

Certification: Code Specialist Module

Exam ID: CS



Scope:

The Code Specialist examination module is required for candidates pursuing a Code Specialist combination designation. This module serves to test the candidate's knowledge of the legal concerns, management issues, and communication skills that are necessary for an ICC Code Specialist.

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

01	Customer Service and Communication	31%
0101	<u>Soft Skills</u> Demonstrate skills including, but not limited to, decision making, problem solving, professionalism, integrity, honesty, and time management.	16%
0102	<u>Communication</u> Demonstrate effective communication.	15%
02	Financial Management	11%
0201	<u>Cost and Revenue Control</u> Implement financial audits to ensure ongoing compliance with budgetary restrictions. Verify revenue generation and expenditures are consistent with budget projections and policies.	11%
03	Personnel Management	25%
0301	<u>Time-management Efficiency</u> Administer policies and goals for department personnel in time management and work flow efficiency.	25%
04	Records Management	9%
0401	<u>Personnel Records</u> Manage and administer procedures for generation and maintenance of all necessary employment records for all department employees. Manage and administer policies for employee and public access to departmental personnel records, specifying which records are public information, and which records are not public information.	5%
0402	<u>Code Enforcement Records</u> Manage and administer policies for public access to departmental code enforcement records.	4%

05	Code Enforcement	24%
0501	<u>Permits, Notices, and Orders</u> Administer procedures for processing and approval of permit applications, issuance of permits, notices, and orders.	7%
0502	<u>Right of Entry</u> Administer a policy for compulsory legal procedures required for entry to property for authorized purposes.	7%
0503	<u>Hazard Abatement</u> Administer policies for condemnation and abatement of structures and hazardous conditions	7%
0504	<u>Code Adoptions and Amendments</u> Assist in preparing and making recommendations for code adoptions and amendments, for consideration by local, state, or national governing authorities.	3%