

## Certification: Legal/Management



### Exam ID: 01

- 100 multiple-choice questions
- 2-hour limit
- Open book

<b>01</b>	<b>Financial Management</b>	<b>9%</b>
0101	<u>Budgets and Financing</u> Recommend intra-departmental budgets and financing responsibilities consistent with implementation of directives of the governing authorities.	5%
0102	<u>Cost and Revenue Control</u> Implement financial checks to ensure ongoing compliance with budgetary restrictions. Verify revenue generation and expenditures are consistent with budget projections.	4%
<b>02</b>	<b>Records Management</b>	<b>11%</b>
0201	<u>Employment Records</u> Administer procedures for generation and maintenance of all necessary employment records for all department employees. Administer policies for employee and public access to departmental personnel records, specifying which records are public information, and which records are not public information.	4%
0202	<u>Code Enforcement Records</u> Establish and administer procedures for generation and maintenance of inspection and plan-check reports, for reports for all discrepancies observed. Establish and administer policies for public access to departmental code enforcement records.	7%
<b>03</b>	<b>Personnel Management</b>	<b>30%</b>
0301	<u>Job Descriptions and Personnel Recruitment</u> Establish and administer written job descriptions for all department employees, minimum qualifications for applicants, and standard recruiting procedures.	4%
0302	<u>Personnel Supervision</u> Establish and administer responsibilities for direct and indirect supervision for each department employee, which includes work scheduling and effective job performance evaluations. Establish and administer personnel incentive to recognize exceptional individual and group performance and attainment of departmental goals and objectives.	7%
0303	<u>Time-management Efficiency</u> Establish and administer policy, goals, and incentives for department personnel in time management and work flow efficiency.	3%

0304	<u>Anti-discrimination Policy</u>	3%
	Administer a policy which ensures that treatment of all employees complies with applicable civil rights, disability accommodation, and other anti-discrimination laws.	
0305	<u>Employee Working Conditions</u>	4%
	Ensure that employee working conditions comply with applicable labor, health, and safety laws.	
0306	<u>Employee Discipline and Grievance</u>	3%
	Administer policies and procedures for handling of employee discipline and for administrative due process of employee grievances.	
0307	<u>Employee Professional Development</u>	6%
	Establish and administer criteria for assessment of employee professional training programs. Provide training for personnel on department policy, goals, objectives, and performance requirements of the position. Provide professional development opportunities to all staff.	
<b>04</b>	<b>Interagency, Legislative, and Public Communication</b>	<b>16%</b>
0401	<u>Code Adoptions and Amendments</u>	5%
	Prepare recommendations for code adoptions and amendments, for consideration by local, state, or national governing authorities.	
0402	<u>Alternative Methods</u>	5%
	Establish a Board of Appeals to determine suitability of alternative materials, methods of construction, and code interpretations.	
0403	<u>Interagency Cooperation and Reporting</u>	3%
	Establish and administer policy procedures for communication and cooperation with other governmental agencies and to provide local governing authorities with departmental performance reports.	
0404	<u>Public Service and Information</u>	3%
	Establish and administer departmental policy for enhancing services, education, and information to the public, construction industry, and media.	
<b>05</b>	<b>Code Enforcement</b>	<b>34%</b>
0501	<u>Permits, Notices, and Orders</u>	8%
	Establish and administer procedures for processing and approval of permit applications, issuance of permits, notices, and orders.	
0502	<u>Right of Entry</u>	5%
	Administer a policy for compulsory legal procedures required for entry to property for authorized purposes.	
0503	<u>Hazard Abatement</u>	6%

Establish and administer policies for condemnation and abatement of structures and hazardous conditions.

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| 0504 | <u>Tort Liability</u>   | 5% |
|      | Administer a policy defining tort liability related to malfeasance, misfeasance, nonfeasance, and use of threat, intimidation, and coercion.  |    |
| 0505 | <u>Legal Due Process</u>  | 6% |
|      | Administer a policy for implementing procedural and substantive due process of law for appeal of summary action and all other administrative orders to comply.  |    |
| 0506 | <u>Court Prosecution</u>  | 4% |
|      | Establish and administer a policy defining criteria and procedures for pursuit of civil and criminal prosecution for noncompliance with mandatory construction standards. Administer policies related to statute of limitation, preparation of evidence, and witness standards. |    |