



Office of Human Resources
Business License Inspector I - CN1848
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General Statement of Duties

Performs intermediate level investigation and enforcement work to ensure compliance with federal, state, and municipal codes, rules, and regulations relating to marijuana, liquor, food establishments and various other regulated businesses.

Distinguishing Characteristics

The Business License Inspector I performs routine investigations and conducts routine compliance inspections based on an annual review schedule with set inspection criteria.

The Business License Inspector II performs more complex and specialized investigations and inspections that may involve assisting with legal prosecution cases.

The Business License Inspector Supervisor is responsible for the elements of supervision and supervising Business License Inspectors.

Essential Duties

Inspects businesses to ensure compliance with business licenses and investigates and resolves complaints regarding business license and other compliance issues and presents information to citizens regarding code violations, and may issue citations, stop work orders, or summonses. Makes recommendations to assist business owners with compliance issues.

Reinspects violations or potential violations based on established policies and professional judgment.

Works closely with City Attorney's Office to gather critical investigative material that is associated with complex marijuana and liquor regulations.

Performs measurements of distance for new Liquor and Marijuana applicants to determine proximity restrictions to schools, child care facilities, substance abuse rehab centers, and other facilities.

Assesses and reviews construction floor plans and performs comparative analysis between submitted drawings and actual build outs.

Represents the city as a subject matter expert in presenting testimony and historical facts in legal matters, hearings, and court sessions with regards to license violations.

Patrols and enforces appropriate licensing rules and regulations at sporting events, parades, special events within the City and County of Denver.

Creates and maintains accurate reports of each investigation. Updates records and systems for each inspection.

Coordinates law enforcement operations with Denver Police Department, Marijuana Enforcement Division, and other law enforcement agencies as appropriate.

Researches applicable State statutes, city ordinances, and inter-office rules and regulations as needed to suitably regulate and enforce.

Communicates with other city agencies and departments, State regulatory agencies, and internal/external customers.

Ensures that Public Posting Notices and Suspension Posting Notices are posted correctly, in a timely manner, and are conspicuously displayed to the general public.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of inspection and research principles and practices sufficient to be able to conduct thorough and comprehensive inspections relative to the specific field.

Skill in conducting investigations to ensure compliance with applicable rules and regulations.

Skill in preparing legal documents.

Level of Supervision Exercised

None

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of public contact experience explaining policies, procedures, statutes, rules, and/or regulations and relating them to specific problems.

Education & Experience Equivalency

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

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquires.

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Potential exposure to extreme of heat and cold in all weather conditions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-617

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: