

1 **DATE:** February 15, 2017

2 **TO:** Civil Service Commission

3 **FROM:** Carolyn Pen, Personnel Analyst

4 **SUBJECT: RECOMMENDATION TO REVISE CLASSIFICATION SPECIFICATION**
5 **- LICENSE INSPECTOR**

6 Alejandrina Basquez, Director of Human Resources, requests Civil Service
7 Commission approval for the revision of the License Inspector classification
8 specification. Staff has reviewed this request and recommends approval in
9 accordance with Article XI, Section 1101(d) of the City Charter.

10
11 **Facts for Consideration:**

- 12 • The classification specification revisions were last adopted 1986.
- 13 • Under general supervision, the License Inspector position inspects businesses for
14 proper City licenses and compliance with business license regulations.
- 15 • The Grade Level I License Inspector currently advises applicants for business
16 licenses of code provisions, reviews field applications, collects license fees, issues
17 notices of license violation, assists in collecting evidence for prosecutions of
18 Business Code violators and appears in court to testify, prepares reports, and other
19 related duties.
- 20 • The Grade Level II License Inspector is distinguished from the Grade Level I in that
21 the incumbent performs more complex duties of the classification.
- 22 • The proposed changes are as follows: the Grade Level II duties are expanded and
23 there will be two types of Grade Level II. The first type of Grade Level II performs
24 the duties of License Inspector I and acts as a lead over License Inspector I
25 positions. The second type of Grade Level II will work in the marijuana business

task force and will include inspectors dealing with specialized enforcement of marijuana businesses. The second type of Grade Level II is not a lead position.

- Examples for specialized enforcement of marijuana businesses under the second type of Grade Level II includes: complex citation issues and recordkeeping, working in environments where marijuana is present, participation in a multi-departmental task force charged with regulating marijuana businesses, and routine scheduled or unscheduled inspections in coordination with Police Department escorts.
- The minimum requirements have been updated. The proposed changes to the minimum requirements are: an A.A. degree or higher in business administration, public administration, criminal justice, or a related field; or two years of recent, full-time experience performing one or more of the following functions: license inspection, license investigation, delinquent account collections, code compliance or enforcement, related field inspection experience, or data gathering functions performed in support of these activities; college coursework equivalency in business administration, public administration, criminal justice, or a related field may be substituted for the required work experience on a year-for-year basis.
- There are currently three incumbents at License Inspector Grade Level I and one incumbent at License Inspector Grade Level II. These proposed changes will not affect incumbents.
- Staff has reviewed the proposed changes with representatives from the Department of Financial Management and Human Resources. The Long Beach International Association of Machinists Union has been notified of this request.
- All parties mentioned above are in agreement with the proposed classification specification revisions and have been notified that this request is on today's agenda.

Agenda Item No. 7

Staff recommends that the Commission approve the recommendation to revise the classification of License Inspector in accordance with Section 1101(d) of the City Charter.

Representatives from the Department of Financial Management and Human Resources will be present to respond to any questions from the Civil Service Commission.

REQUEST TO REVISE CLASS 02/15/17 (RM:LICENSE INSPECTOR) CP



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

Final Version

TITLE: LICENSE INSPECTOR I - II

DEFINITION: Under general supervision, inspects businesses for proper City licenses and compliance with business license regulations.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs routine the duties of the classification.

Grade Level II - Performs the complex duties of the classification; or act in a lead capacity.

EXAMPLES OF DUTIES:

Grade Level I:

- Advises applicants for business licenses of pertinent code provisions;
- Reviews field applications and verifies license fee computations;
- Collects license fees from itinerant vendors and solicitors;
- Issues notices of license violation;
- Collects delinquent license fees;
- Assists with the collection of evidence for prosecution of Business License Code violators and appears in court to testify;
- Prepares reports;
- Performs other related duties as required.

Grade Level II:

- Performs the duties of a License Inspector I while providing work direction to License Inspector I, OR
- Performs specialized enforcement of marijuana businesses, with the following examples of duties:
 - Issues citations on a more complex schedule;
 - Maintains complex recordkeeping of citations;
 - Performs work in environments where marijuana is present;
 - Participates in a multi-departmental task force charged with regulating marijuana businesses;
 - Routinely conducts scheduled or unscheduled inspections in coordination with Police Department escorts.

MINIMUM REQUIREMENTS:

A.A. degree or higher in business administration, public administration, criminal justice, or a related field;

OR

Two years, recent full-time work experience performing one or more of the following functions: license inspection, license investigation, delinquent account collections, code compliance or enforcement, related field inspection experience, or data gathering functions performed in support of these activities.

College coursework equivalency in business administration, public administration, criminal justice, or a related field may be substituted for the required work experience on a year-for-year basis.

Ability to exercise tact, judgment, and patience in dealing with the public and staff.

Proficiency with personal computers including word processing applications and the ability to learn and utilize new technology.

A valid motor vehicle operator license.

Willingness to occasionally work evenings or weekends.

HISTORY:

Added Grade Levels I and II on 07/01/86 and revision of Classification Specification dated 05/25/72.

Approval/Adoption Dates: 08/06/86 - Human Resources Department
10/15/86 - Civil Service Commission
02/15/17 – Civil Service Commission



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

Original 1986
Version

TITLE: LICENSE INSPECTOR I - II

DEFINITION: Under general supervision, inspects businesses for proper City licenses and compliance with business license regulations.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - performs the duties of the classification.

Grade Level II - may perform the duties of the classification; acts in a lead capacity over License Inspector Is.

EXAMPLES OF DUTIES:

- Advises applicants for business licenses of pertinent code provisions;
- Review field applications and verifies license fee computations;
- Collects license fees from itinerant vendors and solicitors;
- Issues notices of license violation;
- Collects delinquent license fees;
- Assists with the collection of evidence for prosecution of Business License Code violators and appears in court to testify;
- Prepares reports;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Two years recent full-time experience in license inspection or investigation, delinquent account collections or similar business experience requiring a basic knowledge of auditing and/or accounting.

College training in accounting or business administration or related fields may be substituted for required experience on a year-for-year basis.

A valid motor vehicle operator license.

Willingness to occasionally work evenings or weekends.

HISTORY:

Added Grade Levels I and II on 07/01/86 and revision of Classification Specification dated 05/25/72.

Approval/Adoption Dates: 08/06/86 - Human Resources Department
10/15/86 - Civil Service Commission

Memorandum



City of Long Beach
Working Together to Serve

Date: December 07, 2016
To: Civil Service Commission *As Stafford for*
From: Alejandrina Basquez, Director of Human Resources
Subject: CLASSIFICATION SPECIFICATION REVISION- LICENSE INSPECTOR

The Civil Service Commission's approval is requested to adopt the attached revised classification specification. The class specification was revised to better reflect the duties performed by License Inspector IIs.

Please contact Cynthia Stafford at 8-5045 if you have any comments or questions.

AB CS th
R \Personnel\Svcs\ADMINISTRATION\CIVIL SERVICE\CIVIL SERVICE COMMISSION\REQ
Attachment

Cc: John Gross, Director, Financial Management

CIVIL SERV. DEPT. -RCV1.

DEC52016AM 9:30



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: LICENSE INSPECTOR I - II

DEFINITION: Under general supervision, inspects businesses for proper City licenses and compliance with business license regulations.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - performs routine the duties of the classification.

Grade Level II - performs the complex duties of the classification; may act in a lead capacity over License Inspector Is.

EXAMPLES OF DUTIES:

Grade Level I:

- Advises applicants for business licenses of pertinent code provisions;
- Reviews field applications and verifies license fee computations;
- Collects license fees from itinerant vendors and solicitors;
- Issues notices of license violation;
- Collects delinquent license fees;
- Assists with the collection of evidence for prosecution of Business License Code violators and appears in court to testify;
- Prepares reports;
- Performs other related duties as required.

Grade Level II:

- Performs the duties of a license Inspector I while providing work direction to lower-level License Inspectors, OR
- Performs specialized enforcement of marijuana businesses, with the following examples of duties:
 - Issues citations on a more complex schedule;
 - Maintains complex recordkeeping of citations;
 - Performs work in environments where marijuana is present;
 - Participates in a multi-departmental task force charged with regulating marijuana businesses;
 - Routinely conducts inspections/raids in coordination with Police Department escorts.

MINIMUM REQUIREMENTS:

Two years recent full-time experience in license inspection or investigation, delinquent account collections or similar business experience requiring a basic knowledge of auditing and/or accounting.

College training in accounting or business administration or related fields may be substituted for required experience on a year-for-year basis.

A valid motor vehicle operator license.

Willingness to occasionally work evenings or weekends.

HISTORY:

Added Grade Levels I and II on 07/01/86

Classification Specification Revised 05/25/72 and 12/07/2016.

Approval/Adoption Dates: 08/06/86 - Human Resources Department
10/15/86 - Civil Service Commission