

**Hanover County Career Development Program
Draft Code Compliance Officer Ladder
Date: 4-26-05**

I. Background

The premise for the County's Career Development Program (CD) is to provide both incentives and rewards for an employee who meets certain pre-established criteria. This provides a benefit to those highly motivated, responsible, and quality employees who wish to continue their careers within Hanover County.

The goal of career development is EMPLOYEE RECRUITMENT & RETENTION – to provide the employee with the opportunity to enhance professionally without leaving his/her current position. Career development should yield a win-win for the county and for the employee. The employee receives not only personal growth and development, but also financial incentives. The County gains a more productive and hopefully more satisfied employee. The more satisfied the employee, the greater the likelihood that the employee will remain with the County.

II. Career Development Program (CD) Outline for Code Compliance Officer (CCO)

Participation in the Career Development Program is voluntary. The Officer may complete what is necessary for advancement or may continue at his/her current level. Under the guidelines of this plan, those hired will be placed at the Code Compliance Officer I level unless it is established that the new hire meets the criteria for a higher level. All new hires must pass "probation" to continue employment.

The ladder includes three (3) levels, beginning with Code Compliance Officer I and ending with Code Compliance Officer III. The following are the ranges and associated salaries that are in effect as of this revision:

Position	Grade	37.5 Hour Pay Plan
Code Compliance Officer I	23	\$30,249 – 51,423
Code Compliance Officer II	24	\$31,771 – 54,010
Code Compliance Officer III	25	\$33,394 – 56,769
Sr. Code Compliance Officer	27	\$36,843 – 62,632

Hierarchy and grades of the ladder will depend upon benchmark of the baseline position (Code Compliance Officer I).

III. Criteria

To advance up the ladder, the Officer must meet pre-determined criteria. These are divided into six (6) categories:

Hanover County Service – Recognition of organizational knowledge and employee dedication to Hanover County as shown by years of service.

Performance Evaluations – To ensure that only highly proficient performers progress through the career development program.

Training Hours – Recognition of skills training in areas that enhance performance of job duties.

Education – Recognition of achievement in educational attainment beyond the baseline requirements.

Related Experience – Recognition of experience directly or related to the professional area of the position.

Certifications – Demonstration of competencies learned in a single discipline.

Minimum Proficiency Level – Demonstration of professional development by taking on additional responsibilities.

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(1) Hanover County Service (Core Requirement)

CCO I: None Required

CCO II: One (1) year required

CCO III: Three (3) years required

Sr. CCO: Five (5) years required

(2) Performance Evaluation (Core Requirement)

CCO I: Not applicable, unless hiring above baseline

CCO II/III/Sr.: Above proficient rating of at least 2.3 on two most recent performance evaluations.

(3) Training Hours (Core Requirement)

Based upon budget appropriations, Officers shall have opportunities to receive training. To advance, a CCO II/III must show continual development by taking twenty-two point five (22.5) hours of related training annually. The Sr. CCO requires thirty-seven point five (37.5) hours of related training annually. Surplus hours not used for advancement within the previous two (2) years may be counted toward a current advancement.

Related classes are determined by the Department Head with concurrence from the Department of Human Resources. As of this revision, the following training has been designated as related and preferred:

- Virginia Association of Zoning Officials (VAZO)
- International Code Council (ICC)
- American Association of Code Enforcement (AACE)
- Department of Conservation and Recreation (DCR)
- American Planning Association (APA)

(4) Education

CCO I: High School or GED.

CCO II: Associate's Degree (or See Certification).

CCO III: Bachelor's Degree (or See Certification).

Sr. CCO: Bachelor's Degree and Core Building Code Module.

(5) Related Experience

CCO I: One (1) year.

CCO II: Two (2) year (1 additional year if no degree).

CCO III: Four (4) years (2 additional years if no degree).

Sr. CCO: Six (6) years.

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(6) Certifications

- CCO I: None Required.
- CCO II: Certification in 1 of 5 Zoning Disciplines (2 if no degree).
- CCO III: Certification in 2 of 5 Zoning Disciplines (4 if no degree).
- Sr. CCO: Certification in 3 of 5 Zoning Disciplines plus Property Maintenance Certification.

(7) Minimum Proficiencies

- CCO I: Must be able to read and understand technical reports, construction drawings, blueprints and statistical analysis.
- CCO II: Must meet minimum proficiencies of CCO I and have ability to function as senior worker on large and more complex projects. Serves as backup to Planners when necessary.
- CCO III: Must meet minimum proficiencies of CCO II and have ability to conduct inspections related to enforcement activities as authorized by the Board of Supervisors. Ability to issue summons and testify in court.
- Sr. CCO: Must meet minimum proficiencies of CCO III and have ability to review and interpret site plans and proffers accepted by the Board of Supervisors. Ability to train lower level Officers.

IV. Filling Vacant Positions

It is intended that a vacant position will be filled at baseline – Code Compliance Officer I. However, as a result of the qualifications of an applicant pool or other departmental personnel factors, there may be a need to hire an employee above the first level. Any hiring of a new employee above Code Compliance Officer I will be done so in accordance with Hanover County's Human Resources (HR) Policies and Procedures with the appropriate level of approval. In particular, HR will need to review the Selection for adherence to requirements of the career ladder.

V. County Funding of Continuing Education and Certification

Officers must work within the Department to determine what education and/or training is related to career advancement and to determine how/if the department has funding to cover expenses. For college level position-related classes, the County will reimburse the employee for tuition in accordance with the HR Policies and Procedures.

VI. Pay Increases

To be eligible for advancement, the Code Compliance Officer I, Code Compliance Officer II, or Code Compliance Officer III must submit a written request to the Zoning Administrator using the Career Development Application Form (Attachment 2). This application shall include a supervisor recommendation, which shall be based upon the following:

- *Attainment of Criteria for level being considered*

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- *Job performance*
- *Professionalism*
- *Knowledge of all aspects of the Code Compliance Officer position*
- *Whether or not disciplinary actions or counseling has occurred*

The CD Application Form must be submitted not less than thirty (30) days prior to the employee's next merit date. All required training and education for advancement to any level must be obtained prior to or within that twelve (12) month period.

The supervisor shall make a recommendation to the Planning Director. Based upon the supervisor's recommendation, the Director shall recommend to Human Resources approval of the request for advancement. Human Resources shall determine final approval. (Reference: Section 4.3, F, Hanover County Personnel Policy Manual)

Employees who, at the time of their annual performance evaluation, have met the criteria required for advancement will receive the following salary adjustments:

- ~ a merit increase based on midpoint of the existing pay grade (performance), and
- ~ a percentage increase (currently 5%) in recognition of their accomplishment (career ladder).

Salary increases will be effective on the employee's evaluation date, unless otherwise determined by Human Resources. If the minimum of the new salary range is above the employee's adjusted salary, the employee will be adjusted to the minimum of the new salary range.

Advancement up the ladder does not constitute a promotion, but does provide for career enhancement. This advancement does not change an employee's anniversary and merit dates.

VII. Special Conditions

- Officers must have completed probation and/or not be in a conditional status to be eligible for advancement.

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- **Sick Leave:** Each Officer shall adhere to Section 8 of the Hanover County Personnel Policy Manual.
 - **Reduction in Career Development:** No appointment within career development should be considered permanent. Officers must maintain the stated minimum performance standards/criteria to be assured of continuing in their position. (Reference: Section 4.3, C, Hanover County Personnel Policy Manual)
 - The career oriented Officer will be expected to demonstrate personal initiative and creativity in developing and maintaining the skills necessary to meet the ever-changing demands in the field of Code Enforcement.

VIII. Compliance with Human Resources Policy

All aspects and provisions of this career ladder program shall at all times maintain compliance with the Human Resources Policy Manual. If future modifications to the manual are made which are in conflict with this career ladder program, then the HR Policy Manual shall supersede the career ladder program.

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Attachment Two (2)

Career Development Application Form:

**HANOVER DEPARTMENT OF PLANNING
CAREER DEVELOPMENT PROGRAM**

Section I – Code Compliance Officer/Supervisor

NAME: _____ **PCN:** _____ **DATE:** _____

SUPERVISOR: _____

In accordance with the guidelines of the Code Compliance Officer Career Development Program, I am requesting consideration for advancement within Career Development to the rank and level of _____.
I have met all the established criteria for this level and I am aware that my Supervisor will verify the required information and I authorize them to do so.
**I have attached copies of all required certifications for review.*

SIGNED: _____

Section II - Immediate Supervisor

Average of last two evaluations: Total Score: _____ *(total must average at least 8 on two most recent performance evaluations)*

Date of last evaluation: _____ **Supervisor Recommendation:** Yes / No

(If not, why) _____

Signature: _____ **Date Forwarded:** _____

Comments:

Section VI - Director

RECOMMENDED: _____ **NOT RECOMMENDED:** _____

COMMENTS: _____

SIGNATURE: _____ **DATE:** _____

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Section VII – Department Payroll Clerk

DATE RECEIVED: _____ EFFECTIVE DATE: _____ DATE
PROCESSED: _____

PROCESSED BY: _____ PAYROLL DATE: _____

Section VIII – Human Resources

APPROVED: _____ NOT APPROVED: _____ DATE: _____

Career Development Program

Code Compliance Officer Ladder

Date of Implementation: 07-01-04, revised 02-01-05

Plan Categories	Baseline Position				Notes
Previous Title (grade)	Zoning Inspector (22)				
Position Titles	Code Compliance Officer I	Code Compliance Officer II	Code Compliance Officer III	Sr. Code Compliance Officer	NTE: Zoning Administrator (30) @ Sr; Planner II (25) @ level III
Grade	23	24	25	27	2.5% per grade @ advancement
CATEGORIES WITH CORE REQUIREMENTS					
(1) Hanover County Service	None Required	1 year	3 years	5 years	Core Requirement
(2) Performance Evaluation Score	Not applicable, unless hiring above baseline	Above Proficient rating of at least 2.3 on two most recent Performance Evaluations	Above Proficient rating of at least 2.3 on two most recent Performance Evaluations	Above Proficient rating of at least 2.3 on two most recent Performance Evaluations	Core Requirement
(3) Training Hours	Not applicable, Unless hiring above baseline	Three (3) days annually (Can average in hours not used during previous 2 years.)	Three (3) days annually (Can average in hours not used during previous 2 years.)	Five (5) days annually (Can average in hours not used during previous 2 years.)	Core Requirement Related courses must be approved by the Dept Head with concurrence from Human Resources.
MANDATORY CATEGORIES					
(4) Education	High School or GED	Associate's Degree or <i>SEE CERTIFICATION</i>	Bachelor's Degree or <i>SEE CERTIFICATION</i>	Bachelor's Degree and Core Building Code Module	Degrees must be in a related field as approved by the Department Head, with concurrence from Human Resources.
(5) Related Experience	1 year	2 years PLUS 1 additional year if no degree	4 years PLUS 2 additional year if no degree	6 years	To be placed above baseline, new hires must have additional Related Experience. Add Hanover County Service to Related Experience Years to determine Related Exp Years for New Hires. This also applies to existing employees who have related experience prior to Hanover.
CATEGORIES TO USE IF APPLICABLE					
(6) Certifications	NA	*Certification in 1 of 5 Zoning Disciplines (Two Certifications required, if no degree)	*Certification in 2 of 5 Zoning Disciplines (Four Certifications required, if no degree)	Level III, plus one additional *Certification and Property Maintenance Certification	*Certification through VAZO, ICC, AACE or DCR. Disciplines: Zoning Official, Zoning Administrator, Zoning Inspector, Zoning Enforcement Officer and Erosion & Sediment Control Certification. Re-certification required.
(7) License/Designation	NA	NA	Special Conservator of the Peace Designation, (Must pass Full Background Investigation)	Special Conservator of the Peace Designation, (Must pass Full Background Investigation)	
ADDITIONAL CATEGORY					
(8) Minimum Proficiency Level	Ability to read and understand technical reports, construction drawings, blueprints and statistical analysis.	Level I, plus ability to function as lead worker on large and more complex projects. Ability to serve as backup to Planners.	Level II, plus the ability to conduct inspections related to enforcement activities as authorized by the BOS. Ability to issue summons and to testify in court.	Level III, plus the ability to review and interpret site plans and proffers accepted by the BOS. Ability to train lower level Officers.	

Core requirements are being established in an effort to make career ladders consistent throughout the county. They are training, Hanover County experience and Performance Evaluation rating. Establishing minimal requirements in these areas for each level on the ladder ensures that career ladder employees are receiving developmental education, that they are committed to the County and that their performance is within acceptable guidelines. While point systems allow for flexibility and choice on how and when an employee advances up the ladder, the supervisor must ensure that the core requirements have been achieved for the level being considered.