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| Job Title | License Enforcement Officer, Senior | FLSA Status | Non-Exempt |
| Band | PAR | Probationary Period | 12 Months |
| Zone | 6 | Job Code | 15165 |

Class Specification – License Enforcement Officer, Senior

Summary Statement:

The purpose of this position is to enforce business licenses issued by the City Clerk's Office, with primary responsibility of reviewing and licensing marijuana and liquor licensed businesses; ensuring licensee compliance with State law, City code, rules, and regulations; performing regular offsite inspections of marijuana and liquor premises for compliance with local and state requirements; performing a variety of complex analyses as requested by management staff; testifying as an expert witness in court; ongoing monitoring and troubleshooting of business licensing and election management modules; coordinating assigned activities and projects with other divisions and outside agencies; and drafting legislative materials related to City code and rule changes.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class in the License Enforcement Officer series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower-level staff. Employees at this level are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series or serves in a working supervisory capacity over lower-level staff.

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| Essential Functions | Note: Regular and predictable attendance is an essential function in the performance of this job. |
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| Time % (All below must add to 100%) | Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year. |
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| 30% | Monitors and guides business license application and hearing processes; reviews and makes recommendations to management regarding license applications and renewals; coordinates and oversees all aspects of business license hearings, including application and disciplinary hearings, recording, and hearing officer schedules and related training; coordinates the issuance of show cause orders, subpoenas, and other related hearing documents for alleged license violations. Coordinates annual Occupational Tax on Liquor assessments and collections; monitors license expiration data and coordinates follow up actions with City and State agencies; coordinate and perform license application reviews and processing for assigned license types, receives, processes, and reviews applications by responding to application process inquiries; accept applications and reviews for completeness and required attachments; receives and posts payments for application and license fees; investigates and |
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| | <p>evaluates application contents and attachments for validity; collects reviews and updates files and licensing database; prepares and publishes certified boundary notices; coordinates archiving of applicable license or licensee files and records; and coordinates interdepartmental meetings.</p> |
| 20% | <p>Coordinates and oversees inspections of applicable licensed premises for compliance to codes, rules, and regulations by reviewing application files for diagrams, conditions on license, complaints, prior enforcement actions, and any outstanding items from prior inspections; inspects premises for compliance with all license postings, conditions of premises, unlawful activities and practices, and security requirements; issues verbal and written warnings for compliance concerns, issues summonses to Municipal Court as applicable for appropriate legal actions; prepares, files, and distributes reports as applicable; monitors and tracks State license actions for impact on associated local licensing and coordinates follow up actions; coordinates investigations and site visits for potentially unlicensed businesses and follow up action; and testifies as an expert witness in court for business licensing and licensee related matters.</p> |
| 20% | <p>Prepares legislative reports and presentations for City Council including code and fee changes; drafts rule changes for liquor and marijuana licensing; drafts and recommends application and supporting forms and processes to comply with enacted ordinances and resolutions and City Code; develops policies and procedures on code and enforcement related issues; attends and participates in professional state and local group meetings, including continued and ongoing available training; stays well-informed of new trends and innovations in assigned field; maintains awareness of federal, state, and local regulations; analyzes federal, state, and local legislative proposals for impact on assigned operations; participates in State regulatory working groups as representative of local licensing authority; assists citizens, applicants, licensees, media, and other departments; retrieves archived files and makes copies or certified copies.</p> |
| 20% | <p>Participates in special projects, including testing and implementation of business licensing, mapping, and election management systems, methods, and procedures; coordinates associated program activities and user acceptance testing with IT department; monitors program progress and conducting updates with management staff to inform and advise on project progress and adjusting as necessary; assists in training assigned employees on systems and procedures; analyzes applicable data to</p> |



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| | create and modify reports and tracking systems for specialized departmental uses; prepares regular statistical and comparison reports on applicable programs for departmental and other City groups, committees, and task forces; acts as office coordinator and Local Agency Security Officer for Non-Criminal Justice Agency matters and audits, and Criminal Justice Information Systems training; and maintains current CJIS training certification. |
| 10% | Acts as functional lead for multiple sections in preparing for and conducting municipal elections; assists in petition processing and review with Initiative Review Committee and petition verification process and procedures; coordinates processes for accurate signature verification and tray reporting, ballot duplication and replacement, daily summary and detail statistical reporting, ballot challenges, processing, tabulation, logic and accuracy testing, physical ballot security, and election canvass; assists in training of temporary election judges and staff; acts as office liaison with election equipment vendors and City IT department for testing and implementation of equipment and procedures necessary for accurate processing and reporting; coordinates archive; and assists in pre-election preparation of ballots and required documentation. |

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| Competencies Required: | |
| Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. | |
| Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study. | |
| Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. | |
| Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. | |



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Technical Skills Required: Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training or experience in criminal justice, police science, auditing or a related field.

Experience: Five years of full-time investigation, recordkeeping, auditing, or law enforcement experience.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

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| Colorado Notary Public Certification | Within 1 month of start date |
| Certifications required in accordance with standards established by departmental policy. | |

Supervision Exercised: Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work.

Supervision Received: Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility: This job title has no budgetary responsibility.



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Physical Demands: Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

| Environmental Conditions | Frequency |
|--------------------------------------|-------------------------|
| Primary Work Environment | Office Environment |
| Extreme Temperature | Seasonally |
| Wetness and Humidity | Seasonally |
| Respiratory Hazards | Several Times per Month |
| Noise and Vibrations | Several Times per Month |
| Physical Hazards | Seasonally |
| Mechanical and/or Electrical Hazards | Rarely |
| Exposure to Communicable Diseases | Occasionally |

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, digital recording equipment, calculator, PC, barcode reader, various printers (license, badge, receipt, label), standard office equipment; and rare use of disposable mask and coveralls for site inspections of marijuana grow facilities.

Specialized Computer Equipment and Software: Microsoft Office, business licensing, mapping, election management software, and specialized software relative to area of assignment.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: May 2022