



**COUNTY OF PLACER**  
**Community Development Resource Agency**

John Marin, Agency Director

**ENGINEERING  
&  
SURVEYING**

Wes Zicker  
Director of Engineering & Surveying

**MEMORANDUM**

**TO:** Honorable Board of Supervisors  
**FROM:** Wes Zicker, Director  
Department of Engineering and Surveying, Community Development Resource Agency  
**DATE:** July ~~20~~<sup>21</sup>, 2008  
**SUBJECT:** COUNTY SURVEYOR POSITION

**ACTION REQUESTED:**

Approve an ordinance amending the un-codified Allocation of Positions to Departments Ordinance, to reflect the reallocation of an Engineering Technician I/II position, Salary Range 103 (\$ 52,310 - \$63,584) to a County Surveyor position, Salary Range 456 (\$91,333 - \$111,010 annually).

**BACKGROUND:**

Currently the duties of the County Surveyor as defined in Placer County Code Section 2.08.010 and .030, are included in the job description of the Director of the Engineering and Surveying Department in Section 2.38.030 and 040. A qualification of that position as defined in Government Code Section 27550 is the registration as a professional engineer in the state. Under state law, the County Surveyor's duties require registration as a Professional Land Surveyor however, under provisions of that law, certain registered engineers are qualified to perform the tasks normally requiring survey registration. At this time the number of engineers who can comply with those provisions is limited and will decrease as the field of potential engineers meeting the qualifications ages. It is unlikely that an engineer meeting the provisions to allow practice as a land surveyor will be available to fill the dual function in the near future.

In order to prepare the County for an orderly transition as the number of qualified engineers is reduced over time, staff proposes to create the position of County Surveyor within the ESD. The proposal would create a management level position to recognize the level of responsibility and authority associated with the title under law and county code. California's Government Code requires that if the County Surveyor is appointed by the Board, he/she shall serve at the will of the Board. The specifications for the proposed position mirror those of an Engineering Manager job description as used by ESD, DPW and Facility Services.

While there is no uniformity among the other counties in California, the proposed position is typical of the general method of providing for the duties of the County Surveyor.

On May 13, 2008 the Civil Service Commission approved a recommendation to create a new classification of County Surveyor.

The salary range recommended for this position is set a 5% above the existing salary range for a Senior Surveyor. This salary range considers the intent to place this position at a level to supervise all

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current surveyor classifications, and to acknowledge the responsibilities of the position under State Law and County Code.

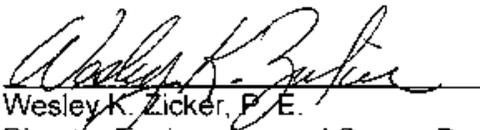
**ENVIRONMENTAL CLEARANCE:**

This action is not a project as defined by Section 15378 of the California Environmental Quality Act (CEQA) Guidelines and is exempt from CEQA requirements.

**FISCAL IMPACT:**

The proposed reclassification will result in an increased annual salary cost of approximately \$47,426 plus benefits. While this cost can be absorbed into the department's budget, it is intended to return to the Board at a later date to reclassify another position to a lower level and affect a cost savings to offset part or all of this increase.

Respectfully submitted,



Wesley K. Zicker, P. E.  
Director Engineering and Survey Department

Attached to this report for the Board's information/consideration are:

Attachments: June 9, 2008 Civil Service Commission action  
Ordinance amending the un-codified Allocation of Positions to Departments Ordinance



**COUNTY OF PLACER  
CIVIL SERVICE  
COMMISSION**

**Monday, June 09, 2008**

**CIVIL SERVICE COMMISSION**  
SYLVIA BESANA  
JOHN COSTA  
RON LE DOUX, Vice Chair  
DON NELSON  
LARRY WEBBER, Chair

Nancy Nittler, Personnel Director  
Diana Rohr, Executive Secretary

**MINUTES**

County Administrative Center, 175 Fulweiler Avenue, Auburn, CA 95603

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Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

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5:00 PM ROLL CALL: Meeting was held at the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with all Commissioners present; Chairman Webber presiding.

**CLOSED SESSION – PURSUANT TO GOVERNMENT CODE**

- I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS  
(Subdivision of (b)(1) of Government Code Section 54957)  
Title: Various/County Code Chapter 3, Section 3.12.020

**OPEN SESSION**

FLAG SALUTE Led by Chairman Webber.

5:30 PM I. CLOSED SESSION REPORT:  
Chairman Webber announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section:

- A. 54957 Public Employee Performance Evaluations  
It was moved by Le Doux and seconded by Besana that all merit increases be approved as recommended by the departments with the exception of four, three were denied to be returned in 90

days, and one had no action taken to be returned with more information.

Motion carried unanimously.

II. AGENDA APPROVAL:

It was moved by Le Doux and seconded by Besana to approve the agenda.

Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING:

Chairman Webber approved the minutes as submitted.

IV. PUBLIC COMMENTS:

None

V. NEW BUSINESS:

A. Creation of New Classification Specification for Placement into the Unclassified Service

It was moved by Le Doux and seconded by Costa to approve the proposed new classification of County Surveyor for placement into the unclassified service.

Motion carried unanimously.

B. Classification Specification Revision

It was moved by Besana and seconded by Costa to approve the proposed language revisions to the Paralegal I/II classification specification.

Motion carried unanimously.

C. Information Technology Classification Review Panel Update

As an information item only, the Commission was provided an update to the undertakings of the Review Panel and to show appreciation to the members serving as the subject matter experts responsible for reviewing classification/reclassification requests and maintaining consistency and continuity with information technology positions.

D. Work Out of Class Extensions

It was moved by Le Doux and seconded by Besana to approve the ten requests for work out of class pay extensions.

Motion carried unanimously.

VI. LEAVE OF ABSENCE:

As an information item only, the Commission was advised of the leaves approved by Nancy Nittler, Personnel Director.

VII. COMMUNICATIONS:

A. Provisional Appointments

None

B. Staff Reports and Correspondence

Nancy Nittler advised that the ACORN team along with the consultants recently completed a successful upgrade to Peoplesoft Version 9.0 (the County's payroll/personnel system) that includes enhancements to several ACORN modules. The Commission was also informed that recommendation to purchase a new Applicant Tracking System for recruitment would be going before the Board of Supervisors at their June 10, 2008 meeting. Also noted was an upgrade scheduled later this month for the Performance Impact software program the County uses for performance evaluation management.

VIII. ADJOURNMENT

There being nothing further to come before the Commission, it was moved by Le Doux and seconded by Costa to adjourn the meeting. Motion carried unanimously.

The next regular meeting will be on Monday, July 14, 2008 at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

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LARRY WEBBER  
CHAIRMAN

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DIANA ROHR  
EXECUTIVE SECRETARY

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Civil Service Commission  
**From:** Nancy Nittler, Personnel Director  
**By:** Cheri Fairchild, Personnel Analyst, II  
**Date:** June 9, 2008  
**Subject:** New Classification – County Surveyor

**Recommendation**

It is recommended that the Civil Service Commission approve the proposed new classification of County Surveyor for placement into the unclassified service.

**Basis for Recommendation**

The Engineering and Surveying Department requested the Personnel Department review a proposal to create the new classification specification of County Surveyor in order to more effectively meet County service needs and appropriate regulations.

Currently the Engineer and Surveying Department of Community Development Resource Agency (CDRA) is staffed with five surveyors who are managed by the department's Engineering Manager. An analysis of the current organizational structure indicated the need for a second line manager with the technical expertise to manage County surveying functions and to provide higher-level administrative support to executive level departmental staff.

Under state law (Government Code § 27550), an employee designated as the County Surveyor is required to be a person authorized to practice land surveying. This qualification normally requires state registration as a Professional Land Surveyor; however, state law (Business and Profession Code § 8729) also allows certain professional engineers registered before 1982 to be considered qualified to perform the tasks without the formal state survey registration. At this time the number of engineers working within the industry whose date of registration proceeds that date is limited and will decrease as the field of potential engineers meeting the qualifications leave the work force.

In support of these requirements and the County's workforce planning initiative, the creation of a new classification specification was proposed. Duties to be performed, required knowledge, skills, and abilities, scope of work, decision making authority, and

proposed reporting relationships were documented by department management staff using a Position Inventory Questionnaire (PIQ), which was reviewed by Personnel Department staff. As a result of the analysis of this information, combined with follow up interviews and discussions with the Director of Engineering and Surveying and County Executive staff, the proposed classification of County Surveyor is recommended for placement into the unclassified service.

The classification of County Surveyor is a new, single position within the County's classification plan. This position will be responsible for assisting in the management of the Surveying Division within the Engineering and Surveying Department with the following primary responsibilities:

- Serve as a Management Team member participating in the development and implementation of departmental policies, procedures, and programs.
- Plan, organize, and manage the programmatic, administrative and operational activities within designated areas of responsibility; monitor and evaluate work in progress to ensure compliance with goals and policies.
- Participate in the identification and allocation of resources (fiscal, staffing, and materials); and contribute to the problem-solving, decision making, and planning activities of the Department.
- Direct, practice and be responsible for professional land surveying activities of the assigned department.
- Identify and implement goals, objectives, and activities to be accomplished; direct and coordinate the implementation of strategies and plans.
- Provide professional and managerial resources to the Director, Management Team, other departments, and the public in a responsible and supportive manner.
- Represent the Department with organizations, local communities, special interest groups, businesses, customers, and the general public using principles of good customer service.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

This position will report directly to the Director of Engineering and Surveying and will have independent responsibility and authority for the oversight of all surveying staff and assessment of the priority of critical survey projects. It is therefore recommended that the County Surveyor classification be placed in the unclassified service, which is consistent with the Placer County classification plan in that similar engineers are also placed in the unclassified service.

The salary for this classification will be recommended to the Board of Supervisors by establishing an appropriate relationship to the Senior Surveyor classification as a benchmark classification to maintain internal salary relationships.

The CDRA and the County Executive Office initiated this request, which is supported by the Personnel Department. A copy of the PIQ, proposed classification specification, and organizational charts (current and proposed) are attached for your review.

#### Attachments

cc: John Marin, Community Development Resource Agency Director  
Wes Zicker, Director of Engineering and Surveying  
Allison Carlos, Principal Management Analyst  
Amy Townley, Administrative and Fiscal Operations Manager

**COUNTY SURVEYOR  
UNCLASSIFIED**

**DEFINITION**

To plan, organize, manage, and coordinate the programmatic, administrative and operational activities of the Surveying Section within the Engineering and Surveying Department; to perform the duties of the County Surveyor as specified in the statutes of the State of California and in the Placer County Code; to direct, manage, and supervise the work of assigned staff; to establish and implement assigned programs' objectives and performance standards; to serve as a member of the Department Management Team which is responsible for fulfilling the mission and carrying out the policies of the Department; and to promote and participate in collaborative activities, programs, and projects that cross functional areas.

**DISTINGUISHING CHARACTERISTICS**

The County Surveyor is a single class position. The County Surveyor job class recognizes a position that provides full second-line, direct supervision to employees within a work section and assumes substantive and significant programmatic responsibility in a technical surveying field. This job class requires directing and reviewing the activities of other professional surveyors as well as providing the highest level of professional surveyor support to the Department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director and Assistant Director.  
Exercises direct supervision over professional and supervisory staff, and may supervise technical and clerical personnel.

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

Serve as a Management Team member participating in the development and implementation of departmental policies, procedures, and programs.

Plan, organize, and manage the programmatic, administrative and operational activities within designated areas of responsibility; monitor and evaluate work in progress to ensure compliance with goals and policies.

Participate in the identification and allocation of resources (fiscal, staffing, and materials); and contribute to the problem-solving, decision making, and planning activities of the Department.

Recommend and implement section goals, objectives, and activities to be accomplished; direct and coordinate the implementation of strategies and plans.

Establish performance standards and methods for land surveying; develop and implement policies and procedures relating to the surveying and subdivision of real property.

Provide professional and managerial resources to the Director, Management Team, other departments, and the public in a responsible and supportive manner.

Represent the Department with organizations, local communities, special interest groups, businesses, customers, and the general public using principles of good customer service.

Establish and maintain open communications with other County Departments, multi-disciplinary teams, and other governmental organizations; coordinate data, resources, and work products in support of productive and positive working relationships.

Direct, supervise, and participate in the development and administration of budgets; coordinate and direct the forecasting of funds needed; research and analyze funding resources and availability.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Direct, practice and be responsible for professional Surveying activities.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of surveying with specific knowledge and experience in the same area.
- Principles and practices of management, leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to development, analysis, and evaluation of programs, policies and operational needs.
- Principles and practices of budget preparation and administration.
- Pertinent local, State and Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research, analysis and management.
- Principles of supervision, training and performance evaluations.
- Principles and practices of work safety.

**Ability to:**

- Organize, implement and direct activities of professional, technical, field, and office and clerical staff involved in assigned program operations/activities.
- On a continuous basis, know and understand all aspects of assigned job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; and occasionally lift moderate weight; attend meetings, including traveling. Some specialty areas require the ability to visit field sites, including accessing areas under construction.
- Analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; problem solve department related issues; and interpret County-wide and Departmental policies and procedures.
- Direct and review the activities of Professional Surveyors.
- Successfully develop, manage and monitor multiple budgets, programs and expenditures.
- Develop and recommend policies and procedures related to assigned operations and for multi-disciplinary assignments.
- Make presentations to governing Boards and community groups. 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.
- Supervise, train, and evaluate assigned staff.

**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:**

**Five years** of increasingly responsible experience as a registered Professional Surveyor including **two years** of administrative and supervisory responsibility.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in land surveying or a related field.

**License or Certificate**

- Possession of a Certificate of Registration as a licensed Land Surveyor as issued by the State of California Board of Registration for Professional Land Surveyors. Registration as a Civil Engineer issued prior to January 1, 1982 may also qualify.
- Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.

# Before the Board of Supervisors County of Placer, State of California

In the matter of:

An ordinance amending the un-codified Allocation of Positions to Departments Ordinance and the un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance, for the department of Community Development/Resource Agency.

Ordinance No.: \_\_\_\_\_  
FIRST READING: \_\_\_\_\_

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held ~~July 22, 2008~~ <sup>July 21, 2008</sup>; by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Attest:

Clerk of said Board

Chairman, Board of Supervisors

\_\_\_\_\_  
Ann Holman

\_\_\_\_\_  
Jim Holmes

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THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

The un-codified Allocation of Positions to Departments Ordinance and the un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance are hereby amended as follows:

**Section 1.** That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows:

COMMUNITY DEVELOPMENT RESOURCE AGENCY			
(c)	Engineering and Surveying		
	<b>County Surveyor</b>	<b>1</b>	
	Engineering Technician I/II	<b>14</b>	<b>13</b>

**Section 2.** That the un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
<b>11738</b>	<b>County Surveyor</b>	<b>MNGT - 8</b>	<b>456</b>

**Section 3.** That this ordinance shall be effective the first day of the pay period 30 days following final passage.

**Section 4.** That this ordinance amendment is adopted as an un-codified ordinance.