

MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE OFFICE
COUNTY OF PLACER

TO: Board of Supervisors
FROM: Thomas M. Miller, County Executive Officer
By: Anita Reis, Management Analyst
DATE: October 24, 2006
SUBJECT: New Deputy Director – Environmental Engineering and Utility Division class specification

ACTION REQUESTED/RECOMMENDATION:

Approve the attached ordinance creating the Deputy Director of Facility Services – Environmental Engineering and Utility classification specification, deleting the Deputy Director of Facility Services - Solid Waste and Special Districts, and amending Placer County Code, Chapter 3, Sections 3.08.070, 3.12.010, Appendix 1 and 3.12.030 relating to the Facility Services Department.

BACKGROUND:

At the request of the Facility Services Department, the Personnel Department in conjunction with the County Executive staff, reviewed a proposed organizational structure change to the Solid Waste and Special Districts Divisions. The Civil Service Commission adopted the proposed organizational structure on August 14, 2006 forming the new Environmental Engineering and Utility Divisions and approving several class specification changes to classified positions.

As a consequence of the reorganization, CEO requested and Personnel created a specification for Deputy Director of Facility Services – Environmental Engineering and Utility. The former classification was a Deputy Director of Facility Services - Solid Waste and Special Districts, which is recommend for deletion. The new salary, Grade 484, (\$7,673 - \$9,327/month) was adopted in July 2006 as a result of related management and engineering studies.

FISCAL IMPACT:

There is no fiscal impact with this action.

Attachments:

Ordinance

Deputy Director Facility Services – Environmental Engineering and Utility class specification

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

In the matter of: An ordinance amending Placer County Code, Chapter 3, Sections 3.08.070, 3.12.010, Appendix 1 and 3.12.030 relating to the Facility Services Department.

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 _____, 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:**

That Placer County Code, Chapter 3, Section 3.08.070, 3.12.010, Appendix 1 and 3.12.030, are hereby amended as indicated on the attached: (Additions to ordinance shown in underline, deletions shown with strike-through.)

Effective the first day of the pay period thirty days following the second reading.

3.08.070 Classified and Unclassified Service Defined

30. Deputy Director of Facility Services, ~~Solid Waste and Special Districts~~ Environmental Engineering and Utility.

3.12.010 APPENDIX 1

FACILITY SERVICES

(c)	Capitol Improvements Fund	
	<u>Deputy Director of Facility Services – Environmental Engineering and Utility</u>	1
	Deputy Director of Facility Services – Solid Waste & Special Districts	4

3.12.030 Unclassified Service

Admin Code	Classification Title	Salary Appendix	Grade
19865	Deputy Director of Facility Services, Solid Waste and Special Districts <u>Environmental Engineering and Utility</u>	MNGT – 8	484

**DEPUTY DIRECTOR OF FAC.SVC.- Environmental Engineering and
Utility**
(Unclassified)

DEFINITION

To plan, organize and direct the activities of assigned divisions within the Facility Services Department; to coordinate assigned activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Facility Services.

DISTINGUISHING CHARACTERISTICS

The Deputy Director level recognizes positions that assume full functional responsibility for a major division which provides diverse, but related, programs.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Facility Services and the Assistant Director of Facility Services.

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 programs; monitor work flow; 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.

PLACER COUNTY

Deputy Director of Fac. Svc.– Solid Waste/Special Districts (Page 2)

Act as Assistant Director of Facility Services or Director of Facility Services as designated in their absence.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- 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 Facility Services 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 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 detailed budget.
- Supervise, train and evaluate personnel.
- Interpret and explain Division policies and procedures.
- Negotiate contracts and agreements.

PLACER COUNTY

Deputy Director of Fac. Svc. – Solid Waste/Special Districts (Page 3)

- 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:

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

Training:

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

License or Certificate

- Possession of current registration as a professional civil engineer. 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.