

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Flores Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

AGENDA

**County of San Luis Obispo Civil Service Commission
Regular Session Meeting**

Wednesday January 24, 2024 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

1. Call to Order / Flag Salute / Roll Call

2. Election of Officers

3. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

4. Minutes

The following draft minutes are submitted for approval:

- a. November 29, 2023
- b. December 11, 2023
- c. December 12, 2023
- d. December 13, 2023

5. Reports

Commission President
Commission Counsel
Commission Outside Counsel
Commission Secretary

6. Request to Approve Revised Job Specification(s):

- a. Engineer I-IV

7. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendaed here may do so when recognized by the President. Presentations are limited to three minutes per individual.

Civil Service Commission

- 8. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6):** Agency designated representative: Tami Douglas-Schatz, or designee
- 9. Closed Session – Public Employee Discipline (per Government Code Section 54957(b)):** Deliberations regarding Appeal #A22-04
- 10. Adjournment**

Civil Service Commission



Jed Nicholson *Commission President, District 1*

Lesley Santos *District 2*

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David Warren *District 4*

Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday, November 29, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Shaley Salsbury

County Counsel: Jon Ansolabehere

Outside Counsel: Steve Simas

Absent: None

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00am and led the flag salute. Roll was called. All Commissioners were present.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the Vice President. Presentations are limited to three minutes per individual. There were no public comments.

3. Minutes

The following draft minutes are submitted for approval:

- a. September 27, 2023

Civil Service Commission

35 The minutes for September 27, 2023, were considered. President Nicholson invited public
36 comment; there was none. Commissioner Bergman motioned to approve the minutes as
37 presented. Commission Vice President Baltodano seconded the motion. The motion to approve
38 the minutes as presented carried 4-0-1 with President Nicholson abstaining as he was absent
39 for the September meeting.

40
41 b. October 25, 2023

42
43 The minutes for October 25, 2023, were considered. President Nicholson invited public
44 comment; there was none. Commissioner Warren motioned to approve the minutes as
45 presented. Commissioner Santos seconded the motion. The motion to approve the minutes as
46 presented carried 5-0-0.

47
48 **4. Reports**

49
50 **Commission Vice President** – None

51 **Commission Counsel** – None

52 **Commission Outside Counsel** - None

53 **Commission Secretary** – None

54 **Principal Human Resources Analyst Frank Stapleton** confirmed the upcoming hearing dates
55 of December 11-13, 2023, and January 23-25, 2024. Mr. Stapleton requested that the
56 Commission hold April 23 and 24, 2024 for an additional hearing.

57
58 **5. Request to Approve Civil Service Commission Schedule**

59 a. Civil Service Commission Regular Meeting Schedule for 2024

60
61 The proposed schedule was considered. President Nicholson invited public comment; there
62 was none. Commissioner Bergman motioned to approve Regular Session Meeting Schedule
63 for 2024 as presented. Commissioner Warren seconded the motion. The motion to approve as
64 presented carried 5-0-0.

65
66 **6. Request to Approve New Job Specification(s):**

67 a. Assistant Chief Deputy Probation Officer

68
69 Principal Human Resources Analyst Taj D'Entremont introduced the new proposed
70 specification with Chief Probation Officer Robert Reyes. Vice President Baltodano inquired if
71 the word "Modern" on page 6a.006 line 68 could be changed to "Current practices," and
72 requested amendment to line 24 of page 6a.004 from "Manages" to "Manage" to remain
73 consistent with the other bullet points. President Nicholson invited public comment; there was
74 none. Commissioner Santos motioned to approve the new specification as amended.
75 Commissioner Bergman seconded the motion. The motion to approve as amended carried
76 5-0-0.
77

Civil Service Commission

78 Following item 7, Commission Vice President Baltodano motioned to reconsider the Assistant
79 Chief Deputy Probation Officer specification. Commissioner Warren seconded the motion to
80 reconsider the specification. The motion to reconsider passed 5-0-0.
81

82 Commissioner Baltodano requested the addition of the language "Apply the principles and
83 values of the department's evidence-based practices for community corrections" to follow line
84 107 of page 6a.007. President Nicholson invited public comment; there was none.
85 Commissioner Bergman motioned to approve the new specification as amended. Commission
86 Vice President Baltodano seconded the motion. The motion to approve as amended carried
87 5-0-0.
88

7. Request to Approve Revised Job Specification(s):

a. Chief Deputy Probation Officer

93 Principal Human Resources Analyst Taj D'Entremont introduced the revised specification with
94 Chief Probation Officer Robert Reyes. Vice President Baltodano requested amendment to page
95 7a.002 line 40 to state "control and authorize," and amendment to 7a.003 line 61 to "Current
96 practices." Vice President Baltodano inquired if line 94 of page 7a.004 could be amended to
97 read "Apply the principles and values of the department's evidence-based practices for
98 community corrections." President Nicholson invited public comment; there was none.
99 Commissioner Santos motioned to approve the new specification as amended. Commissioner
100 Bergman seconded the motion. The motion to approve as amended carried 5-0-0.
101

b. Assessment Technician I/II/III/IV

104 Principal Human Resources Analyst Michael Hobbs introduced the revised specification with
105 Human Resources Analyst Miranda Wall, and Assistant Assessor Lesa Gofourth. President
106 Nicholson invited public comment; there was none. Commissioner Santos motioned to approve
107 the revised specification as presented. Commissioner Bergman seconded the motion. The
108 motion to approve as presented carried 5-0-0.
109

8. Public Comment on Closed Session Item

112 Members of the public wishing to address the Civil Service Commission on Closed Session
113 matters agendized here may do so when recognized by the President. Presentations are limited
114 to three minutes per individual.
115

116 Hearing no public comment, President Nicholson moved to Closed Session.
117

9. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

122 President Nicholson stated that there was no reportable action in Closed Session.

Civil Service Commission

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10. Adjournment

President Nicholson adjourned the meeting at 9:42 a.m.

**** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.***

DRAFT

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission Special Session Meeting

Monday December 11, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren

Staff: Commission Secretary Jamie Russell
Commission Clerk Shaley Salsbury

Outside Counsel: Steve Simas

Absent: County Counsel: Jon Ansolabehere

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:01 a.m. and led the flag salute. Roll was called. All Commissioners were present.

2. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual. Hearing no public comment, President Nicholson moved to Closed Session.

3. CLOSED SESSION: Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeal #A22-04

President Nicholson stated that there was no reportable action in Closed Session.

Civil Service Commission

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4. Adjournment

President Nicholson adjourned the meeting.

**** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.***

DRAFT

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission Special Session Meeting

Tuesday December 12, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren

Staff: Commission Secretary Jamie Russell
Commission Clerk Shaley Salsbury

Outside Counsel: Steve Simas

Absent: County Counsel: Jon Ansolabehere

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:44 a.m. and led the flag salute. Roll was called. All Commissioners were present.

2. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual. Hearing no public comment, President Nicholson moved to Closed Session.

3. CLOSED SESSION: Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeal #A22-04

President Nicholson stated that there was no reportable action in Closed Session.

Civil Service Commission

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4. Adjournment

President Nicholson adjourned the meeting.

**** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.***

DRAFT

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission Regular Session Meeting

Wednesday, December 13, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren

Staff: Commission Secretary Jamie Russell
Commission Clerk Shaley Salsbury

County Counsel: Jon Ansolabehere
Outside Counsel: Steve Simas

Absent: None

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:01am and led the flag salute. Roll was called. All Commissioners were present.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There were no public comments.

3. Minutes

The following draft minutes are submitted for approval:
a. November 29, 2023

Civil Service Commission

45 The minutes for November 29, 2023, were considered. President Nicholson requested a rewrite
46 of the November 29, 2023, minutes to be submitted for approval at the next regular session
47 meeting. No action was taken.
48

49 4. Reports

50
51 **Commission President** - None

52 **Commission Counsel** - None

53 **Commission Outside Counsel** - None

54 **Commission Secretary** - Jamie Russell confirmed receipt of Commissioner biographies.
55

56 5. Public Comment on Closed Session Item

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58 Members of the public wishing to address the Civil Service Commission on Closed Session
59 matters agendized here may do so when recognized by the President. Presentations are limited
60 to three minutes per individual. Hearing no public comment, President Nicholson moved to
61 Closed Session.
62

63 6. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule 64 Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas- 65 Schatz, or designee 66

67 President Nicholson stated that there was no reportable action in Closed Session.
68

69 7. Closed Session –Public Employee Discipline (per Government Code Section 54957(b)): 70 Hearing and deliberations regarding Appeal # A22-04 71

72 President Nicholson stated that there was no reportable action in Closed Session.
73

74 8. Adjournment

75
76 President Nicholson adjourned the meeting.
77

78 *** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists
79 and will remain as the official, complete record of all proceedings by the Civil Service Commission.**



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF HUMAN RESOURCES

Tami Douglas-Schatz *Director*

TO: Civil Service Commission

DATE: January 24, 2024

FROM: Michael Hobbs, Principal Human Resources Analyst
Miranda Wall, Human Resources Analyst

SUBJECT: Revised Classifications: Engineer I, II, III and IV
Department: Public Works Department
Appointing Authority: John Diodati

RECOMMENDATION

It is recommended that the Commission approve the revisions to Engineer I-IV classifications as proposed. The proposed classification changes will better enable the Public Works Department to recruit and retain Engineering staff, which are essential to County operations.

BACKGROUND

The Public Works Department Engineering staff are responsible for the planning, design, and construction of public infrastructure projects throughout the County of San Luis Obispo. These employees work across a wide range of Engineering disciplines to ensure that various capital improvement projects, including roads, bridges, drainage, flood control, airports, water and wastewater infrastructure, are delivered according to the Engineering standard. The Public

Works Department has 32 staff allocated at the Engineer I-III level, and 18 staff allocated at the Engineer IV level.

DISCUSSION

Employee turnover in the Engineering series has increased dramatically over the past two years resulting in a disruption of workflow, and loss of knowledge and expertise. The turnover rate for Engineer I-III's was 53% and the turnover rate for Engineer IV's was 37% from July 1, 2021, to December 31, 2023. In a comprehensive review of separation data, the Public Works Department observed that much of this turnover (11 Engineers since July 1, 2019) is due to employees leaving to work at Caltrans.

In the last two years, the Public Works Department has implemented recruitment and retention strategies including recruiting on a continuing basis, implementing flexible/hybrid work guidelines, and instituting exit interviews with all exiting staff, however staff continue to exit. The Public Works Department and Human Resources identified the current registration requirement as a barrier to maintaining their employment as an Engineer with the County and is a significant contributing factor to the Department's challenge in retaining staff. Staff exiting the department and current staff have also anecdotally attributed license requirements as a reason for Engineers leaving.

On September 24, 2014, the Civil Service Commission approved revisions to the Engineering series to modify the minimum qualifications to require possession of a valid Certificate of Registration as a Civil Engineer or Land Surveyor (Professional Engineer) issued by the California State Board of Registration at the Engineer III level, and to obtain this registration within six years of appointment to the Engineer I and within five years of appointment to Engineer II. While considered industry standard at the time, in the last ten years, the Civil Engineering workforce and job market has changed considerably. The American Society of Civil Engineers

has consistently reported on the ongoing reduction in mid-level Engineers in the workforce, a group that is highly sought after by both private and public sector. The requirement of the Professional Engineer registration has been widely recognized by employers as a barrier to recruiting and retaining staff with cost, timing, and education challenges increasing. Notably, the comparable classification for Caltrans (Civil Engineer) does not require the Professional Engineer registration. As Caltrans is a major competitor for talent, and employees are able to work for Caltrans in the County of San Luis Obispo without relocating, their ability to recruit engineers from the Public Works workforce has been highly disruptive to their operations as well as their recruitment and retention efforts. In addition to the Public Works Department's ongoing efforts to retain staff through other means, the restructuring of the registration requirements for the Engineer class series has become critical.

It is recommended that the Commission approve the revisions to the minimum qualifications of the Engineering classifications by removing the Certificate of Registration as a Civil Engineer or Land Surveyor issued by the California State Board of Registration as a minimum qualification for all levels. Appointment to Engineer III would require either registration or a bachelor's degree in a related field and 5 years of professional engineering experience. Appointment to Supervising Engineer would require either registration or a bachelor's degree in a related field and 7 years of professional engineering experience. The registration remains highly desired and valued by the department and the expectation is that employees with registration will often rise to the top of their candidate lists. To ensure that the Department maintains a sufficient number of registered engineers, the recommended changes include language that enables the department to run recruitments that require the registration upon hire if there is a need for a registered engineer or land surveyor. These recommended changes do not have any negative impact on current staff as all incumbents meet the proposed minimum qualifications.

In addition to the changes to the minimum qualifications, additional amendments were made to more accurately describe and more clearly distinguish between the responsibilities and representative duties of the Engineering classifications, providing further clarity to applicants and staff. Additionally, the Engineer IV classification is moved to a separate classification specification since it is not part of the Engineer career series, and retitled as Supervising Engineer since it is a supervisory classification.

RESULT

The proposed revisions to the minimum qualifications of the Engineering classification will allow the Public Works Department more flexibility in recruiting critical engineering staff and improve their ability to retain current Engineers who are otherwise qualified for this position and perform the job duties successfully.

OTHER AGENCY INVOLVEMENT

The Public Works Department and SLOCEA were involved in the revisions to the Engineering series and concur with the specification amendments as proposed.

Attachments:

1. Engineer I-III - Redlined
2. Supervising Engineer - Redlined
3. Engineer I-III - Revisions Accepted
4. Supervising Engineer - Revisions Accepted

1 **HUMAN RESOURCES DEPARTMENT**

2 ~~San Luis Obispo County~~County of San Luis Obispo

5 **ENGINEER I, II, III, ~~IV~~**

7 **DEFINITION:**

8 Classes in this series perform a wide variety of ~~professional~~ field and office engineering work in
9 the public works field; ~~and do other related work as required.~~

11 **DISTINGUISHING CHARACTERISTICS:**

12 Factors that affect position ~~allocation~~classification in the engineering career series include:
13 ~~Independence of action and autonomy,~~ decision-making responsibility; ~~and~~ complexity and size
14 of program or project assignment; ~~level of supervisory responsibility; requirements for~~
15 ~~registration as a professional engineer or land surveyor in the State of California.~~

17 Engineer I: This is the entry level in the ~~professional~~ engineering series. Under general
18 supervision, performs technical engineering work as a member of a division or section staff;
19 ~~makes technical computations, studies, performs field and office surveys and inspections; writes~~
20 ~~reports; checks maps and plans; may do computer aided drafting/design.~~

22 Engineer II: ~~This is the journey level in the engineering series.~~ Under direction, independently
23 performs a variety of technical engineering work involved with minor public ~~works construction~~
24 ~~programs,~~ projects, ~~and public works~~ operations, and maintenance, ~~including acting as project~~
25 ~~manager, resident engineer, assistant resident engineer or inspector on major construction~~
26 ~~projects; may act as permit engineer, chief of survey party or project leader on a design project;~~
27 ~~may lead~~ subordinate personnel lower level engineering staff on a project basis. Under
28 supervision, may work on major public works programs, projects, operations, and maintenance.

29
30 Engineer III: This is the advanced journey level in the engineering series. Under general
31 direction, independently performs a variety of technical engineering work on major public works
32 programs, projects, operations, and maintenance; leads and trains professional and technical
33 staff may act as project manager, assigned technical engineer, design squad leader or resident
34 engineer on major public works projects; may oversee and train junior engineering staff
35 members. The Engineer III is expected to be in responsible charge of their assigned work in
36 developing engineering analysis, designs, reports, plans, specifications, or contracts.

37
38 Engineer IV: This is the highest level in the professional engineering series. Under general
39 direction, acts as project manager, design squad leader or resident engineer on complex major
40 public works construction projects; supervises and trains the work of professional and technical
41 engineering staff. An Engineer IV is typically assigned duties to manage a significant program
42 within a division, and may act as Assistant Division Head or may be assigned continuing
43 supervisory responsibility for a division of the County Public Works Department.

44
45 **REPRESENTATIVE DUTIES:**

46 (Not in order of importance)

47
48 **All Levels:**

- 49 • Performs tasks related to a specialty area within the engineering function of the assigned
50 division and may assist or be rotated into other program areas within other divisions of
51 the Department.
- 52 • Manages, oversees, and advances project scope, schedule and budget of assigned
53 projects.
- 54 • Performs field and office surveys and inspections.
- 55 • Checks maps and plans.

- 56 • Conducts or oversees engineering-related studies to assist used in determining feasible
- 57 alternatives, plans, designs and costs of engineering projects.
- 58 • Makes technical engineering computations.
- 59 • Prepares or oversees preparation of reports and recommendations outlining cost and
- 60 benefits of alternative project proposals.
- 61 • Reviews plans and construction for compliance with standards and specifications.
- 62 • Performs computer aided drafting and design depending on assignment.
- 63 • Acts as engineering representative for the Department before official boards,
- 64 commissions, and the general public.
- 65 • Performs other related duties as required.
- 66 • ~~Serve as project manager~~
- 67 • ~~Perform tasks related to a specialty area with the engineering function of their assigned~~
- 68 ~~division and may assist or be rotated into other program areas within other divisions of~~
- 69 ~~the Department~~
- 70 • ~~May supervise activities of subordinate staff as assigned while performing a variety of~~
- 71 ~~engineering related duties~~
- 72 • ~~May act as engineering representative and represent the Department before official~~
- 73 ~~boards, commissions, and the general public~~

74

75 **In addition, Engineer II:**

- 76 • Serves as a project or resident engineer on small public works projects or assistant project
- 77 or construction engineer or inspector on major public works projects.
- 78 • Serves as a permit engineer by preparing, issuing, and enforcing permit requirements.
- 79 • Serves as chief of survey party by being responsible for in field survey crew or party.
- 80 • Serves as project leader on design projects.
- 81 • Leads and trains programmatic and project teams.

82
83 **In addition, Engineer III:**

- 84 • Serves as assigned technical engineer by performing technical review, computations, and
85 analysis.
- 86 • Serves as design team leader or construction engineer on major public works projects.
- 87 • Develops or oversees development of engineering analysis, designs, reports, plans,
88 specifications, or contracts.
- 89 • Leads and trains professional and technical staff.

90
91 **EMPLOYMENT STANDARDS:**

92
93 **Knowledge of:**

- 94 • Engineering theory, principles, methods, and materials utilized in the design, construction,
95 operation, and-or maintenance of public works projects including roads, bridges,
96 drainage, flood control, water and wastewater utilities, refuse disposal (landfill) and-or
97 other structures depending on assignment
- 98 • ~~Water and wastewater collection and treatment, distribution and disposal systems~~
- 99 • Principles of surveying, transportation and traffic engineering

100
101 **Ability to:**

- 102 • Analyze engineering problems
- 103 • Make viable and sound technical recommendations
- 104 • Prepare reports
- 105 • Prepare plans and specifications
- 106 • Coordinate and manage the work and contracts of professional, technical, or specialty
107 consultants
- 108 • ~~Supervise the work of subordinates as assigned~~

- Work effectively. Maintain and maintain effective-positive working relationships with others, including those of diverse perspectives using interpersonal skills
- Speak and write clearly Communicate effectively, both verbally and in writing
- Operate computer systems such as Computer Aided Design and Geographic Information System or database systems
- Work with community stakeholders and clearly present technical information to the public and decision makers

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. Examples of qualifying education and experience include:

All Levels: Engineer I, II, III, IV: Either A Engineer I:

A) Graduation from an accredited four-year college or university with a Bachelor's degree in Civil Engineering or a closely related engineering field; (job-related professional level civil engineering, traffic engineering, or land surveying experience may be substituted for the required education on a year-for-year basis); Or B: or

B) Possession of an Engineer in Training (E.I.T.) Certificate or Land Surveyor in Training (L.S.I.T.) Certificate and AND four years of paraprofessional level civil engineering, traffic engineering, or land surveying experience.

IN ADDITION:

Engineer I: No additional experience required.

Engineer II:

A) -Graduation from an accredited four-year college or university with a Bachelor's degree in Civil Engineering or a closely related field; or

136 B) Possession of an Engineer in Training (E.I.T.) Certificate or Land Surveyor in Training
137 (L.S.I.T.) Certificate AND four years of paraprofessional level civil engineering, traffic
138 engineering, or land surveying experience; AND ~~One~~ one year of professional level civil
139 engineering, traffic engineering, or land surveying experience. (~~Possession of a Master's~~
140 degree in Civil Engineering or a closely related field, or two years of paraprofessional level
141 civil engineering, traffic engineering, or land surveying experience may be substituted for
142 the required experience).

144 Engineer III and IV: Possession of a valid Certificate of Registration as a Civil Engineer or Land
145 Surveyor issued by the California State Board of Registration AND one year of professional level
146 civil engineering, traffic engineering, or land surveying experience. (~~Possession of a Master's~~
147 degree in Civil Engineering or a closely related field may be substituted for the required
148 experience.)

149
150 AND:

151 Engineer III:

- 152 A) Graduation from an accredited four-year college or university with a Bachelor's degree in
153 Civil Engineering or a closely related field, AND ~~One~~ five years of specialized professional
154 level public works, civil engineering, traffic engineering, or land surveying experience; or
155 such as serving as a resident engineer on small construction projects, experience as an
156 assistant engineer on major construction projects, or project leader on a design project.
- 157 B) Possession of a valid California Certificate of Registration as a civil engineer, traffic
158 engineer, land surveyor or other special licensure AND two years professional civil
159 engineering, traffic engineering, or land surveying experience.

160
161 Engineer IV: Two years of specialized professional level civil engineering, traffic engineering, or
162 land surveying experience serving as project or squad leader, resident engineer on major public
163 works construction projects, or squad leader in the office of the County Surveyor.

164
165 **LICENSES AND CERTIFICATES:**

166 ~~A valid driver license is required at the time of application.~~ A valid CALIFORNIA driver license is
167 required at the time of appointment and must be maintained throughout employment.

168
169 Some positions may require a valid California Certificate of Registration as a civil engineer, traffic
170 engineer, land surveyor or other special licensure. If this is required, it must be in possession at the
171 time of appointment and maintained throughout employment.

172
173 ~~Engineer I: Within six (6) years of appointment must obtain Registration as a Civil Engineer or Land~~
174 ~~Surveyor in the State of California, which must be maintained throughout employment. The six year~~
175 ~~requirement may be extended up to an additional 12 months by the appointing authority.~~

176
177 ~~Engineer II: Within five (5) years of appointment must obtain Registration as a Civil Engineer or Land~~
178 ~~Surveyor in the State of California, which must be maintained throughout employment. The five year~~
179 ~~requirement may be extended up to an additional 12 months by the appointing authority.~~

180
181 ~~Engineer III and IV: Possession of a valid Certificate of Registration as a Civil Engineer or Land~~
182 ~~Surveyor issued by the California State Board of Registration is required at the time of application and~~
183 ~~must be maintained throughout employment.~~

184
185 **SPECIAL SUBCLASS RECRUITMENT:**

186 Recruitment for ~~professional engineering positions~~ these classifications may will be conducted
187 according to the requirements of the position and the specialized engineering division(s) or
188 section program(s) in which a vacancy exists, and the specific professional registration required.

189
190 This class specification generally describes the duties and responsibilities characteristic of the
191 positions(s) within this class. The duties of a particular position within a multi-position class may

192 vary from the duties of other positions within the class. Accordingly, the essential functions of a
193 particular position (whether it be a multi-position class or a single-position class) will be
194 identified and used by medical examiners and hiring authorities in the selection process. If you
195 have any questions regarding the duties or the working conditions of the position, please
196 contact the Human Resources Department at 805.781.5959.

198 Adopted: 06-20-73

199 Revised: 01-24-01

200 Revised: 09-24-14

201 Revised: xx-xx-xx

DRAFT

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo CountyCounty of San Luis Obispo**

5 **SUPERVISING ENGINEER I, II, III, IV**

7 **DEFINITION:**

8 ~~Classes in this series perform a wide variety of professional field and office engineering work in~~
9 ~~the public works field; and do other related work as required.~~

11 **DISTINGUISHING CHARACTERISTICS:**

12 ~~Factors that affect position allocation in the engineering career series include: Independence of~~
13 ~~action and decision-making responsibility; complexity and size of program or project~~
14 ~~assignment; level of supervisory responsibility; requirements for registration as a professional~~
15 ~~engineer or land surveyor in the State of California.~~

17 ~~Engineer I: This is the entry level in the professional engineering series. Under supervision,~~
18 ~~performs technical engineering work as a member of a division or section staff; makes technical~~
19 ~~computations, studies, performs field and office surveys and inspections; writes reports; checks~~
20 ~~maps and plans; may do computer aided drafting/design.~~

22 ~~Engineer II: Under direction, independently performs a variety of technical engineering work~~
23 ~~involved with public construction projects and public works operations and maintenance,~~
24 ~~including acting as project manager, resident engineer, assistant resident engineer or inspector~~
25 ~~on major construction projects; may act as permit engineer, chief of survey party or project~~
26 ~~leader on a design project; may lead subordinate personnel on a project basis.~~

28 ~~Engineer III: Under general direction, may act as project manager, assigned technical engineer,~~
29 ~~design squad leader or resident engineer on major public works projects; may oversee and train~~
30 ~~junior engineering staff members. The Engineer III is expected to be in responsible charge of~~
31 ~~their assigned work in developing engineering analysis, designs, reports, plans, specifications, or~~
32 ~~contracts.~~

33
34 ~~Engineer IV: This is the highest level in the professional engineering series. Under general~~
35 ~~direction, acts as project manager, design squad leader or resident engineer on complex major~~
36 ~~public works construction projects; supervises and trains the work of professional and technical~~
37 ~~engineering staff within a division of Public Works. An Engineer IV is typically assigned duties to~~
38 ~~manage a significant program within a division of Public Works, and may act as Assistant~~
39 ~~Division Head or may be assigned continuing supervisory responsibility for a division of the~~
40 ~~County Public Works Department. Incumbents in the classification are working supervisors and~~
41 ~~independently perform a variety of advanced technical engineering work on major public works~~
42 ~~projects, operations, and maintenance.~~

43
44 **REPRESENTATIVE DUTIES:**

45 (Not in order of importance)

- 46
- 47 • Plans, organizes, assigns, and evaluates the work of assigned staff.
- 48 • Establishes work standards, evaluates performance of employees, and makes
49 recommendations to appointing authority regarding selection and discipline.
- 50 • Serves as design team leader, project engineer, or resident engineer on complex major
51 public works construction projects.
- 52 • Perform tasks related to a specialty area with the engineering function of the assigned
53 division and may assist or be rotated into other program areas within other divisions of
54 the Department.

- 55 • Manages, oversees, and advances project scope, schedule and budget of assigned
- 56 projects.
- 57 • Performs field and office surveys and inspections.
- 58 • Checks maps and plans.
- 59 • Conducts or manages engineering-related studies to assist used in determining plans,
- 60 designs and costs of engineering projects.
- 61 • Makes technical engineering computations.
- 62 • Prepares reports and recommendations outlining cost/ and benefits of alternative project
- 63 proposals.
- 64 • Reviews plans and construction for compliance with standards and specifications.
- 65 • Acts as engineering representative and represents the Department before official boards,
- 66 commissions, and the general public.
- 67 • May be temporarily assigned supervisory responsibility for a division of the County Public
- 68 Works Department in the absence of a Division Manager.
- 69 • Performs other related duties as required.
- 70 — Serve as project manager
- 71 • Perform tasks related to a specialty area with the engineering function of their assigned
- 72 division and may assist or be rotated into other program areas within other divisions of
- 73 the Department
- 74 • May supervise activities of subordinate staff as assigned while performing a variety of
- 75 engineering related duties
- 76 • May act as engineering representative and represent the Department before official
- 77 boards, commissions, and the general public

78 **EMPLOYMENT STANDARDS:**

79 **Knowledge of:**

- 80 • Elements and principles of supervision and training
- 81

- Engineering theory, principles, methods, and materials utilized in the design, construction, operation and maintenance of public works projects including roads, bridges, drainage, flood control, water and wastewater facilities, refuse disposal (landfills) or and other structures
- ~~Water and wastewater collection and treatment, distribution and disposal systems~~
- Principles of surveying, transportation and traffic engineering

Ability to:

- Supervise and direct the work of assigned staff
- Analyze engineering problems
- Make viable and sound technical recommendations and decisions
- Prepare reports
- Prepare plans and specifications
- ~~Supervise the work of subordinates as assigned~~
- Work effectively and maintain effective positive working relationships with others, including those of diverse perspectives using interpersonal skills
- Coordinate and manage the work of professional, technical or specialty consultants
- ~~Speak and write clearly~~ Communicate effectively, both verbally and in writing
- Operate computer systems such as Computer Aided Design and Geographic Information System or database systems

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. Examples of qualifying education and experience include:

- A) All Levels: Engineer I, II, III, IV: Either A: Graduation from an accredited four-year college or university with a Bachelor's degree in Civil Engineering or a closely related engineering field ~~(job-related professional level civil engineering, traffic engineering, or land surveying~~

110 ~~experience may be substituted for the required education on a year-for-year basis); Or B:~~
111 ~~AND seven years of professional level public works, civil engineering, traffic engineering,~~
112 ~~or land surveying experience; or Possession of an Engineer in Training (E.I.T.) Certificate or~~
113 ~~Land Surveyor in Training (L.S.I.T.) Certificate and four years of paraprofessional level civil~~
114 ~~engineering, traffic engineering, or land surveying experience.~~

115 B) Possession of a valid California Certificate of Registration as a civil engineer, traffic
116 engineer, land surveyor or other special licensure AND four years professional civil
117 engineering, traffic engineering, or land surveying experience.

118
119 **IN ADDITION:**

120 **Engineer I: No additional experience required.**

121
122 **Engineer II: One year of professional level civil engineering, traffic engineering, or land surveying**
123 **experience. (Possession of a Master's degree in Civil Engineering or a closely related field, or**
124 **two years of paraprofessional level civil engineering, traffic engineering, or land surveying**
125 **experience may be substituted for the required experience).**

126
127 **Engineer III and IV: Possession of a valid Certificate of Registration as a Civil Engineer or Land**
128 **Surveyor issued by the California State Board of Registration AND one year of professional level**
129 **civil engineering, traffic engineering, or land surveying experience. (Possession of a Master's**
130 **degree in Civil Engineering or a closely related field may be substituted for the required**
131 **experience.)**

132
133 **-AND:**

134 **Engineer III: One year of specialized professional level civil engineering, traffic engineering, or**
135 **land surveying experience such as serving as a resident engineer on small construction projects,**
136 **experience as an assistant engineer on major construction projects, or project leader on a**
137 **design project.**

138
139 ~~Engineer IV: Two years of specialized professional level civil engineering, traffic engineering, or~~
140 ~~land surveying experience serving as project or squad leader, resident engineer on major public~~
141 ~~works construction projects, or squad leader in the office of the County Surveyor.~~

142
143 **LICENSES AND CERTIFICATES:**

144 ~~A valid driver license is required at the time of application.~~ A valid CALIFORNIA driver license is
145 required at the time of appointment and must be maintained throughout employment.

146
147 Some positions may require a valid California Certificate of Registration as a civil engineer, traffic
148 engineer, land surveyor or other special licensure. If this is required, it must be in possession at the
149 time of appointment and maintained throughout employment.

150
151 ~~Engineer I: Within six (6) years of appointment must obtain Registration as a Civil Engineer or Land~~
152 ~~Surveyor in the State of California, which must be maintained throughout employment. The six year~~
153 ~~requirement may be extended up to an additional 12 months by the appointing authority.~~

154
155 ~~Engineer II: Within five (5) years of appointment must obtain Registration as a Civil Engineer or Land~~
156 ~~Surveyor in the State of California, which must be maintained throughout employment. The five year~~
157 ~~requirement may be extended up to an additional 12 months by the appointing authority.~~

158
159 ~~Engineer III and IV: Possession of a valid Certificate of Registration as a Civil Engineer or Land~~
160 ~~Surveyor issued by the California State Board of Registration is required at the time of application and~~
161 ~~must be maintained throughout employment.~~

163 **SPECIAL SUBCLASS RECRUITMENT:**

164 Recruitment for ~~professional engineering positions~~this classification may be conducted
165 according to the ~~special engineering~~ divisions or ~~section programs~~ in which a vacancy exists and
166 the ~~specific professional registration required~~requirements of the position.

167
168 This class specification generally describes the duties and responsibilities characteristic of the
169 positions(s) within this class. The duties of a particular position within a multi-position class may
170 vary from the duties of other positions within the class. Accordingly, the essential functions of a
171 particular position (whether it be a multi-position class or a single-position class) will be
172 identified and used by medical examiners and hiring authorities in the selection process. If you
173 have any questions regarding the duties or the working conditions of the position, please
174 contact the Human Resources Department at 805.781.5959.

- 175
176 Adopted: 06-20-73
177 Revised: 01-24-01
178 Revised: 09-24-14
179 Revised: xx-xx-xx

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4
5 **ENGINEER I, II, III**

6
7 **DEFINITION:**

8 Classes in this series perform a wide variety of field and office engineering work in the public
9 works field.

10
11 **DISTINGUISHING CHARACTERISTICS:**

12 Factors that affect position classification in the engineering career series include: autonomy,
13 decision-making responsibility, and complexity and size of program or project assignment.

14
15 Engineer I: This is the entry level in the engineering series. Under general supervision, performs
16 technical engineering work as a member of a division or section staff.

17
18 Engineer II: This is the journey level in the engineering series. Under direction, independently
19 performs a variety of technical engineering work involved with minor public works programs,
20 projects, operations, and maintenance; leads lower level engineering staff on a project basis.
21 Under supervision, may work on major public works programs, projects, operations, and
22 maintenance.

23
24 Engineer III: This is the advanced journey level in the engineering series. Under direction,
25 independently performs a variety of technical engineering work on major public works
26 programs, projects, operations, and maintenance; leads and trains professional and technical
27 staff.

29 **REPRESENTATIVE DUTIES:**

30 (Not in order of importance)

31 **All Levels:**

- 32 • Performs tasks related to a specialty area within the engineering function of the assigned
- 33 division and may assist or be rotated into other program areas within other divisions of
- 34 the Department.
- 35 • Manages, oversees, and advances project scope, schedule and budget of assigned
- 36 projects.
- 37 • Performs field and office surveys and inspections.
- 38 • Checks maps and plans.
- 39 • Conducts or oversees engineering-related studies used in determining feasible
- 40 alternatives, plans, designs and costs of engineering projects.
- 41 • Makes technical engineering computations.
- 42 • Prepares or oversees preparation of reports and recommendations outlining cost and
- 43 benefits of alternative project proposals.
- 44 • Reviews plans and construction for compliance with standards and specifications.
- 45 • Performs computer aided drafting and design depending on assignment.
- 46 • Acts as engineering representative for the Department before official boards,
- 47 commissions, and the general public.
- 48 • Performs other related duties as required.

49

50 **In addition, Engineer II:**

- 51 • Serves as a project or resident engineer on small public works projects or assistant project
- 52 or construction engineer or inspector on major public works projects.
- 53 • Serves as a permit engineer by preparing, issuing, and enforcing permit requirements.
- 54 • Serves as chief of survey party by being responsible for in field survey crew or party.
- 55 • Serves as project leader on design projects.
- 56 • Leads and trains programmatic and project teams.

57

58 **In addition, Engineer III:**

- 59 • Serves as assigned technical engineer by performing technical review, computations, and
60 analysis.
- 61 • Serves as design team leader or construction engineer on major public works projects.
- 62 • Develops or oversees development of engineering analysis, designs, reports, plans,
63 specifications, or contracts.
- 64 • Leads and trains professional and technical staff.

65

66 **EMPLOYMENT STANDARDS:**

67 **Knowledge of:**

- 68 • Engineering theory, principles, methods, and materials utilized in the design, construction,
69 operation, or maintenance of public works projects including roads, bridges, drainage,
70 flood control, water and wastewater utilities, refuse disposal (landfill) or other structures
71 depending on assignment
- 72 • Principles of surveying, transportation and traffic engineering

73

74 **Ability to:**

- 75 • Analyze engineering problems
- 76 • Make viable and sound technical recommendations
- 77 • Prepare reports
- 78 • Prepare plans and specifications
- 79 • Coordinate and manage the work and contracts of professional, technical, or specialty
80 consultants
- 81 • Work effectively and maintain positive working relationships with others, including those
82 of diverse perspectives using interpersonal skills
- 83 • Communicate effectively, both verbally and in writing

- 84 • Operate computer systems such as Computer Aided Design and Geographic Information
85 System or database systems
- 86 • Work with community stakeholders and clearly present technical information to the public
87 and decision makers

88

89 **EDUCATION AND EXPERIENCE:**

90 A combination of education, training, and experience resulting in the required knowledge, skills,
91 and abilities. Examples of qualifying education and experience include:

92

93 Engineer I

- 94 A) Graduation from an accredited four-year college or university with a Bachelor's degree in
95 Civil Engineering or a closely related field; **or**
- 96 B) Possession of an Engineer in Training (E.I.T.) Certificate or Land Surveyor in Training
97 (L.S.I.T.) Certificate AND four years of paraprofessional level civil engineering, traffic
98 engineering, or land surveying experience.

99

100 Engineer II:

- 101 A) Graduation from an accredited four-year college or university with a Bachelor's degree in
102 Civil Engineering or a closely related field; **or**
- 103 B) Possession of an Engineer in Training (E.I.T.) Certificate or Land Surveyor in Training
104 (L.S.I.T.) Certificate AND four years of paraprofessional level civil engineering, traffic
105 engineering, or land surveying experience; AND one year of professional level civil
106 engineering, traffic engineering, or land surveying experience.

107

108 Engineer III:

- 109 A) Graduation from an accredited four-year college or university with a Bachelor's degree in
110 Civil Engineering or a closely related field, AND five years of professional level public
111 works, civil engineering, traffic engineering, or land surveying experience; **or**

112 B) Possession of a valid California Certificate of Registration as a civil engineer, traffic
113 engineer, land surveyor or other special licensure AND two years professional civil
114 engineering, traffic engineering, or land surveying experience.

115
116 **LICENSES AND CERTIFICATES:**

117 A valid CALIFORNIA driver license is required at the time of appointment and must be maintained
118 throughout employment.

119
120 Some positions may require a valid California Certificate of Registration as a civil engineer, traffic
121 engineer, land surveyor or other special licensure. If this is required, it must be in possession at the
122 time of appointment and maintained throughout employment.

123
124
125 **SPECIAL SUBCLASS RECRUITMENT:**

126 Recruitment for these classifications will be conducted according to the requirements of the
127 position and the specialized division(s) or program(s) in which a vacancy exists.

128
129 This class specification generally describes the duties and responsibilities characteristic of the
130 positions(s) within this class. The duties of a particular position within a multi-position class may
131 vary from the duties of other positions within the class. Accordingly, the essential functions of a
132 particular position (whether it be a multi-position class or a single-position class) will be
133 identified and used by medical examiners and hiring authorities in the selection process. If you
134 have any questions regarding the duties or the working conditions of the position, please
135 contact the Human Resources Department at 805.781.5959.

136
137 Adopted: 06-20-73

138 Revised: 01-24-01

139 Revised: 09-24-14

DRAFT

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

5 **SUPERVISING ENGINEER**

7 **DEFINITION:**

8 Under general direction, supervises and trains the work of professional and technical staff within
9 a division of Public Works; manages a significant program within a division of Public Works.

10 Incumbents in the classification are working supervisors and independently perform a variety of
11 advanced technical engineering work on major public works projects, operations, and
12 maintenance.

14 **REPRESENTATIVE DUTIES:**

15 (Not in order of importance)

- 16 • Plans, organizes, assigns, and evaluates the work of assigned staff.
- 17 • Establishes work standards, evaluates performance of employees, and makes
18 recommendations to appointing authority regarding selection and discipline.
- 19 • Serves as design team leader, project engineer, or resident engineer on complex major
20 public works construction projects.
- 21 • Perform tasks related to a specialty area with the engineering function of the assigned
22 division and may assist or be rotated into other program areas within other divisions of
23 the Department.
- 24 • Manages, oversees, and advances project scope, schedule and budget of assigned
25 projects.
- 26 • Performs field and office surveys and inspections.
- 27 • Checks maps and plans.

- 28 • Conducts or manages engineering-related studies used in determining plans, designs and
29 costs of engineering projects.
- 30 • Makes technical engineering computations.
- 31 • Prepares reports and recommendations outlining cost and benefits of alternative project
32 proposals.
- 33 • Reviews plans and construction for compliance with standards and specifications.
- 34 • Acts as engineering representative and represents the Department before official boards,
35 commissions, and the general public.
- 36 • May be temporarily assigned supervisory responsibility for a division of the County Public
37 Works Department in the absence of a Division Manager.
- 38 • Performs other related duties as required.

39 **EMPLOYMENT STANDARDS:**

40 **Knowledge of:**

- 41 • Elements and principles of supervision and training
- 42 • Engineering theory, principles, methods, and materials utilized in the design, construction,
43 operation and maintenance of public works projects including roads, bridges, drainage,
44 flood control, water and wastewater facilities, refuse disposal (landfills) or other structures
- 45 • Principles of surveying, transportation and traffic engineering

47 **Ability to:**

- 48 • Supervise and direct the work of assigned staff
- 49 • Analyze engineering problems
- 50 • Make viable and sound technical recommendations and decisions
- 51 • Prepare reports
- 52 • Prepare plans and specifications
- 53 • Work effectively and maintain positive working relationships with others, including those
54 of diverse perspectives using interpersonal skills
- 55 • Coordinate and manage the work of professional, technical or specialty consultants

- Communicate effectively, both verbally and in writing
- Operate computer systems such as Computer Aided Design and Geographic Information System or database systems

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. Examples of qualifying education and experience include:

- A) Graduation from an accredited four-year college or university with a Bachelor's degree in Civil Engineering or a closely related field AND seven years of professional level public works, civil engineering, traffic engineering, or land surveying experience; **or**
- B) Possession of a valid California Certificate of Registration as a civil engineer, traffic engineer, land surveyor or other special licensure AND four years professional civil engineering, traffic engineering, or land surveying experience.

LICENSES AND CERTIFICATES:

A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

Some positions may require a valid California Certificate of Registration as a civil engineer, traffic engineer, land surveyor or other special licensure. If this is required, it must be in possession at the time of appointment and maintained throughout employment.

79 **SPECIAL SUBCLASS RECRUITMENT:**

80 Recruitment for this classification may be conducted according to the special divisions or
81 programs in which a vacancy exists and the requirements of the position.

82
83 This class specification generally describes the duties and responsibilities characteristic of the
84 positions(s) within this class. The duties of a particular position within a multi-position class may
85 vary from the duties of other positions within the class. Accordingly, the essential functions of a
86 particular position (whether it be a multi-position class or a single-position class) will be
87 identified and used by medical examiners and hiring authorities in the selection process. If you
88 have any questions regarding the duties or the working conditions of the position, please
89 contact the Human Resources Department at 805.781.5959.

90
91 Adopted: 06-20-73

92 Revised: 01-24-01

93 Revised: 09-24-14

94 Revised: xx-xx-xx



PUBLIC WORKS ORGANIZATION CHART

