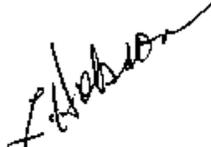


MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE
COUNTY OF PLACER

TO: Board of Supervisors

FROM: Thomas M. Miller, County Executive Officer
By Leslie Hobson, Senior Management Analyst 

DATE: November 6, 2007

SUBJECT: Department of Public Works: Assistant Director of Public Works and Deputy Director of Public Works Classification Specification Revisions

Action Requested/Recommendation

Approve the revised Personnel classification specifications for the Department of Public Works positions of Assistant Director of Public Works and the Deputy Director of Public Works. The changes will remove language associated with the Engineering and Surveying Department which now resides under the Community Development and Resource Agency and will expand the emphasis on management expertise.

Background

As a result of a review by the Department of Public Works of the classifications of Assistant Director of Public Works and the Deputy Director of Public Works specifications, it was determined by the Department that the specifications should be revised in order to update the position and to remove the language associated with the duties assigned to the Engineering and Surveying Department which is currently under the Community Development Resource Agency and no longer a division of the Department of Public Works.

In addition, the Department broadened these job specifications in order to attract management personnel who may not necessarily possess a professional engineering license but may have extensive experience in public works and/or management. The Department would benefit by expanding its management expertise in order to develop a more diverse and versatile department. Finally, minor changes were made to update the general language of the specifications. Personnel has reviewed the recommended classification changes and concurs with the revised specifications

Fiscal Impact

There is no fiscal impact as a result of this action since the related classification salary ranges remained unchanged.

Attachments: Assistant Director of Public Works Classification Specifications
Deputy Director of Public Works Classification Specifications

PLACER COUNTY
September 1995
Revised November 2001
Revised November 2007

DEPUTY DIRECTOR OF PUBLIC WORKS

(Unclassified)

DEFINITION

To plan, organize and direct the activities of assigned divisions within the Public Works Department; to coordinate assigned activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Public Works/Road Commissioner and Assistant Director of Public Works.

DISTINGUISHING CHARACTERISTICS

The Deputy Director level assumes full functional responsibility for a major division (s), which provides diverse, but related programs. ~~Further, the Deputy Director level may can either (1) direct the activities of the Land Development Division, including Surveying Services, Project Conditioning, and Development Projects within the Public Works Department; to perform the duties of County Surveyor as specified in the statutes of the State of California, or (2) Direct the Activities of the Transportation Division, including Transit, Transportation Planning, and Road Design within the Public Works Department.~~

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Public Works/Road Commissioner and the Assistant Director of Public Works

Exercises direct supervision over management, supervisory, professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop divisional goals and objectives; develop and implement Division policies and procedures.

Plan, organize and direct assigned activities.

Develop and implement assigned Division work plans; assign work activities, projects and program; monitor work flows; review and evaluate work products, methods and procedures.

Prepare the assigned Division budgets; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Represent the Division/Department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Act as Assistant Director of Public Works or Director of Public Works as designated in their absence.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of surveying and land development or
- Principles and practices of civil engineering and public works management.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of negotiation.
- Principles and practices of business correspondence and report writing.
- Pertinent local, State and Federal laws, rules and regulations.
- Budgeting procedures and techniques.
- Principles and practices of capital improvement programming and capital project financing.

- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training and personnel management.

Ability to:

- ~~Organize, direct and implement multiple complex land development, engineering and surveying activities and programs or;~~
- Organize, direct and implement complex Public Works ~~and engineering~~ activities and programs.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff, problem solve Department cost recommendations; remember personnel rules; and explain and interpret policy.
- On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means.
- Prepare and administer a Division budget.
- Supervise, train and evaluate personnel.
- Interpret and explain Division policies and procedures.
- Negotiate contracts and agreements.
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing, including the ability to make concise and persuasive public presentations.
- ~~Work with various cultural and ethnic groups in a tactful and effective manner.~~
- Advise the Board of Supervisors and other public officials on matters related to Public Works projects and programs.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be depending upon the position assignment

Experience Land Development/Surveying:

~~Five years of increasingly responsible experience in surveying or land development engineering, including two years of management responsibility.~~

Experience

Five years of increasingly responsible experience in civil engineering and or public works, including two years of management responsibility.

Training:

Equivalent to a Bachelor's degree with an accredited college or university with major course work in civil engineering, public or a related field business administration or closely related field. Additional training in management is highly desired.

License or Certificate

~~• Possession of a current license as a land surveyor or registration as a professional civil engineer authorized to practice land surveying in California. If such license or registration is granted by a state other than California, license or registration granted by the State of California must be obtained within one year of employment.~~

License or Certificate —Transportation:

• Possession of a current registration as a professional civil engineer is desirable. If registration is granted by a state other than California, registration granted by the State of California must be obtained with one year of employment.

• May need to possess a valid driver's license as required depending on the position. Proof of adequate vehicle insurance and medical clearance may also be required.

PLACER COUNTY

September 1995

Revised November 2007

ASSISTANT DIRECTOR OF PUBLIC WORKS

(Unclassified)

DEFINITION

To assist the Director of Public Works/Road Commissioner in managing and directing the Public Works Department; to plan, organize and direct the activities of assigned divisions; and to provide highly complex staff assistance to the Director of Public Works/Road Commissioner.

DISTINGUISHING CHARACTERISTICS

The Assistant Director level recognizes positions that serve as full line assistant to a director or assume responsibility for a major division or divisions and, in addition, perform general administrative tasks for a director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Public Works/Road Commissioner. Exercises direct supervision over management, supervisory, professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist the Director of Public Works/Road Commissioner in managing and directing the Public Works Department.

Assist in developing Department goals and objectives; assist in the development of and implementation of policies and procedures.

Plan, organize and direct internal administrative and assigned Department ~~Division~~ activities.

Develop and implement the Public Works Department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Public Works budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Represent the ~~Division~~ and Department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

~~Ability to perform professional engineering duties is desirable.~~

~~Act as Director of Public Works in the absence of the Director.~~

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

In the absence of the Director of Public Works, to assume the responsibilities of the Director as needed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering and public works management ~~is desirable.~~
- Principles and practices of policy development and implementation.
- Principles and practices of project management, contract administration and negotiation.
- Principles and practices of leadership, motivation, team building and conflict resolution
- ~~Principles and practices of negotiation.~~
- Principles and practices of business correspondence and report writing.
- Pertinent local, State and Federal laws, rules and regulations.
- Budgeting procedures and techniques.
- Principles and practices of capital improvement programming and capital project financing.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training and personnel management.

Ability to:

- Assist in directing a full service public works department.
- Organize, direct and implement comprehensive capital improvement and maintenance programs.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve Department cost recommendations; remember personnel rules; and explain and interpret policy.

- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means.
- Prepare and administer a departmental budget.
- Supervise, train and evaluate personnel.
- Interpret and explain ~~Division~~ Department policies and procedures.
- Negotiate contracts and agreements.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing, including the ability to make concise and persuasive public presentations.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in ~~civil engineering and public works~~, including three years of management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, public or business administration, or a related field. Additional training in management is highly desirable.

License or Certificate

- Possession of current registration as a professional Civil Engineer is desirable. If registration is granted by a state other than California, registration granted by the State of California must be obtained within one year of employment.
- May need to possess a valid driver's license as required depending on the position. Proof of adequate vehicle insurance and medical clearance may also be required.