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 Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance regarding the Placer County Conservation Plan Program Administrator.

Ordinance No.: _____

First Reading: September 1, 2015

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held_____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

_____
Chairman, Board of Supervisors

Attest:
Clerk of said Board

_____

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

(Additions to ordinance shown in bold and underline, deletions shown with strike-through)

That the un-codified Allocation of Positions to Departments Ordinance and the un-codified Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance are hereby amended as follows:

Ordinance #_____

Section 1. That the un-codified Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance is hereby amended to read as follows:

JOB CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
11757	**Placer County Conservation Plan Program Administrator**	**MNGT**	**477**

Section 2. That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows:

Community Development Resource Agency			
	(a)	Administration	
		Placer County Conservation Plan Program Administrator	**1**

Section 3. That this ordinance shall be effective Pay Period 7 – September 5, 2015 following adoption.

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

PLACER COUNTY
PERSONNEL DEPARTMENT
145 Fulweiler Avenue, Suite 200
Auburn. California 95603-4578

CIVIL SERVICE COMMISSION
John Costa
Ron Le Doux
Don Nelson
Andrae Randolph
Rick Ward

Approved
First Reading
SEP 01 2015
Placer County
Board of Supervisors

MEMORANDUM

Lori Walsh, Director
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To: Board of Supervisors
By: Lori Walsh, Personnel Director
Date: September 1, 2015
Subject: Creation of Placer County Conservation Plan Program Administrator Classification

Action Requested

Approve the job specification for the unclassified Placer County Conservation Plan Program Administrator, and introduce an ordinance, waive the first reading, amending the un-codified Allocations of Positions to Departments Ordinance and the un-codified Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance regarding the Placer County Conservation Plan Program Administrator.

Background

As a result of the meeting held August 10, 2015, the Civil Service Commission is recommending approval of the following:

1. Creation of the unclassified position of Placer County Conservation Plan Program Administrator based on the CSC's position that placement of the position into the unclassified service is consistent with the Placer County classification plan given the sensitive nature of the work, the level of independent authority and the advisory role to the Board of Supervisors.

Basis for Recommendation:

The Placer County Board of Supervisors identified a vision to plan for and accommodate the area's projected growth while at the same time protecting the County's many natural resources to maintain the County's unique character, high quality of life, diverse ecosystems and rare species. This vision has evolved into the Placer Legacy Open Space and Agricultural Conservation Program and more recently, the proposed Placer County Conservation Plan (PCCP). The PCCP is a proactive, regional planning tool designed to avoid potential conflicts between the County's growing human population and unique ecological assets. This County-proposed solution will coordinate and streamline the permitting process by allowing local entities to issue federal and state permits. The PCCP Program Administrator is the recommended classification created to assist the Community Development Resource Agency (CDRA) Director to finalize and initiate the implementation of the PCCP. This is a single position class and serves as an advisor performing administrative and management tasks for the CDRA Director and/or Board of Supervisors. The recommended salary is set equivalent to the Assistant Director of CDRA.

Fiscal Impact

The funding for this position is included the Community Development Resource Agency's FY2015-16 budget. All costs associated with PCCP preparation and implementation is fully reimbursable when adopted.

Attachment 1 - Job Specification
Attachment 2 - Ordinance

PLACER COUNTY CONSERVATION PLAN PROGRAM ADMINISTRATOR

(Unclassified)

DEFINITION

Under direction of the Community Development Resource Agency (CDRA) Director, assist the Director to finalize and initiate implementation of the Placer County Conservation Plan (PCCP) which is a natural resource conservation planning effort for Western Placer County that provides comprehensive regulatory compliance for federal and state endangered species and wetlands; program start up and implementation; assure immediate and long-term habitat conservation goals are achieved; coordinate the implementation of the conservation strategy with stakeholders, conservation partners and federal and state regulatory agencies. Advises and assists the Board of Supervisors in establishing priorities, and maximizing the effectiveness of the Agency and program funding.

The PCCP will provide a balance between land conservation, federal, state and local regulatory compliance and continued economic growth and development for the Western Placer region.

DISTINGUISHING CHARACTERISTICS

The PCCP Program Administrator level is a single position class and serves as an advisor performing administrative and management tasks for the CDRA Director and Board of Supervisors as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the CDRA Director.

Exercises direct supervision over professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

Finalize and implement the PCCP conservation strategy, environmental impact report, environmental impact statement, implementation agreement and funding plan.

Establish a cooperative partnership with Placer County, and the City of Lincoln (Permittees) to establish the Placer Conservation Authority (PCA), the joint-powers agency that will implement the PCCP on behalf of Permittees.

Establish a Joint Powers Authority agreement defining purpose, roles, geographic scope of work, governance and voting rights, finances, administration and staffing.

Assist Permittees in achieving regulatory compliance for public and private projects with impacts on state and federally listed endangered species via a Habitat Conservation Plan (HCP) prepared

pursuant to the Federal Endangered Species Act and a Natural Community Conservation Plan (HCCP) prepared pursuant to the California Natural Community Conservation Planning Act.

Assist Permittees in achieving regulatory compliance with the Federal Clean Water Act and relevant state statutes for impacts to wetlands and other waters through the implementation of the County Aquatic Resources Program (CARP).

Assist Permittees with local regulations, policies, and standards related to natural resource management and impacts to resources regulated at the local level (e.g. tree and grading ordinances).

Implement the PCCP conservation strategy and meet the Plan's biological goals and objectives through the implementation of numerous measures and best management practices.

Assist Permittees to apply conditions on covered activities as described by the Plan.

Secure fee title or conservation easements. Coordinate land acquisition activities, where appropriate, in partnership with other federal and state funding programs and organizations in accordance with the requirements of the Plan.

Develop a Reserve System through land acquisitions and implement habitat creation/enhancement/restoration actions on reserve lands. Establish long-term habitat management plans for reserve properties in coordination with the federal and state agencies.

Monitor the Reserve System consistent with the monitoring and adaptive management requirements of the PCCP.

Coordinate with the County and City of Lincoln to establish and maintain recreational facilities on reserve lands that are compatible with the conservation goals of the Plan.

Prepare the program budget; assist in budget implementation; participate in the forecast of additional funds needed for program, including fee adjustments, staffing, equipment, materials and supplies; administer the approved budget.

Identify, write and obtain grants and other outside funding sources, including tracking and reporting grant compliance.

Prepare annual reports to reporting agencies as appropriate.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as requested; maintain discipline and high standards necessary for the efficient and professional operation of the Agency.

Conduct and/or attend various public meetings and hearings representing the interests of the County.

Build and maintain positive working relationships with Federal and State Departments, local governmental agencies, local and regional academic institutions and organizations, non-governmental organizations, County department staff and the public using principles of good customer service.

Represent the County to outside agencies and organizations; participate in interagency advisory teams, outside community and professional groups and organizations; conduct stakeholder advisory meetings and provide technical assistance as necessary.

Research and prepare a variety of technical and administrative reports; prepare written correspondence.

Perform a variety of special assignments.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent Federal, State and local laws, rules and regulations including laws related to endangered species, wetlands and environmental effects analysis.
- Organization and management practices as applied to the development analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organizational analysis, public administration, personnel management and performance measures and management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of business correspondence grant and report writing and grant management.
- Geographic information systems and use of remote sensing data.
- California land use laws related to general plans, zoning and other local government land use regulations including the California Environmental Quality Act.
- Principles of conservation biology.

Ability to:

- Assist in planning, directing and monitoring the administration and operations of a complex program with a variety of services and funding sources.
- 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 program related issues; remember various rules; and explain and interpret policy.
- Assist in the development and implementation of agency policies and procedures.
- Analyze and implement program mandates.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer program budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendation in support of program goals.
- Interpret and apply Federal, State, local and department policies, procedures rules and regulations.
- Analyze grants, reports and various funding proposals.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned personnel.
- Represent the County under diverse circumstances and prepare and deliver oral presentations to small and large groups.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- 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 communicate through written means.

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 senior level managerial and/or administrative experience relating to planning, organizing and directing the operations of a complex department or agency with programs related to community development, natural lands management, community outreach and stakeholder participation.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, land use, geography, biology, public administration or a related field. Biological science related training is highly desirable.

License or Certificate:

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