



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE OFFICE
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer
By: Ronald Baker, Senior Administrative Services Officer *RB*

DATE: October 2, 2007

SUBJECT: Approve an ordinance amending the Un-codified Unclassified Service-Schedule of Classifications, Salary Plan and Grade Ordinance and approve several unclassified job specifications

ACTION REQUESTED

Approve an ordinance amending the Un-codified Unclassified Service-Schedule of Classifications, Salary Plan and Grade Ordinance and approve specifications for unclassified job classifications of assistant director of facility services, deputy director of facility services-capital facilities, deputy director of facility services-environmental engineering and utilities, deputy director of facility services-parks, property and museums, director of economic development, environmental coordinator, engineering manager, and veterans services officer

BASIS FOR RECOMMENDATION

Periodically, the County Executive Office reviews unclassified job specifications for accuracy regarding organizational changes and current job assignments.

Staff from the County Executive Office, Personnel, and multiple departments have reviewed certain unclassified job specifications and have determined that they should be updated to reflect current job tasks, responsibilities, and qualifications. In addition, staff is recommending establishment of one new job classification for the deputy director of facility services-capital facilities.

The Personnel Department staff has reviewed the specifications contained in this document and concurs with the approval of the ordinance, establishment of the new classification, and modification of specifications proposed.

Four of the modified specifications do not require approval of an ordinance because they do not change classification titles or grade. These four specifications are: assistant director of facility services, director of economic development, environmental coordinator, and veterans services officer.

The other four specifications require approval of an ordinance (attached) because, in one case, a new classification is requested (deputy director of facility services – capital facilities), and in three other cases, classification titles are requested to be changed. The three requested classification title changes are:

deputy director of facility services – administration to deputy director of facility services, parks, property and museums

deputy director of facility services – environmental engineering and utility to deputy director of facility services – environmental engineering and utilities

public works manager-engineer to engineering manager

Summarized descriptions of the changes are provided below.

Assistant Director of Facility Services – Provides additional flexibility in this classification so that the incumbent can direct activities of assigned divisions or functions, including internal administrative, solid waste, capital, and project management functions.

Deputy Director of Facility Services – Capital Facilities – Establishes a new position classification and job specifications to require experience and skills related to executive management of capital management.

Deputy Director of Facility Services – Environmental Engineering and Utilities – Changes title of the classification from deputy director of facility services – environmental engineering and utility to deputy director of facility services – environmental engineering and utilities and clarifies duties and reporting responsibilities. Position will also report to assistant director and will supervise environmental engineering and compliance (solid waste) and wastewater projects and programs.

Deputy Director of Facility Services – Parks, Property and Museums – Modifies and renames the deputy director of facility services – administration specification to tailor experience and skills related to executive management of parks, property and museums.

Director of Economic Development – Removes references that the class is a department head and inserts references stating it is a division of the County Executive Office. The specification provides that the director of economic development reports to the chief assistant county executive officer.

Engineering Manager – Renames the class and modifies the public works manager-engineer specification to provide assignment flexibility to duties as desired by the department director. The classification is allocated to the Engineering and Surveying and Public Works departments.

Environmental Coordinator – Establishes specifications for this job class. This job performs administrative and management activities related to directing and coordinating all phases of environmental review for the County. This classification is allocated only to the Community Development Resource Agency.

Veterans Services Officer – Deletes the requirement that the incumbent must be a war time veteran.

FISCAL IMPACT

The new classification of deputy director of facility services – capital facilities has a potential annual cost of approximately \$160,276 including benefits. The classification and costs have been included in the FY 2007-08 Final Budget. There is no fiscal impact to the modification of other classifications as recommended by staff because no salary grade changes are requested with this action.

Attachments: Specifications for:

assistant director of facility services
deputy director of facility services-capital facilities
deputy director of facility services—environmental engineering and utilities
deputy director of facility services-parks, property and museums
director of economic development
engineering manager
environmental coordinator
veterans services officer

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

In the matter of: An ordinance amending the un-codified
Unclassified Service- Schedule of Classifications, Salary Plan
and Grade Ordinance.

Ordinance No.: _____

First Reading: October 2, 2007

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:**

The un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

Section 1. 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
19863	Deputy Director of Facility Services – Administration Parks, Property, and Museums	MNGT – 8	459
11735	Deputy Director of Facility Services – Capital Facilities	MNGT – 8	464
19865	Deputy Director of Facility Services, Environmental Engineering and Utility Utilities	MNGT – 8	469
19876	Public Works Manager – Engineer Engineering Manager	MNGT – 8	462

Section 2. That this ordinance shall be effective the first day of the pay period 30 days following final passage.

Section 3. That this ordinance amendment is adopted as an un-codified ordinance.

ASSISTANT DIRECTOR OF FACILITY SERVICES

(Unclassified)

DEFINITION

To assist the Director of Facility Services in managing and directing the Facility Services Department by ~~providing direction to other divisions of the Department~~; to plan, organize and direct the activities of the ~~Capital Improvements Division~~ divisions; and to provide highly complex staff assistance to the Director of Facility Services.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the 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:

Assist the Director of Facility Services in managing and directing the Facility Services Department by providing direction to divisions in the Department on personnel matters and work schedules and priorities.

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

Plan, organize and direct ~~capital improvement~~ internal administrative and assigned Department activities ~~including planning, design and construction of facilities~~.

Develop and implement the ~~capital improvement~~ Facility Services Department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Assist in preparing the Facility Services, ~~County Building Fund and Capital Improvements~~ budgets; review all proposed budgets within the Facility Services Department; 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.

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

Represent the Department ~~and Division~~ 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.

In the absence of the Director of Facility Services, 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 architecture.~~
- ~~Principles and practices of capital improvement programming and capital project financing.~~
- **Principles and practices of sewer infrastructure, solid waste, or sewer treatment facility design, construction, operations, and maintenance.**
- **Principles and practices of capital project planning and development, and real property acquisition and development.**
- **Principles and practices of project management, capital finance, contract administration and negotiation.**
- **Principles and practices of museum and parks management and building maintenance.**
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- 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 organizational analysis and management.
- Principles and practices of supervision, training and personnel management.

Ability to:

- ~~Organize, direct and implement a comprehensive capital improvements program.~~
- **Assist in directing a full service facility services department.**
- 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 budget.
- Supervise, train and evaluate personnel.
- Interpret and explain Department ~~and 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 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 infrastructure or facilities design and construction, including ~~two~~ **three** years of management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in **public or business administration, finance, environmental studies, humanities, civil or sanitary engineering, landscape architecture, architecture, construction management, real estate** or a related field. Additional training in management is highly desirable.

License or Certificate

- ~~Possession of current registration as a professional Civil Engineer or current license to practice architecture. If registration or license is granted by a state other than~~

PLACER COUNTY
Assistant Director of Facility Services (Page 4)

~~California, registration or license granted by the State of California must be obtained within one year of employment.~~

- Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.

DEPUTY DIRECTOR OF FACILITY SERVICES - Capital Facilities
(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 and Assistant Director of Facility Services.

DISTINGUISHING CHARACTERISTICS

The Deputy Director level recognizes positions that assume full functional responsibility for one or more major divisions 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.

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 architecture, building design, construction, contract management, and facility management, and maintenance.
- 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 including the California Building Standards Code and the California Environmental Quality Act.
- 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 programs in the Facility Services Department, including architectural and capital improvement activities and programs.
- Plan, coordinate and direct integrated facility design, construction, renovation, rehabilitation of facilities to meet County occupancy needs.
- Plan, coordinate and direct facility maintenance and management efforts.
- Evaluate and recommend new County building plans to assure life cycle cost efficiency and compliance with building maintenance and operational needs.
- 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.
- Administer, interpret and assure compliance with ordinances and codes relating to the construction, alteration, conversion, use, maintenance, relocation, demolition and equipment operation of County owned buildings and structures.

- 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.
- 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.
- Advise the Board of Supervisors and other public officials on matters related to capital improvement and facility management 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:

Experience:

Five years of increasingly responsible experience in ~~performing administrative functions in a facility services or general services department~~ architecture, civil engineering, or 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 ~~business administration, public administration~~ architecture, civil engineering or a related field. Additional training in management is highly desirable.

License or Certificate

- Possession of current State of California registration as a professional architect 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.

**DEPUTY DIRECTOR OF FACILITY SERVICES - Environmental
Engineering and Utility Utilities
(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 and Assistant Director of Facility Services.

DISTINGUISHING CHARACTERISTICS

The Deputy Director level recognizes positions that assume full functional responsibility for a one or more major divisions 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.

PLACER COUNTY

Deputy Director of Fac. Svc.– Env Eng/Utilities (Page 2)

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

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, solid waste management, and wastewater collection, distribution and disposal.
- Principles and practices of regulatory and environmental compliance.
- Principles and practices of facility infrastructure planning and finance.
- 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~~ in the Facility Services Department pertaining to engineering, solid waste and wastewater activities.
- 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.
- 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.
- **Advise the Board of Supervisors and other public officials on matters related to engineering, solid waste and wastewater 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:

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 **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.

DEPUTY DIRECTOR OF FACILITY SERVICES-ADMINISTRATION
-- Parks, Property, and Museums
(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 and Assistant Director of Facility Services.

DISTINGUISHING CHARACTERISTICS

The Deputy Director level recognizes positions that assume full functional responsibility for a one or more major divisions 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.

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 ~~policy development and implementation, leasing property management and real property acquisitions and dispositions.~~
- Principles and practices of museums management.
- Principles of park planning, management, development, operations and maintenance.
- Principles and practices of capital project financing related to the development of parks and real estate acquisitions.
- Pertinent local, State and Federal rules, regulations and laws, including real property contract law and applicable County codes.
- Regulations relative to real property development.
- 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 programs in the Facility Services Department including parks, museums and property management 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.
- **Understand and interpret land development plans.**
- Prepare and administer a detailed 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.
- **Advise the Board of Supervisors and other public officials on matters related to museums, parks and real property management 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:

Experience:

Five years of increasingly responsible experience in performing **real property management, real estate, facility management or** administrative functions in a facility services or general services department, including two years of management responsibility.

Training:

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

License or Certificate

- 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.

DIRECTOR OF ECONOMIC DEVELOPMENT (Unclassified)

DEFINITION

To plan, organize, direct and review the activities and operations of the Economic Development Division including management and implementation of long-term economic development strategy; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Chief Assistant County Executive Officer.

~~DISTINGUISHING CHARACTERISTICS~~

~~The Director level recognizes classes with full responsibility for the administration of a County department.~~

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Chief Assistant County Executive Officer.
Exercises direct supervision over assigned professional, technical and clerical personnel.

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

Develop, plan and implement Department Division goals and objectives; recommend and administer policies and procedures.

Coordinate ~~Department~~ Division activities with those of other departments and outside agencies and organizations; provide staff assistance to the Chief Assistant County Executive Officer and Board of Supervisors; prepare and present staff reports and other necessary correspondence.

Provide staff assistance to the County Economic Development Board.

Provide technical assistance on a broad range of economic development matters to developers, businesses, prospective industries and the general public regarding economic development.

Direct, oversee and participate in the development of the ~~Department's~~ Division's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Economic Development budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department Division.

Represent the ~~Department~~ Division to outside groups 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.

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.

MINIMUM QUALIFICATIONS

Knowledge:

- Principles and practices of economic division development.
- Principles of redevelopment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Plan, direct and control the administration and operations of the Economic Development ~~Department~~ Division.
- 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 Division related issues; remember various 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 communicate through written means.
- Foster effective working partnerships among individuals and interests with varying goals.
- Develop and implement Division policies and procedures.
- Gain cooperation through discussion and persuasion.

- Successfully develop, control and administer the ~~Department~~ Division budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply County policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned personnel.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the course of work.

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:

Seven years of increasingly responsible experience in economic development, including four years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration or economics. Masters degree preferred.

License or Certificate:

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

ENGINEERING MANAGER UNCLASSIFIED

DEFINITION

To plan, organize, manage, and coordinate the programmatic, administrative and operational activities of one or more functions in the assigned Department; 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 assigned Department Management Team which is responsible for fulfilling the mission and carrying out the policies of the assigned Department; and to promote and participate in collaborative activities, programs, and projects that cross functional areas.

DISTINGUISHING CHARACTERISTICS

The Engineering Manager job class recognizes positions that provide full second-line, direct supervision to employees within a work section and assumes substantive and significant programmatic responsibility in ~~Transportation (Planning, Traffic, Operations, Transit) and/or Engineering (Design, Right-of-way, Inspection, Materials)~~ a technical engineering field. This job class ~~is distinguished from the Public Works Manager in that the duties of this class~~ requires directing and reviewing the activities of other Professional Engineers as well as providing the highest level of engineering support to the Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director and Assistant Director.
Exercises direct supervision over ~~supervisory, professional, technical, field, maintenance and clerical personnel~~ professional and supervisory personnel, 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.

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.

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 Civil and Traffic Engineering activities of the assigned department.

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 a Public Works agency.~~
- Principles and practices of a designated discipline 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 Engineers.
- 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 Engineer in the required specialty field, 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 civil engineering or a related field.

License or Certificate

- Possession of a Certificate of Registration as a Professional Engineer in an appropriate discipline as issued by the State of California.
- Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.

ENVIRONMENTAL COORDINATOR
(Unclassified)

DEFINITION

To perform administrative and management activities related to directing and coordinating all phases of environmental review for the County. To plan, organize, direct and coordinate the County's environmental and planning program; to coordinate environmental planning activities with County departments and city, regional, and state agencies; to coordinate environmental review functions, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA), and to act as a principal representative/advocate of the County before other agencies. This position is exclusive to allocations within the Community Development/Resource Agency.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of the Community Development/Resource Agency. Exercises functional/technical supervision over professional, technical and clerical staff.

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

Coordinate the environmental and land use review process for categorically exempt, ministerial, emergency and discretionary projects, and work with a variety of expert consultants in specialized environmental disciplines.

Review the environmental impact of private and public projects within Placer County and its cities and adjoining counties and their cities to ensure the inclusion of mitigation measures for any adverse environmental impacts upon Placer County and its cities; work with applicants and consultants.

Act as project director over complex, environmental impact studies, including preparation of federal documents, for very large and potentially controversial projects or very long term projects, with significant economic consequences; participate in coordinating County environmental planning and review activities with other departments and divisions.

Manage and/or may prepare negative declarations, exemptions, draft and final environmental impact reports, environmental assessments, and other environmental documents, pursuant to CEQA and NEPA for County projects; function as the principal specialist in the preparation of complex environmental documents including EIRs.

Direct and manage the work of consultants; assist in the preparation of requests for proposals, review bids, interview and select consultants; manage workflow, set expectations and priorities, and monitor outcomes; negotiate contracts; prepare and maintain a list of environmental consultants.

PLACER COUNTY

Environmental Coordinator (Page 2)

Determine fees according to estimated costs sufficient to defray the expenses of preparing an EIR; review draft reports and adds comments and rebuttals received in the review and hearing process; prepare findings of fact and statements of overriding consideration for adoption of environmental impact reports; file notices of completion of draft EIRs with the State Secretary of Resources; make copies of draft reports available to the public, and give notice of completion and availability by press release to the media within the county; present final EIRs to decision-making groups at public hearings; file final decisions as to approval or denial of projects with the County Clerk.

May prepare environmental permit applications for the U.S. Army Corps of Engineers, California Department of Fish and Game, California Reclamation Board, and Regional Water Quality Control Board, notification of the State Historic Preservation Office, and other environmental permits and approvals.

Prepare Board of Supervisors' communications, staff reports, and general informational memos; represent the Agency and deliver oral presentations at public hearings before the Board of Supervisors. Planning Commissions, community meetings, meetings with county, city, state and federal agencies, workshops and conferences.

Prepare miscellaneous information as part of the environmental review process; prepare and update various environmental forms; review, evaluate, and respond to proposed environmental legislation, amendments to Acts, and other changes in laws, regulations, policies, and procedures; update County environmental regulations; disseminate information on changes in environmental regulations; implement federal and state and local environmental laws and policies; comment on other agencies' environmental documents and plans.

Negotiate mitigation requirements with federal and state agencies; serve as advisor to other County departments in the design of projects to reduce environmental impacts and to suggest cost-effective mitigation measures; prepare and implement mitigation monitoring plans.

Serve as a liaison between the County and outside community groups or individuals concerned with the balance between development projects and the environment; resolve difficult environmental and planning problems; assist citizens with complaints relating to environmental issues.

Establish and maintain positive working relationships with co-workers, other County employees and managers, and the community utilizing accepted principles of effective customer service; represent the County of Placer and its Community Development/Resource Agency to the public and to other agencies in a positive and productive manner.

Assign, review, coordinate and monitor the work performed by staff.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principals and practices of environmental land use planning and development.
- Current literature, information services, and research techniques in the field of environmental coordination.
- Federal, State and local environmental laws and regulations, including the California Environmental Quality Act and National Environmental Policy Act; state land use planning laws; Subdivision Map Act; County Zoning Code; applicable County Ordinance.
- Principles and practices of environmental impact analysis in urban, urbanizing, and rural areas; trends and statistics affecting the scope, content, and processing of environmental documents.
- Technical, geographical, and scientific terms used to define environmental conditions, substance or species.
- Preparation of EIRs and negative declarations, federal environmental documents, or land development reports.
- Zoning and subdivision principles and regulations.
- Legal basis for land use planning, zoning, subdivision, environmental management and land development.
- The role of local, State, and Federal government in environmental/land use matters; federal and state agency permit processing.
- Public infrastructure facilities planning and financing.
- Regulatory requirements and programs of federal and state agencies charged with the protection of wildlife and natural resources.
- Political structure and legislative processes of federal, state, county and city government.
- Project management principles and practices.
- Principles and practices of public administration, including organizational structure and service delivery systems of county government.
- Principles and practices of public finance, budgeting, fiscal control and administrative and policy analysis.

- County customer service objectives and strategies.
- Research practices applicable to data collection and data analysis.
- Contract preparation, negotiation and administration.
- Principles and practices of leadership, motivation, team building, consensus building and conflict resolution.
- Communication techniques required for gathering, evaluating and transmitting information and directing group discussions; oral and written communication skills.
- Principles and practices of supervision, training, and personnel management.
- Computer software, including word processing, spreadsheet, presentation and database applications.
- English usage, spelling, punctuation, and grammar.

Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations; interpret and explain environmental programs to the general public.
- Perform professional environmental work with minimal supervision; develop program plans and anticipate alternatives for program adjustments.
- Effectively and critically evaluate complex discretionary cases and other development projects. Prepare general and technical reports, graphic displays, forms, questionnaires and surveys.
- Learn to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare requests for proposals; analyze, review and interpret bids, contracts, laws, and regulations; prepare and negotiate contracts.
- Evaluate program goals and establish priorities; organize and handle multiple projects simultaneously; prioritize complex workload; meet deadlines under challenging conditions.
- Plan, direct, coordinate and monitor the work of multi-disciplinary staff and consultants; act as a primary resource to staff, provide input to staff regarding sensitive and/or complex issues; provide direction, goals, suggestions and guidance to staff.

- Apply the principles and practices of motivation and team building.
- Resolve conflict; build consensus between diverse parties; demonstrate sensitivity and astuteness in political situations.
- Communicate clearly and concisely, both orally and in writing; prepare and deliver effective oral presentations on complex issues and recommendations; maintain composure during presentations opposed by others.
- Analyze situations quickly and objectively, apply appropriate elements of decision-making and determine the proper course of action; make appropriate decisions under duress.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral; provide prompt, efficient and responsive service.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- On a continuous basis, sit at desk or in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; walk, stand, bend, squat, kneel, or twist, perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means or enter/retrieve data from computer; and lift light weight.
- Use a computer, calculator, telephone, facsimile machine, and photocopy machine.

Experience and Training:

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

Experience:

Five (5) years of increasingly responsible planning and development, permitting, environmental planning, or public works experience including two years of project management experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in environmental studies, environmental science, biology, environmental engineering, ecology planning, forestry, geography, political science, urban and regional planning, geology, or closely related field.

License or Certificate:

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

**VETERAN SERVICES OFFICER
(Unclassified)**

DEFINITION

To plan, organize, direct and review the activities and operations of the Veteran Services Department including assisting veterans and dependents in obtaining benefits; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the County Executive Officer.

DISTINGUISHING CHARACTERISTICS

This level recognizes classes with full responsibility for the administration of a County department.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the County Executive Officer.

Exercises direct supervision over assigned professional and clerical personnel.

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

Develop, plan and implement Department goals and objectives; recommend and administer policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the County Executive Officer and Board of Supervisors; prepare and present staff reports and other necessary correspondence.

Serve as secretary to the County Veterans Advisory Council and coordinate veteran issues among the Board of Supervisors, County Executive Officer and the Advisory Council.

Provide technical assistance to veterans and dependents regarding Federal and State benefit entitlement.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Veteran Services budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Represent the Department to outside groups 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.

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.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of veterans administration programs.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Plan, direct and control the administration and operations of the Veteran Services Department.
- 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 related issues; remember various 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 communicate through written means.
- Effectively interview to obtain adequate and relevant information; deal fairly and courteously with the public; and work with interruptions.
- Perform technical, procedural and data gathering responsibilities associated with assisting veterans and dependents in obtaining the full range of available entitlement.
- Develop and implement Department policies and procedures.
- Gain cooperation through discussion and persuasion.

VETERAN SERVICES OFFICER

September 1995

Revised October 2007

- Successfully develop, control and administer Departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply County policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Supervise, train and evaluate assigned personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.

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 veterans services administration. ~~Must be war time veteran per County Code.~~

The Veteran Services Officer must be a veteran of a branch of the United States Armed Forces, as defined in applicable sections of the State Military and Veteran's code.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, behavioral sciences or a related field.

License or Certificate:

- Possession of, or ability to obtain, certification from the State of California Department of Veterans Affairs to present claims to the United States Department of Veterans Affairs.