

COMPLIANCE INSPECTOR II**NATURE OF WORK IN THIS CLASS:**

This is technical compliance inspection work in the enforcement of business regulatory laws and regulations under the jurisdiction of the Department of Revenue and Taxation.

Employees in this class perform the full range of inspection and enforcement duties independently and often serve as lead inspectors over less experienced inspectors.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Conducts onsite inspections of business establishments to assess compliance with Alcoholic Beverage Control laws and regulations; observes the serving or mixing of alcoholic beverages, checking for under-age sales, refilling of bottles, use of illegal containers, after-hours sales, proper licensing of the liquor outlet and the registration of management and other employees subject to such requirements, the operational activities of the liquor outlet.

Conducts surveillance and investigation of cockpit activities that involved alcoholic beverage sales; enforces Cockpit laws and regulations.

Conducts onsite inspections of business establishments to assess compliance with business license laws and regulations; investigates delinquent business licenses.

Inspects cosmetology shops, beauty schools or ensure the compliance with and enforcement of cosmetology laws and regulations.

Investigates complaints of non-compliance or probable violations detected; interviews responsible parties to ascertain facts; reports in writing the cause and circumstances of any violation found.

Promotes voluntary compliance; explains provisions of laws and regulations and other program requirements to those subject to the compliance program and the general public.

Exercises authority to seize evidence, make arrests, enforce compliance.

Testifies as a government witness in administrative proceedings and/or court hearings concerning inspection/investigation findings.

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Assists in the processing of ABC license applications, service of documents, suspensions, letters of reprimands, notices, subpoenas.

Maintains records and prepares reports of inspection findings and work activities.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of inspection/investigation methods used to determine compliance with program laws and regulations.

Knowledge of common business practices.

Knowledge of the basic rules of legal evidence.

Ability to interpret and apply the program laws and regulations and other guidelines.

Ability to enforce laws and regulations with tact, firmness and impartiality.

Ability to secure facts through observation and inspection and to make accurate judgments based on such facts.

Ability to maintain confidential information.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Ability to work effectively with employees and the public.

Skill in the safe operation of a motor vehicle.

Skill in the safe use and care of firearms.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience in the business regulatory inspection and enforcement work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

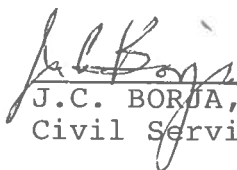
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NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: October, 1984

PAY RANGE: 29



J.C. BORJA, Executive Director
Civil Service Commission