



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

"Your Employer of Choice."

*A great place to live...
A great place to work...*

CLOSING DATE: October 28, 2016

WRITTEN EXAM: November 30, 2016 (tentative)

BUILDING INSPECTOR I

Monthly Salary Range \$5,318 - \$5,863

Bargaining Unit: Local 856 - General Services & Maintenance Unit

THE POSITION

The Contra Costa County Department of Conservation and Development is accepting applications for an excellent career opportunity for individuals interested in building inspection. Positions will be assigned to offices in Martinez, CA. Building Inspector I is the first working level class in the field building inspection series. Positions in this class may be assigned either in the Code Enforcement Unit, where building and zoning code enforcement is the primary duty, or in the New Construction/Inspection Services Unit. This position will be responsible for inspecting building/structures being constructed, altered, or repaired to determine conformance with building codes, Title 24 and 25 requirements, approved plans, specifications, zoning laws and ordinances; preparing reports of deficiencies regarding structural stability and other related code items, and perform other related work as required. This classification reports to a Principal Building Inspector or the Supervisor, Inspection Services.

PROMOTIONAL OPPORTUNITIES

Incumbents in the Building Inspector I classification have the opportunity to promote by flexible staffing to the classification of Building Inspector II (\$6,362 - \$7,014).

The eligible list established from this recruitment will remain in effect for six months and may be used to fill future vacancies. **All employment offers are contingent upon passing a physical examination and functional capacity test.**

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California motor vehicle operator's license. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate.

Experience: Either 1) Three (3) years of full-time (or the equivalent of full-time) experience as a journey level carpenter, electrician, plumber, HVAC/mechanical worker; licensed contractor; or performing duties equivalent to a Building Plan Checker II in Contra Costa County or 2) One (1) year as a building/grading inspector.

Substitution For Experience: Possession of an International Code Council (ICC) Legacy Certification may be substituted for one (1) year of the required experience and/or possession of a Statewide California Association of Code Enforcement Officials or California Association of Code Enforcement Certification may be substituted for one (1) year of the required experience up to a maximum of two (2) years of experience or an Associate's Degree in construction technology or a related field may be substituted for two (2) years of experience under experience option 1) above

All applicants who are using the "Substitution for Experience" option MUST attach a copy of their applicable International Code Council or California Association of Code Enforcement Officers certification or Associate's degree to the employment application. Application submitted without a copy of the certification will be disqualified.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees must apply on-line at www.cccounty.us/hr, and submit the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. Paper, faxed, or late applications WILL NOT be accepted. To view the typical tasks, knowledge, skills, and abilities associated with this position, visit our website to see the detailed job description.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination. All accepted applicants may be required to compete in any combination of written, oral, and/or performance examination or a competitive evaluation of training and experience. Study materials are not available through the Contra Costa County Human Resources Department.
- 3. Written Examination:** A written test, consisting of multiple-choice questions, may be administered. Test items may consist of the following assessment categories: Carpentry Work; Construction Methods and Tools; Mechanical Ability; Numerical Accuracy; and Occupational Safety. Candidates must achieve a score of 70, which may be an adjusted score in accordance with the Personnel Management Regulations, in order to participate in the oral interview (Weighted 100%).

As part of the application process, an applicant may be required to complete a Conviction History form. The Conviction History form should only be submitted when requested. The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

DATE OPENED: October 17, 2016 MDS / er

AN EQUAL OPPORTUNITY EMPLOYER

Exam Number: FAWB-2016A

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.

BENEFITS & APPLICANT INFO

CONTRA COSTA COUNTY

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area and covers approximately 33 square miles. The County has one of the State's most heterogeneous populations, rich in ethnic, cultural and socioeconomic diversity. With a current population slightly in excess of 1,000,000, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat of Contra Costa County and the location of the County's administrative offices.

Contra Costa County includes varied urban, suburban, industrial, agricultural and port areas and contains 19 incorporated cities. A large part of the County is served by the San Francisco Bay Area Rapid Transit District (BART) which has helped to enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses, are within driving distance from the County seat of Martinez.

Contra Costa County employs more than 9,000 individuals and provides a full range of services through 15 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and Authorities. Our employees are what make Contra Costa County a great place to work and we invite your interest in joining our team!

EMPLOYMENT INFORMATION

WHO MAY APPLY: Applicants must clearly demonstrate that they meet the minimum requirements provided on the front of the job announcement by submitting a complete employment application by the final filing date. The job announcement may require that a supplemental questionnaire be filed along with the employment application. The job announcement may also require the presentation of an official college transcript or copy of a license. United States citizenship is not required unless specifically listed under the minimum qualifications. Individuals offered employment by Contra Costa County will be required to show documentation as proof of identity and eligibility to work in the United States as a condition of employment.

HOW TO APPLY: All applicants, including County employees, are to apply on-line at www.cccounty.com and submit the required information as indicated on the job announcement. Resumes are encouraged but may not be substituted for the official application. It is the applicant's responsibility to meet final filing deadlines noted on the job announcement and late applications will be disqualified. If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, or to reserve a computer with a library card, please contact the Contra Costa County Library at 1(800) 984-4636 or <http://libonline.cclib.org/mainpageNew.htm>, or the Richmond Public Library at 1(510) 620-6561.

REASONABLE ACCOMMODATIONS: Contra Costa County is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Contra Costa County requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA or other applicable statute. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process may contact the Human Resources Department prior to the final filing date. The California Relay Service (CRS) is available for individuals with hearing and/or speech impairments. To relay a message from a Text Telephone (TTY) or Telecommunications Device for the Deaf (TDD), please call 711 or 1(800)735-2929.

VETERANS' PREFERENCE CREDITS: Veterans participating in open examinations who have received an honorable discharge and/or are disabled may be allowed an additional 5% of their total earned score (provided the exam is otherwise successfully completed). To obtain this credit, veterans must provide a DD214, which indicates honorable discharge, and if applicable, proof of disability, with each application before the final filing date.

SENIORITY CREDITS: Employees participating in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

HIRING PROCEDURES: Appointment to positions in the Merit System shall be by competitive examination. The Human Resources Department is responsible for administering and coordinating recruitment, developing examinations, administering and scoring examinations, and generating eligible lists for use by hiring departments throughout the County.

PRE-EMPLOYMENT PROCESS: Candidates under final consideration for employment with the County may be required to undergo an employment background / reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, may require a criminal background investigation, including fingerprinting, a credit check, and a pre-employment physical exam, including a drug/alcohol test.

EMPLOYEE BENEFITS

BENEFITS: Contra Costa County offers a wide range of competitive benefit options to meet the needs of our diverse workforce and their families. These benefits include but are not limited to:

For your Health & Welfare Benefits:

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care Spending Account
- Dependent Care Assistance Program
- Long Term Care Insurance
- Employee Assistance Program

For your Financial Future:

- Short-term Disability Insurance
- Long-Term Disability Insurance
- Retirement Plan – (Defined Benefit Pension Plan and Social Security)
- Deferred Compensation Plan
- Contra Costa Federal Credit Union

For your Work/Life Balance:

- Paid Holidays
- Vacation Accrual
- Sick Leave Accrual
- Management Paid Leave
- Employee Assistance Program
- Drug/Smoke Free Workplace

This information is intended to provide a general summary of benefits available to employees, is subject to change, and is not legally binding. Eligibility is determined by Contra Costa County and offerings may vary by Memoranda of Understanding (MOU) between the County and the employee organization/union representing the employee's job classification or Management Resolutions.



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