

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 002220
Grade: 22
FLSA: Non-Exempt**

ALCOHOL AND TOBACCO ENFORCEMENT SPECIALIST

DEFINITION OF CLASS:

The Alcohol and Tobacco Enforcement Specialist performs advanced journey-level tasks to enforce compliance with federal, state, and county laws, rules, and regulations on alcoholic beverage and tobacco sales and service; performs routine and service calls, field inspections, investigations and surveillance of businesses; assesses, and evaluates, enforcement issues and violations of alcoholic beverage, tobacco and/or public safety and health rules, regulations, and requirements; serves as resource to businesses; if directed by supervisor, responds to complaints including but not limited to under 21 alcohol sales or service, noise issues and disorderly premises. Incumbents exchange new and updated information and procedural or enforcement policy changes; conduct a range of compliance-related duties to educate and assist owners, operators, and employees on compliance and enforcement issues; acts as a team member for compliance teams and programs, prepares a variety of enforcement records and reports; documents enforcement issues and code violations; recommend and propose corrective action; partner with state, and local law enforcement agencies; and provide testimony and present evidence before the Montgomery County Board of License Commissioners administrative hearings, or in court as a result of compliance programs and inspections.

MAJOR DUTIES:

Employees in this class conduct routine and special investigations and surveillance activities, make field inspections and service calls, and perform a range of other compliance-related duties to educate and assist owners, operators, and employees on compliance matters. Alcohol and Tobacco Enforcement Specialists determine if alcoholic beverage, tobacco and/or public safety and health violations exist, recommend or take corrective action, and testify in court and other venues. Core work involves explaining and interpreting codes and program processes, to include situations where interpretations are unclear, attempting to obtain voluntary participation or compliance, recommending or taking enforcement action, preparing brief-to-detailed reports, attending and providing training, gathering evidence, preparing cases for administrative hearings, and providing information to the public and other types of outreach.

EXAMPLES OF DUTIES: (Illustrative Only)

- Performs a variety of technical duties in support of the county's Alcohol and Tobacco Enforcement Licensure, Regulation and Education Division; investigates licensed facilities to ensure compliance with federal, state, and county laws, rules, and regulations on alcoholic beverage and tobacco sales and service; notifies owners/operators of code violations; advises on methods of correcting violations; negotiates and prepares compliance timetables; and conducts follow-up investigation to monitor compliance.
- Organizes, plans, and implements programs related to tobacco use prevention and intervention; assists in the development and implementation of community-wide projects by collaborating with the outreach team.
- Supports the community outreach team and presents instructional training and workshops on a variety of alcohol and tobacco enforcement issues including, under 21 alcohol prevention, noise abatement, tobacco use, county laws, rules, regulations, and procedures to businesses, licensees, county police, and participants of the county alcohol law education and regulatory training.

- Reviews and monitors licensee menus and marketing material; ensures business compliance with alcohol and tobacco sales and service.
- Meets with license applicants, licensees, employees, members of the general public, complainants, and others; gathers and collects information; and identifies issues to provide service and resolves problems.
- Evaluates and assesses establishment layout, outdoor eating area, alcohol beverage serving practices, locations of coolers, storage, and general serving and dispensing areas; and reviews records and required certificates to ensure establishment's compliance with applicable regulations and license requirements.
- Reviews alcoholic beverage licensee's business records; and records state mandated information, including information regarding keg registration, alcoholic beverage purchases and sales, retail delivery, food purchases and sales, employee records, and alcohol awareness certifications.
- Inspects and investigates facilities closed or damaged by fire, flood, or other occurrences; and initiates proceedings for closures.
- Reviews floor plans of new and remodeled facilities; verifies and documents compliance of new business licensees to health requirements, state mandates, local jurisdiction, and occupancy; ensures attainment of necessary records, approvals, and reports prior to issuance of license.
- As directed by supervisor, investigates complaints submitted by the public through supervisor; determines further action to address possible code violations and compliance concerns; prepares and issues violation notices to businesses; and issues citations including tobacco civil citations, reports, notices such as administrative alcoholic beverage violation notices, signs and orders.
- May be called to prepare case testimony for district court, civil hearings, and administrative show cause hearings; and may testify at Board of License Commissioners hearings.
- Works rotating schedules.
- Performs related duties as required.

SUPERVISORY CONTROLS: The Alcohol and Tobacco Enforcement Specialist has responsibility to carry out assignments as necessary, complete at least 2 visits annually to licensed facilities in their assigned district. Most of the work is conducted out in the field and often, they use their own discretion to solve problems/conflicts.

The employee is expected to consult with the supervisor as issues arise and is expected to keep the supervisor informed of work progress. The results of the employee's work, such as recommendations, completed plans, products, or services, are reviewed by supervisor.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

Assignments may vary and require analysis of conditions and issues, and selection and application of various methods and standards. They are carried out in accordance with applicable codes, ordinances, rules and/or standards, as well as court decisions and opinions, and Board of License Commissioners and supervisory guidance.

COMPLEXITY:

Conducting investigations and inspections involves prioritizing work and following established rules and regulations outlined by the Board of License Commissioners.

SCOPE AND EFFECT:

This position contributes to the health, safety and welfare of Montgomery County resident and business owners.

CONTACTS:

Contacts licensees and their staff and other agencies.

PUBLIC SERVICE /ASSISTANCE:

Assistance provided in the course of investigating and monitoring Alcohol and Tobacco sales and service requires questioning, interviewing, and advising licensees in order to determine the appropriate assistance,

HAZARDS:

Generally, work is performed indoors (including offices, bars, and restaurants) and sometimes outdoors, and may involve occasional exposure to uncooperative people and persons under the influence of alcohol, some exposure to unpredictable behavior by bar and restaurant patrons. Employees in this class may conduct inspections and respond to complaints and may work on rotating schedules.

MINIMUM QUALIFICATIONS:

Education/Experience: Sixty college credits and two (2) years of experience in alcohol and/or tobacco code enforcement, closely related law enforcement work or a public health related field, one (1) year of which must have been in alcohol and tobacco related inspection and code enforcement work; *or*, completion of high school or high school Certification of Completion recognized by the State of Maryland and four (4) years of experience in alcohol and/or tobacco code enforcement or closely related work,

Equivalency: An equivalent combination of education and experience may be substituted.

Knowledge, Skills, and Abilities:

Advanced Knowledge of: (must obtain knowledge of)

- Applicable codes, ordinances, rules and/or standards, court decisions, and Board of License Commissioners and supervisory policies.
- State and county laws, rules, regulations, standards, and related court decisions related to alcoholic beverage and tobacco sales and service.
- Technical standards and techniques for inspection and enforcement methods such as detailed interviewing and records review.
- Knowledge of standards of businesses and their specific operating practices concerning sales and service of alcoholic beverages and tobacco products.
- Adherence to policies.
- Policy analysis.
- Community outreach techniques, training and education

Skill In:

- Time management, ability to prioritize tasks.
- Interpreting and applying information and gathered data to normally recurring assignments.
- Monitor alcoholic beverage and tobacco sales and service enforcement.

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Ability to:

- Use interpersonal skills and a customer service orientation to serve and reach out to the public
- Communicate facts clearly and effectively, both verbally and in writing.
- Attend meetings and perform a range of assignments, including community outreach, and training at various locations.
- Discuss licensing requirements with potential license holders.
- Apply discretion and tact in handling confidential information.
- Ability to diffuse a situation.
- Ability to adapt to changing conditions.

Licenses, Registrations, Certifications, or Special Requirements:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.
- Continued education/training such as through the National Liquor Law Enforcement Association (NLLEA) and Alcohol Awareness curriculum may be required.

Work Environment:

- Indoor, office, bars and restaurants work environment.
- Occasional exposure to uncooperative people and persons under the influence of alcohol; some exposure to unpredictable behavior by bar and restaurant patrons.

Physical Demands: Moderate periods of driving to various business locations to conduct investigations.

- Moderate periods of standing, walking, climbing, and stooping.
- Lifting of objects that weigh up to 20 pounds.
- Infrequent lifting of objects weighing up to 50 pounds, and application of equivalent forces in pushing and pulling are possible in seizing illegal products and evidence.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS: Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

MEDICAL PROTOCOL: Core Exam with Drug Screen.

PROMOTION POTENTIAL: This is a single occupational class and there is no pre-defined vertical career ladder beyond the Alcohol and Tobacco Enforcement Specialist classification.

CLASS SPECIFICATION HISTORY:

Class Established: May 2001
Revised Class Established: April 2010
August 2013
October 2014
April 2020
November 2020 (M)
Medical Protocol per OMS Review: May, 2022