession of or ability to obtain and retain a valid California Class C driver's license.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

Principles and practices of inspection techniques, public relations and community improvement techniques.

Land use concepts and zoning principles.

Principles and practices of effective negotiation.

County nuisance abatement ordinance, California Business and Professions Code and other related codes, regulations and standards.

### **Ability to:**

Learn building, zoning, and municipal codes.

Deal effectively with members of other Departments, Divisions, government agencies, and the public.

Read, comprehend and interpret nuisance, health, safety, and related County codes.

Work independently and make decisions in accordance with County policies and standards.

Mutually analyze applicable codes as related to physical evidence observed and make decisions and independent judgments.

Prepare handouts and brochures to include graphically presented information.

Use a personal computer and standard office equipment in the performance of the duties of this position.

Gather and analyze data from a variety of sources.

Prepare accurate and concise reports.

Follow oral and written instructions.

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Code Enforcement Officer I/II

Friday, October 29, 2021



Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Ability to work cooperatively with other employees.

**Physical Demands and Working Conditions:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed indoors in an office environment. Frequently performs inspections outdoors with exposure to temperature extremes. There is occasional exposure to fumes, odors, dusts, gasses and chemicals (such as solvents) and to allergy causing agents (such as grasses and insect bites).

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits and may encounter uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel and bend. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system. Employee may come in contact with members of the public who are angry, argumentative, or aggressive.



COUNTY OF LASSEN  
JOB DESCRIPTION

Class Title:	Code Enforcement Officer I/II/III	CLASS CODE	CD07/08
Department:	Planning and Building Services Department	UNIT	UPEC
Reports to:	Building Official or Chief Planner	FLSA Status	Non-Exempt
Board Approval	Pending	RANGE	17/19/21

**JOB SUMMARY**

Develops and coordinates a program of education and policy compliance to improve conditions on public and private property. Enforces the provisions of the Lassen County zoning, building, health and safety codes and County highway encroachments through field inspections and code enforcement.

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Code Enforcement Officer I/II/III



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Code Enforcement Officer II: Two years of experience that is comparable to that gained as a Code Enforcement Officer I with Lassen County.

Code Enforcement Officer III: Two years of experience that is comparable to that gained as a Code Enforcement Officer II with Lassen County, possession of Code Enforcement Officer Certification in the State of California, and successful completion Penal Code 832 training.

#### Training:

Equivalent to an Associate's Degree from an accredited college or university. Courses in building/construction trades, business and/or criminal justice education preferred.

### **Licenses and Certifications**

Possession of or ability to obtain and retain a valid California Class C driver's license.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

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