

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, February 24, 2016 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Arthur Chapman
Vice President Wayne Caruthers
Robert Bergman
Erica Stewart
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
2. **Welcome Commissioner Erica Stewart – Appointed January 26, 2016**
3. **Election of Officers**
4. **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.
5. **Minutes**
The following draft minutes are submitted for approval:
 - a. November 18, 2015
6. **Request to delete Job Specifications**
7. **Specifications – Revised**
 - a. Supervising Deputy Probation Officer – Probation
8. **Specifications – New**
 - a. Division Manager – Administrative Office
 - b. Safety Coordinator – Public Works
9. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
10. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, November 18, 2015 @ 9:00
A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Wayne Caruthers, President
Betsey Nash, SPHR, Vice President
Robert Bergman
William Tappan
Erwin Ohannesian

Present: President Caruthers, Commissioner Robert Bergman, Commissioner Ohannesian
Commissioner Tappan

Absent: Vice President Nash

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Lacey Gabriel

Counsel: Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call

President Caruthers called the meeting to order at 9:18 A.M. and led the flag salute.

2. Public Comment Period

President Caruthers asked for Public Comment. Being none he closed the public comment period.

3. Minutes – October 28, 2015

President Caruthers asked for corrections or revisions to the October 28, 2015 meeting minutes. Commissioner Ohannesian made a motion to approve the minutes as presented; Commissioner Tappan seconded the motion. Motion passed 4-0-1.

4. Commission Calendar Dates 2016

Tami Douglas-Schatz presented the proposed Commission Calendar Dates for 2016. President Caruthers asked for Public Comment on item 4. Being none, he closed the public comment period. Commissioner Bergman made a motion to approve the Calendar Dates; Commission Ohannesian seconded the motion. Motion passed 4-0-1.

5. Reports

a. Commission President: No report.

b. Commission Counsel: No report.

c. Commission Secretary: Commission Secretary, Tami Douglas-Schatz reported the Human Resources Department appointed two new Principal Analysts: Natalie Walter and Megan Fisher.

6. Closed Session (per Government Code Section 54956.9) Conference with Legal Counsel – Existing Litigation *Maez v. County of San Luis Obispo Civil Service Commission*.

7. Adjournment

President Caruthers adjourned the meeting at 9:51

* 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.



HUMAN RESOURCES DEPARTMENT

SAN LUIS OBISPO COUNTY

TAMI DOUGLAS-SCHATZ, DIRECTOR

County Government Center, 1055 Monterey Street Suite D-250, San Luis Obispo, CA 93408

To: Civil Service Commission Members

From: Tami Douglas-Schatz, Human Resources Director

Date: February 24, 2016, 2016

Recommendation:
Request to delete 58 job classifications.

Discussion:
As part of our Job Classification update program, Human Resources staff have completed a thorough audit of all the County's job classifications. This audit was performed to determine which classifications are unused, obsolete, and have no incumbents. All impacted departments have confirmed that the classifications requested for deletion will not be used in the future.

A comprehensive clean-up of the job classifications has not been performed to this extent in approximately 10 years. We are proposing to delete the following 58 job class classifications. This will reduce the number of job classifications from 614 to 556.

Request for Deletion - 58 Job Classifications

JOB CLASS	JOB TITLE	COMMENTS
582	Medical Records Technician	Name changed to Health Information Tech in 2013
1002	Supervising Librarian	Name changed to Regional Librarian in 2013
593	Senior Medical Records Technician	Obsolete Classification
691	Division Manager-Probation	Obsolete Classification
972	Senior Microcomputer Technician	Obsolete Classification
979	Microcomputer Technician I	Obsolete Classification
980	Microcomputer Technician II	Obsolete Classification
992	Reprographics Tech II	Obsolete Classification
994	Reprographics Tech III	Obsolete Classification
996	Reprographics Tech I	Obsolete Classification
1000	Reprographics Lead worker	Obsolete Classification
1002	Supervising Librarian	Obsolete Classification
1123	Equipment Service Worker	Obsolete Classification
1338	Stock Clerk	Obsolete Classification
1539	Eligibility Technician I	Obsolete Classification
1540	Eligibility Technician II	Obsolete Classification
1541	Eligibility Technician III	Obsolete Classification

1700	Supervising Building Plans Examiner	Obsolete Classification
2905	Nacimiento Project Manager	Obsolete Classification
4000	Library Manager	Obsolete Classification
7618	Program Manager I	Duplicate of Job Code #1583
9680	Hydraulic Operations Administrator III	Obsolete Classification
1313	Facility Maintenance Mechanic Lead worker	Obsolete Classification
1334	Lead Custodian	Obsolete Classification
576	Clinical Laboratory Assistant I	Obsolete Classification
577	Clinical Laboratory Assistant II	Obsolete Classification
2204	Administrative Assistant Aide	Obsolete Classification
2220	Administrative Assistant Aide-Confidential	Obsolete Classification
1600	Supervising Building Inspector	Obsolete Classification
596	Clinical Laboratory Technologist Temp Licensed	Obsolete Classification
551	Senior Clinical Laboratory Technologist	Obsolete Classification
597	Supervising Clinical Laboratory Technologist	Obsolete Classification
500	Pre-Licensed Correctional Nurse	Obsolete Classification
983	Data Entry Operator III	Obsolete Classification
none	Senior Network Hardware Specialist	Obsolete Classification
540	Registered Nurse I	Obsolete Classification
541	Pre-Licensed Nurse	Obsolete Classification
536	Head Nurse	Obsolete Classification
852	Airports Manager	Department Reorganization
2050	Accounting Systems Aide-Confidential	Obsolete Classification
620	Architectural Supervisor	Obsolete Classification
1304	Buildings Facilities Manager	Obsolete Classification
671	Cadastral Mapping Sys Spec I	Obsolete Classification
672	Cadastral Mapping Sys Spec II	Obsolete Classification
673	Cadastral Mapping Sys Spec III	Obsolete Classification
675	Cadastral Mapping Sys Supervising	Obsolete Classification
823	Chief Deputy-Sealer Weights & Measures	Obsolete Classification
1715	Comp Operator Supervisor-Confidential	Obsolete Classification
261	Deputy Director-General Services	Department Reorganization
8964	Deputy Director-County Airports	Department Reorganization
8965	Deputy Director-County Parks	Department Reorganization
8963	Deputy Director-General Services	Department Reorganization
8962	Deputy Director-Information Technology	Department Reorganization
238	Director Of General Services	Department Reorganization
1317	Locksmith-Maintenance Worker	Obsolete Classification
1620	Mapping/Graphics Sys Spec I	Obsolete Classification
1621	Mapping/Graphics Sys Spec II	Obsolete Classification
1622	Mapping/Graphics Sys Spec III	Obsolete Classification
961	Telephone Systems Coordinator	Obsolete Classification



Human Resources Department

SAN LUIS OBISPO COUNTY

*Tami Douglas-Schatz,
Director*

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110
• Telephone 805.781.5959 • Fax 805.781.1044 • Email HR@co.slo.ca.us

TO: Civil Service Commission

DATE: February 24, 2016

FROM: Chip Spence, Personnel Analyst

SUBJECT: REVISED Specification: Supervising Deputy Probation Officer

RECOMMENDATION

It is recommended that the Commission approve the revised Supervising Deputy Probation Officer class specification as proposed.

DISCUSSION

In October of 2015, the Probation Department was asked by the San Luis Obispo County Probation Peace Officers' Association (SLOCPPOA) to review the minimum qualifications of the Supervising Deputy Probation Officer (SDPO) classification. The association wanted to allow a path for promotion for experienced Juvenile Service Officers (JSO) to the SDPO classification.

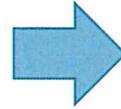
The Human Resources Department met with the management staff of the Probation Department and other representatives, to review any impacts on the department's operations and the County's Classification System. The management staff supported the proposal, noting that it would provide additional candidates in the recruitment process and allow JSO staff who had aspirations for supervisory and management positions to explore those options.

Currently, Supervising Deputy Probation Officers are assigned as supervisors of Juvenile Hall and field operations. The current minimum qualifications for an SDPO require 4 years of experience as a Deputy Probation Officer II (or higher) which works exclusively in field operations. These minimum qualifications effectively eliminate most Juvenile Services Officers from qualifying and competing for an SDPO position. Juvenile Services Officers work exclusively in Juvenile Hall, providing them significant experience in the operations of the Juvenile Hall, which should serve as a career path for an SDPO.

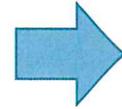
The table below shows the minimum qualifications, training and career path for the JSO series and DPO series:

Career Path for Juvenile Services Officer and Deputy Probation Officer Series

	Minimum Qualification	Training	Deputy Probation Officer I	Minimum Qualification	Training
Juvenile Service Officer I	60 semester hours of college course work in behavioral science, social science, child development, criminology or related field	Four weeks of Board of State and Community Corrections Juvenile Correctional Officer Core Academy Training	Deputy Probation Officer I	Graduation from an accredited institution with a bachelor's degree in the social or behavioral sciences. Related work experience involving the care, supervision, education, counseling, or leadership of adults or youths may be substituted for the required education on a year-for-year basis	Six Weeks of Board of State and Community Corrections Deputy Probation Core Training
Juvenile Service Officer II or III	JSO II - 1 year of Juvenile Services Officer I experience JSO III - 1 Year of Juvenile Services Officer II experience or 1 year experience as a DPO II with Juvenile Hall experience	On the job Juvenile Hall training	Deputy Probation Officer II or III	DPO II - 18 months of experience involving the referral, supervision, counseling or rehabilitation of youths or adults is required DPO III - 3 Years of experience as DPO II	On the job field operations training



4 years as a Juvenile Services Officer II or above or
Deputy Probation Officer II or above



Supervising Deputy Probation Officer

27a

The minimum education of a DPO I and JSO I are different and the experience required to move into a level II position differs for the two classifications. However, the Probation Department believe the specific Juvenile Hall experience and training JSO's gain after 4 years at the JSO II level makes candidates equivalently qualified to compete for the SDPO position and be assigned to supervise JSO's. Individuals selected for the SDPO position will be placed in assignments supervising Juvenile Services Officers or Deputy Probation Officers depending on their experience and training.

There are currently two career paths to becoming a SDPO and supervising Juvenile Hall. A DPO can go through the DPO career series and become eligible after 4 years at the DPO II level. The career path for JSO's to SDPO is not as direct. A JSO would need to become a DPO, go through the DPO career series and then become eligible after 4 years at the DPO II level. This recommended change adds a new direct career path for JSO's to compete for supervisory positions in Juvenile Hall. Additionally, changing the minimum qualifications to allow JSO II's with at least four years of experience to compete for the SDPO allows for a larger and more diverse pool of candidates with specific Juvenile Hall experience.

Attached is the revised class specification, as well as an organizational chart of the Probation Department.

The Probation department and employee association have been involved in the development of this class specification and concur with the specification as proposed.

Attachments:

Supervising Deputy Probation Officer – track changes

Supervising Deputy Probation Officer – final draft

Probation Organizational Chart

1 **HUMAN RESOURCES DEPARTMENT**

2 San Luis Obispo County

3
4 **SUPERVISING DEPUTY PROBATION OFFICER**

5
6 **DEFINITION:**

7
8 Under direction, plans, assigns, reviews, and supervises the work of a group of Deputy Probation
9 Officers assigned juvenile or adult cases, Juvenile Services, and other Probation Department staff
10 as designated by the Chief Probation Officer; or acts as court officer representing the Probation
11 Department in Juvenile or Superior Court; or completes special projects; and does other related
12 work as required.

13
14 **REPRESENTATIVE DUTIES:**

15 (Not in order of importance)

- 16
- 17 • Consults and coordinates with other agencies involving intake and detention decisions
 - 18 relative to juveniles and adults;
 - 19 • Prepares legal documents, reports and correspondence pertaining to the intake process
 - 20 of juveniles and adults;
 - 21 • Supervises, assigns, guides, reviews and evaluates the casework of subordinate Deputy
 - 22 Probation Officers and Juvenile Services Officers;
 - 23 • Prepares for and attends juvenile court and adult court hearings;
 - 24 • Reads and approves court reports, orders, and narrative case entries for an assigned unit
 - 25 staff;
 - 26 • Trains and evaluates subordinate staff on an ongoing basis;
 - 27 • Assists management in the formulation of departmental policies and procedures;
 - 28 • Ensures that conditions of probation are properly enforced;
 - 29 • Maintains liaison with judges, attorneys, law enforcement agencies, schools and other
 - 30 public and private agencies and organizations involved in probation casework;
 - 31 • Attends various conferences, workshops and departmental training meetings;
 - 32 • May represent the department before interested groups and individuals;
 - 33 • Supervises and evaluates the performance of assigned staff; interviews and selects
 - 34 employees; recommends appointments, transfers, reassignments, terminations, and
 - 35 disciplinary actions; assigns employee duties and reviews work to ensure accuracy,
 - 36 completeness, and compliance with established standards, requirements, and procedures.
 - 37

38 **EMPLOYMENT STANDARDS:**

39
40 **Knowledge of:**

- 41
- 42 • Modern principles of adult and juvenile probation casework and of related court
 - 43 procedures;
 - 44 • Principles and methods of investigation and supervision of probation cases;
 - 45 • Individual and group behavior;
 - 46 • Available community resources and their utilization in assisting probationers;
 - 47 • State and County laws relating to probation work;
 - 48 • Accepted methods of supervision and training.
 - 49
 - 50
 - 51

52 **Ability to:**

- 53
- 54 • Interview and assess personal and social maladjustment;
 - 55 • Develop and implement effective programs for the rehabilitation of adult and juvenile
 - 56 offenders;
 - 57 • Effectively organize and conduct individual and group counseling programs and to train
 - 58 others in the techniques of counseling;
 - 59 • Organize and supervise the casework of others;
 - 60 • Prepare comprehensive reports;
 - 61 • Establish and maintain effective working relationships with probationers, the courts,
 - 62 employees, and the public;
 - 63 • Plan, direct, and evaluate the work of subordinate staff as assigned.
- 64

65 **EDUCATION/EXPERIENCE:**

66

67 Graduation from an accredited institution with a bachelor's degree in the social or behavioral

68 sciences is required. Job related experience may be substituted for the required education on a

69 year for year basis. In addition, four years of experience equivalent to the Deputy Probation

70 Officer II level or Juvenile Services Officer II level or higher is required.

71

72 **LICENSES:**

73

74 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license

75 is required at the time of appointment and must be maintained throughout employment.

76

77 **OTHER CONDITIONS OF EMPLOYMENT:**

78

79 In addition, completion of a Supervising Training Course is required within six months of the time

80 of appointment.

81

82 Assignments in this classification are at the discretion of the appointing authority and based upon

83 a combination of organizational need, experience and overall qualifications of the incumbent.

84

85 **PHYSICAL/PSYCHOLOGICAL EXAM:**

86

87 In accordance with Government Code Section 1031, candidate's physical, emotional, and mental

88 health will be evaluated and must be free from any condition which might adversely affect the

89 exercise of the powers of a peace officer or performance of the duties of this position.

90

91 This class specification generally describes the duties and responsibilities characteristic of the

92 position(s) within this class. The duties of a particular position within a multi-position class may

93 vary from the duties of other positions within the class. Accordingly, the essential duties of a

94 particular position (whether it is a multi-position class or a single-position class) will be identified

95 and used by medical examiners and hiring authorities in the selection process. This information

96 will also be made available for review at the time of any recruitment for that position and at such

97 other times as reasonably required.

98

99 **SPECIAL SUBCLASS RECRUITMENT:**

100 Recruitments for Supervising Deputy Probation Officer may be conducted according to the special

101 divisions or programs in which the vacancy exists and the requirements of the position.

102 Adopted: 7 01 71
103 Revised: 8-25-99
104 Revised: 6-23-10
105 Revised: 6-25-14
106 Revised: 2-24-16

1 **HUMAN RESOURCES DEPARTMENT**

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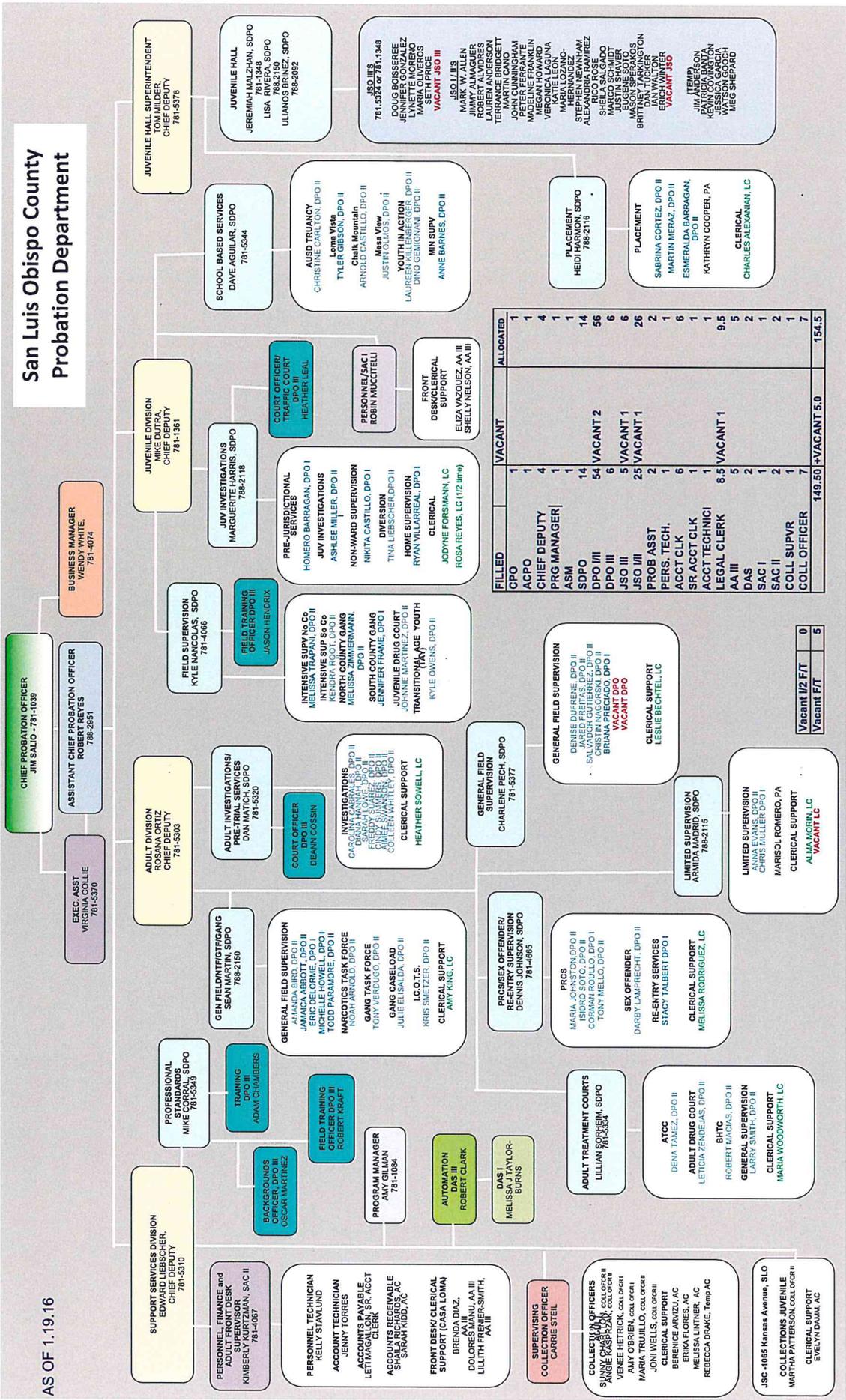
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79
80

102	Adopted:	7 01 71
103	Revised:	8-25-99
104	Revised:	6-23-10
105	Revised:	6-25-14
106	Revised:	2-24-16

San Luis Obispo County Probation Department



FILLED	VACANT	ALLOCATED
CPO	1	1
ACPO	1	1
CHIEF DEPUTY	4	4
PRG MANAGER	1	1
ASM	1	1
SDPO	14	14
DPO III	54	56
DPO II	6	6
JSO III	5	6
JSO III	25	26
PROB ASST	2	2
PERB. TECH.	6	6
ACCT CLK	1	1
SR ACCT CLK	1	1
ACCT TECHNICI	1	1
LEGAL CLERK	8.5	9.5
AA III	5	5
DAS	2	2
SAC I	1	1
SAC II	2	2
COLL SUPVR	1	1
COLL OFFICER	7	7
	149.50	+VACANT 5.0
		154.5

Vacant 1/2 F/T	0
Vacant F/T	5

AS OF 1.19.16

79
10



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

County Government Center, 1055 Monterey Street • Ste. D-250, San Luis Obispo, CA 93408

• Telephone: 805.781.5959 • Fax: 805.781.1044 • Email: hr@co.slo.ca.us

TO: Civil Service Commission

DATE: February 24, 2016

FROM: Megan Fisher, Principal HR Analyst

SUBJECT: New Specification: Division Manager – Administrative Office

RECOMMENDATION

It is recommended that the Commission approve the new Division Manager – Administrative Office class specification as proposed.

DISCUSSION

The Administrative Office identified needed organizational changes through an evaluation of roles, responsibilities, commitments, and its organizational structure. Shortly thereafter, the Administrative Office and Human Resources department commenced discussions regarding the specifications within the Administrative Office. Through additional research and discussions, it became apparent that existing specifications were outdated, insufficient, and that a new class specification should be developed to address adequate management and span of control levels. The Administrative Office and Human Resources staff reviewed 8 other agencies for organizational structure and classification of duties, as well as reviewed existing management structures throughout the County. This new class specification will be responsible for managing the operations and activities of a major area or program within the Administrative Office such as the County's annual budget process, intergovernmental affairs activities, or strategic planning efforts.

The County currently utilizes Division Manager classifications countywide. They are single classifications, specific to the requirements and expertise required for the respective departments (i.e. Health Agency, Auditor-Controller, Planning, Social Services). Accordingly, it is proposed the new class specification will be assigned to the Administrative Office, with a proposed title of "Division Manager – Administrative Office."

Attached is the organizational structure research, new class specification and organizational charts. The department has been involved in the development of this class specification and concurs with the specification as proposed.

89
-

**County Research
Admin Division Manager**

Data Effective: December, 2015

Admin Division Manager - CAO Office

Tab #	Survey Agency	Comparable Class	Reporting Relationship
1	El Dorado County	No comparable class	
2	Fresno County	Deputy CAO	reports to CAO
3	Kern County	Chief Deputy CAO	reports to CAO
4	Monterey County	No comparable class	
5	Placer County	Assistant CEO	reports to Chief Assistant CEO
6	Santa Barbara County	Assistant Department Leader - Exec	reports to Department/Corporate Leader
7	Santa Cruz County	Deputy CAO	reports to Assistant CAO*
8	Sonoma County	Deputy County Administrator	reports to Assistant County Administrator*
9	Ventura County	Chief Deputy Executive Officer	reports to Assistant CEO

10	Marin County	No comparable class	
11	Napa County	Deputy CEO	reports to Assistant CEO

*Also may report to CAO/CEO

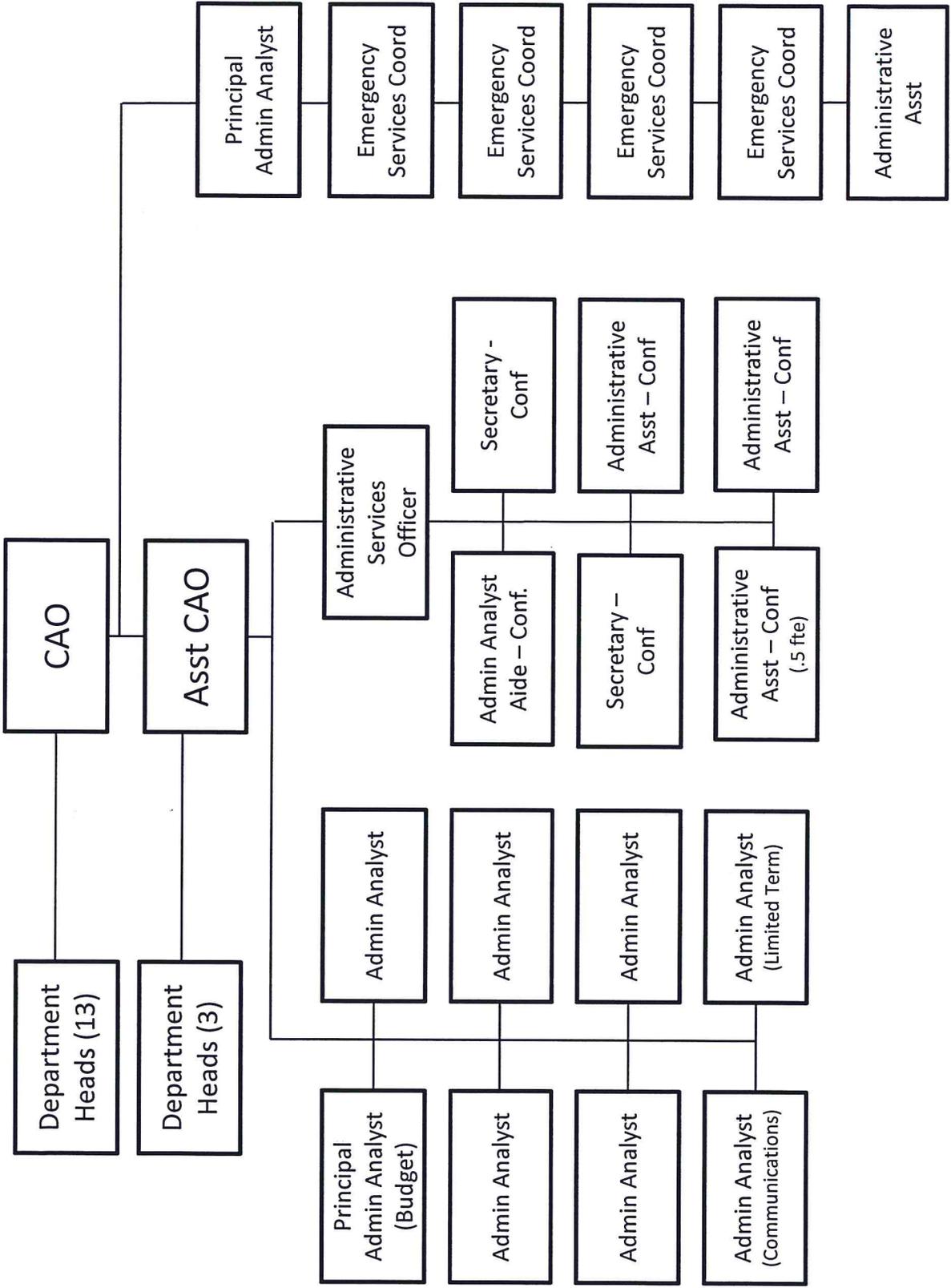
SLO County - Internal Depts.

12	Auditor-Controller	Division Manager - Auditor Controller	reports to Asst ACCTTC
13	County Counsel	Chief Deputy County Counsel	reports to Asst County Counsel

			reports to ACCTTC
			reports to County Counsel

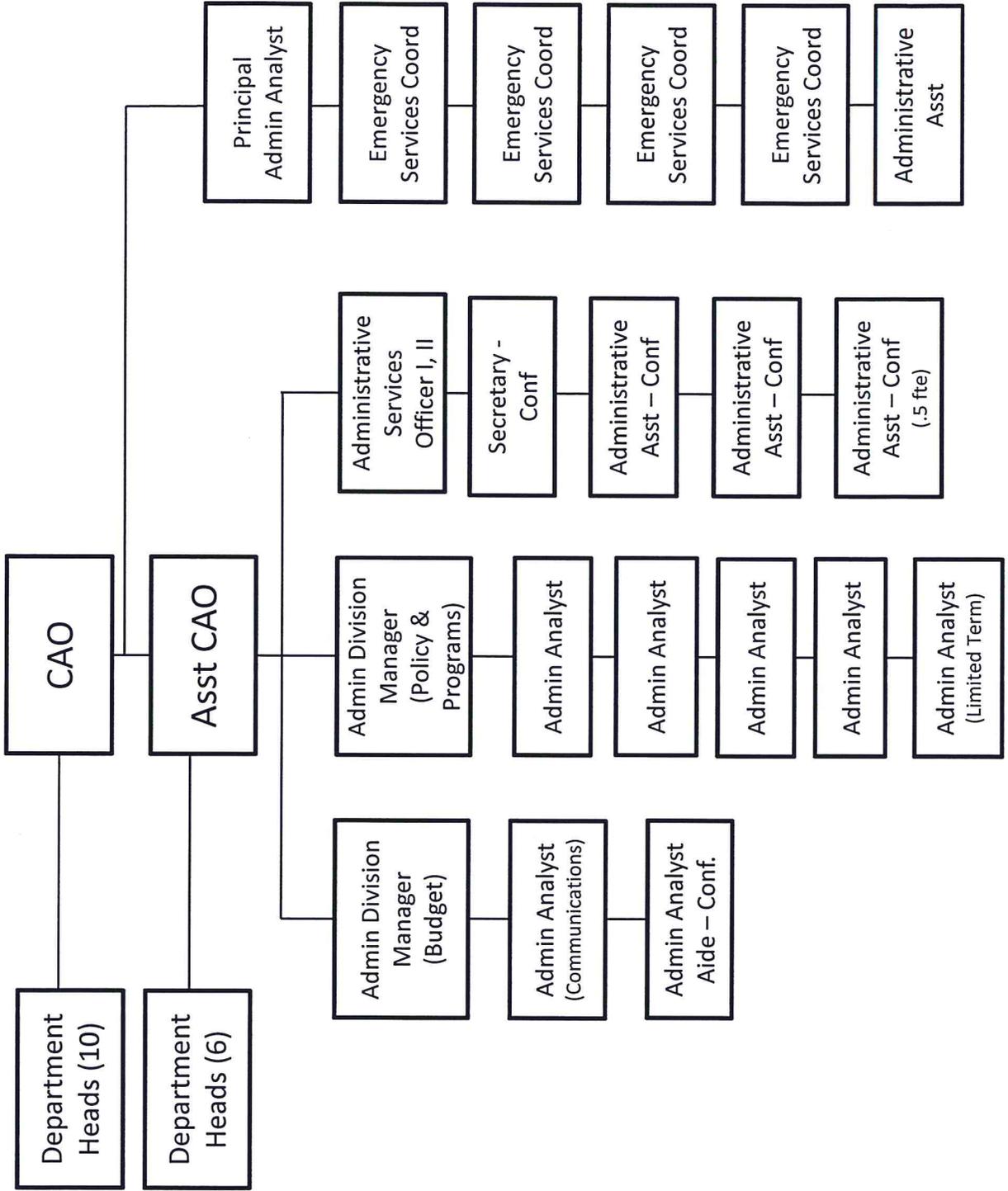
628

Administrative Office - Current Organization



009

Administrative Office – Proposed Organization



55

1 **HUMAN RESOURCES DEPARTMENT**

2 ***San Luis Obispo County***

3
4
5 **DIVISION MANAGER – ADMINISTRATIVE OFFICE**

6
7
8 **DEFINITION:**

9
10 Under general direction, plans, organizes and directs the operations and activities of a division,
11 major area or program of the Administrative Office such as the County’s annual budget process,
12 intergovernmental affairs activities, policy development and analysis, legislative platforms, or
13 strategic planning efforts; identifies and directs improvements to County operations and activities;
14 directs personnel, communications and resources to provide fiscal, policy, program and
15 organizational recommendations, and development of advice to County managers and
16 departments; trains, supervises and evaluates the performance of assigned professional and
17 administrative personnel; may act in the absence of the Assistant County Administrative Officer,
18 and does other related work as required.

19
20 **DISTINGUISHING CHARACTERISTICS:**

21
22 This class is allocated to the Administrative Office and can be utilized either to supervise and
23 coordinate the work of subordinate Administrative Analysts or direct the County’s annual budget
24 process. Incumbents use considerable independent judgment and discretion to develop and
25 implement countywide policy. Incumbents in this position may be assigned to assist in temporary
26 management of County departments and may act in the absence of the Assistant County
27 Administrative Officer.

28
29 **REPRESENTATIVE DUTIES:**

30 (Not in order of importance)

- 31
32 • Develop, present, and implement plans, programs, and recommendations for the Board
33 of Supervisors, County Administrative Officer, County departments, advisory committees

89
5

34 and commissions as well as agencies independent of the County; lead or serve as staff
35 for various boards, commissions and committees; review and present staff reports and
36 other correspondence as appropriate and necessary.

37
38 • Organize and direct operations and activities involved in the collection, analysis,
39 interpretation and reporting of data related to County-wide policy planning and system
40 implementation; lead development and review of multi-departmental or agency policies,
41 procedures and legislation affecting County activities; assure analysis and implementation
42 activities comply with established laws, codes, regulations, policies and procedures.

43
44 • Oversee a variety of complex multi-departmental or agency analytical studies of budgetary
45 requirements, systems, procedures, policies, practices and techniques; serve as the
46 primary subject matter expert to County departments, personnel and outside agencies
47 regarding County budget and funding, resource allocation, organizational and policy-
48 related issues.

49
50 • Manage negotiations regarding County or special district financing and debt, project labor
51 contracts, or projects involving multi-jurisdictional impacts.

52
53 • Supervise, train, and evaluate the performance of assigned staff; interview and select
54 employees and recommend appointments, transfers, reassignments, promotions,
55 disciplinary actions and terminations; assign employee duties and review work to assure
56 accuracy, completeness and compliance with established standards, requirements and
57 procedures.

58
59 • Direct, oversee, or manage the research, analysis and implementation of programs,
60 special projects and studies related to County operational effectiveness, including
61 performance measurement development, organizational effectiveness, and change
62 initiatives; lead, develop, and organize presentations, workshops and training sessions
63 regarding strategic planning, team development and related subjects; collaborate with
64 County departments and agencies to assure cross-functional efforts including redistricting,
65 fee scheduling, capital projects and others align with County-wide goals and objectives;
66 lead staff in the identification and diagnosis of organizational problems and development
67 of solutions to increase efficiency and productivity.

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- 69 • Direct and coordinate assigned services, program, and project activities with external
- 70 agencies, groups, and the general public to ensure cooperation consistent with optimal
- 71 efficiency, effectiveness, and economy; represent assigned area(s) to public and private
- 72 groups, organizations; respond to inquiries on policy and procedure from departments,
- 73 other governmental agencies, and the public, acting as the County’s representative and
- 74 liaison with business, professional, and community organizations as needed.
- 75
- 76 • Oversee programs and procedures to assure compliance with local, State and federal
- 77 requirements as appropriate; maintain current knowledge of laws, codes, rules,
- 78 regulations and pending legislation related to assigned County functions;.
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EMPLOYMENT STANDARDS:

Knowledge of:

- 84 • Principles and practices related of local government management issues, including County
- 85 policies, organization, procedures, and finance
- 86 • Organization and direction of operations and activities involved in collecting, analyzing,
- 87 interpreting and reporting data related to County-wide policy planning and system
- 88 implementation
- 89 • Techniques and methods of administrative analysis including fundamentals of operations
- 90 research
- 91 • Local County and governmental organization, legislative procedures, legal practices and
- 92 applicable laws, codes, regulations, policies and procedures
- 93 • Project management and contract development and administration
- 94 • Advanced budgeting practices regarding development, monitoring and control
- 95 • Current organizational practices and theories
- 96 • Complex organizational statements and reports
- 97 • Oral and written communication skills
- 98 • Principles and practices of supervision and training
- 99 • Interpersonal skills using tact, patience and courtesy

Ability to:

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- 101
- 102 • Organize and direct operations and activities involved in the collection, analysis,

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- 103 interpretation and reporting of data related to County-wide policy planning and system
- 104 implementation
- 105 • Oversee and participate in variety of complex analytical studies of budgetary
- 106 requirements, systems, procedures, policies, practices and techniques
- 107 • Provide leadership and input in the development of strategic plans and vision for the
- 108 Administrative Office and other County departments
- 109 • Train and evaluate the performance of assigned personnel
- 110 • Participate in the development and review of policies, procedures, legislation, and
- 111 financing options affecting County activities
- 112 • Serve as liaison to County personnel and outside agencies regarding budget and funding,
- 113 resource allocation, organizational and policy-related issues
- 114 • Diagnose organizational problems and participate in the development of solutions to
- 115 increase efficiency and productivity
- 116 • Monitor, evaluate and provide recommendations regarding program enhancement and
- 117 modification
- 118 • Communicate effectively both orally and in writing
- 119 • Interpret, apply and explain rules, regulations, policies and procedures
- 120 • Establish and maintain cooperative and effective working relationships with others
- 121 • Analyze research data and prepare reports, summaries and recommendations
- 122 • Operate standard office equipment including a computer and assigned software

EDUCATION AND EXPERIENCE:

126 Graduation from an accredited four-year college or university with a bachelor's degree in business
127 administration, public administration, or a related field. (Job-related experience may substitute
128 for the required education on a year-for-year basis.) In addition, six years of increasingly
129 responsible experience performing professional level administrative analysis duties, including at
130 least two years of supervisory experience or management of a significant program. A master's
131 degree in public policy, public administration, business administration or a related field that
132 includes a curriculum of economics, statistics, public finance, and policy analysis may be
133 substituted for up to two years of the required non-supervisory or management experience.

LICENSES/CERTIFICATES:

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

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: 2-24-16

DRAFT

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HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

DIVISION MANAGER – ADMINISTRATIVE OFFICE

DEFINITION:

Under general direction, plans, organizes and directs the operations and activities of a division, major area or program of the Administrative Office such as the County's annual budget process, intergovernmental affairs activities, policy development and analysis, legislative platforms, or strategic planning efforts; identifies and directs improvements to County operations and activities; directs personnel, communications and resources to provide fiscal, policy, program and organizational recommendations, and development of advice to County managers and departments; trains, supervises and evaluates the performance of assigned professional and administrative personnel; may act in the absence of the Assistant County Administrative Officer, and does other related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is allocated to the Administrative Office and can be utilized either to supervise and coordinate the work of subordinate Administrative Analysts or direct the County's annual budget process. Incumbents use considerable independent judgment and discretion to develop and implement countywide policy. Incumbents in this position may be assigned to assist in temporary management of County departments and may act in the absence of the Assistant County Administrative Officer.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Develop, present, and implement plans, programs, and recommendations for the Board of Supervisors, County Administrative Officer, County departments, advisory committees and commissions as well as agencies independent of the County; lead or serve as staff for various boards, commissions and committees; review and present staff reports and other correspondence as appropriate and necessary.
- Organize and direct operations and activities involved in the collection, analysis, interpretation and reporting of data related to County-wide policy planning and system implementation; lead development and review of multi-departmental or agency policies, procedures and legislation affecting County activities; assure analysis and implementation activities comply with established laws, codes, regulations, policies and procedures.
- Oversee a variety of complex multi-departmental or agency analytical studies of budgetary requirements, systems, procedures, policies, practices and techniques; serve as the primary subject matter expert to County departments, personnel and outside agencies regarding County budget and funding, resource allocation, organizational and policy-related issues.

- Manage negotiations regarding County or special district financing and debt, project labor contracts, or projects involving multi-jurisdictional impacts.
- Supervise, train, and evaluate the performance of assigned staff; interview and select employees and recommend appointments, transfers, reassignments, promotions, disciplinary actions and terminations; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.
- Direct, oversee, or manage the research, analysis and implementation of programs, special projects and studies related to County operational effectiveness, including performance measurement development, organizational effectiveness, and change initiatives; lead, develop, and organize presentations, workshops and training sessions regarding strategic planning, team development and related subjects; collaborate with County departments and agencies to assure cross-functional efforts including redistricting, fee scheduling, capital projects and others align with County-wide goals and objectives; lead staff in the identification and diagnosis of organizational problems and development of solutions to increase efficiency and productivity.
- Direct and coordinate assigned services, program, and project activities with external agencies, groups, and the general public to ensure cooperation consistent with optimal efficiency, effectiveness, and economy; represent assigned area(s) to public and private groups, organizations; respond to inquiries on policy and procedure from departments, other governmental agencies, and the public, acting as the County's representative and liaison with business, professional, and community organizations as needed.
- Oversee programs and procedures to assure compliance with local, State and federal requirements as appropriate; maintain current knowledge of laws, codes, rules, regulations and pending legislation related to assigned County functions;.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Principles and practices related of local government management issues, including County policies, organization, procedures, and finance
- Organization and direction of operations and activities involved in collecting, analyzing, interpreting and reporting data related to County-wide policy planning and system implementation
- Techniques and methods of administrative analysis including fundamentals of operations research
- Local County and governmental organization, legislative procedures, legal practices and applicable laws, codes, regulations, policies and procedures
- Project management and contract development and administration
- Advanced budgeting practices regarding development, monitoring and control
- Current organizational practices and theories
- Complex organizational statements and reports
- Oral and written communication skills
- Principles and practices of supervision and training
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Organize and direct operations and activities involved in the collection, analysis, interpretation and reporting of data related to County-wide policy planning and system implementation
- Oversee and participate in variety of complex analytical studies of budgetary requirements, systems, procedures, policies, practices and techniques
- Provide leadership and input in the development of strategic plans and vision for the Administrative Office and other County departments
- Train and evaluate the performance of assigned personnel
- Participate in the development and review of policies, procedures, legislation, and financing options affecting County activities
- Serve as liaison to County personnel and outside agencies regarding budget and funding, resource allocation, organizational and policy-related issues
- Diagnose organizational problems and participate in the development of solutions to increase efficiency and productivity
- Monitor, evaluate and provide recommendations regarding program enhancement and modification
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze research data and prepare reports, summaries and recommendations
- Operate standard office equipment including a computer and assigned software

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor's degree in business administration, public administration, or a related field. (Job-related experience may substitute for the required education on a year-for-year basis.) In addition, six years of increasingly responsible experience performing professional level administrative analysis duties, including at least two years of supervisory experience or management of a significant program. A master's degree in public policy, public administration, business administration or a related field that includes a curriculum of economics, statistics, public finance, and policy analysis may be substituted for up to two years of the required non-supervisory or management experience.

LICENSES/CERTIFICATES:

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Adopted: 2-24-16

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Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110

- Telephone 805.781.5959
- Fax 805.781.1044
- [Email HR@co.slo.ca.us](mailto:HR@co.slo.ca.us)

TO: Civil Service Commission

DATE: February 24, 2016

FROM: Jamie Azarvand, Personnel Analyst

SUBJECT: New Class Specification: Safety Coordinator – Public Works

RECOMMENDATION:

It is recommended that the Commission approve the new Safety Coordinator – Public Works class specification as proposed.

DISCUSSION:

The Public Works Department is responsible for construction, maintenance and operations of the County's infrastructure and facilities. To accomplish this work, roughly 50% of the Department's total staff of 280 FTE is directly involved in field service operations. Field conditions include working in and along roadways, at water and wastewater facilities, and on various building systems throughout the County. Work is conducted in all types of conditions and events as well as with specific hazards such as aerial maintenance, exposure to chemicals, and confined spaces. While the Department currently has an Engineer IV who acts as a department safety coordinator, the position only provides a maximum of 0.3 FTE towards oversight of the Public Works Injury and Illness Prevention Plan (IIPP). The field supervisors have been tasked with keeping safety training updated, and establishing all Job Safety Analysis/Manuals to guide work and keep documentation of implementation of safety program current. This position will be responsible for maintaining the IIPP, conducting Job Safety Analysis, creating safety manuals, and the documentation of current safety programs. Considering the Department recently integrated approximately 50 facilities maintenance staff to the organization, the Public Works Department now has the highest concentration of high-risk safety-sensitive staff in the County and it is necessary to seek a full time position to oversee the safety program within Public Works.

While the County's Risk Management Department provides some safety resources and consultation, it is not sufficient to address the multitude of working environments and maintenance operations which are conducted in Public Works. Operations revolve around specific facility design and equipment which have unique risks. There is a need for a centralized resource who can keep current with standards and practices for the Department and support the field supervisors in conducting work in a safe environment with an adequately trained work force. While the safety record for the Department has exceeded standards and reductions in injuries have been realized in recent years, safety requires constant attention and support. The proposed position would provide the resource to promote and ensure safety compliance across the Department. This position will report directly to the Director of Public Works.

Existing County classifications which were considered included the Risk Management Analyst and the Program Manager series. Both of these classifications have broad job descriptions and are aimed toward an office environment reviewing claims or managing programs. The incumbent in this classification will take a proactive field role in evaluating and instructing on safety practices. The

classification being proposed was established to seek a safety trained individual, with a college degree in Industrial Hygiene or equivalent and Safety Certifications issued from OSHA.

OTHER AGENCY INVOLVEMENT:

The Public Works Department has been involved in development of this specification and the Risk Manager/County Safety Officer concurs with the specification as proposed. The County Administrative Office and Employee Association (SLOCEA) have reviewed and provided input on the proposed classification specification.

Attachments:

Safety Coordinator – Public Works Class Specification
Management Public Works Organizational Chart

1 **HUMAN RESOURCES DEPARTMENT**
2 **San Luis Obispo County**

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5 **SAFETY COORDINATOR – PUBLIC WORKS**

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7 **DEFINITION:**

8 Under general direction, the Safety Coordinator oversees the development, implementation and
9 compliance of the Public Works Department's safety programs. This classification reports
10 directly to the Director of Public Works to ensure compliance across the various work divisions
11 and units of the Department. The Safety Coordinator works with supervisors and staff of the
12 various divisions to develop the Department's safety program and training, monitor compliance,
13 and address specific incidents under the Department's Injury and Illness Prevention Program
14 (IIPP). The Safety Coordinator will also work in coordination with the County's Risk Manager on
15 overall goals and objectives of the County's overall safety program and loss prevention.

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17 **REPRESENTATIVE DUTIES:**

18 (Not in order of importance)

- 19 • Chairs the Department's monthly Safety Committee meeting and recommends corrective
20 actions involving specific incident reviews or safety trends observed. Serves as
21 department representative on the Countywide Safety Committee
- 22 • Educates division managers, supervisors and staff on safety requirements and
23 compliance
- 24 • Performs regularly scheduled or emergency safety inspections and audits of Public
25 Works staff operations, equipment and facilities
- 26 • Coordinates the department's monthly safety module reporting, and provides
27 quarterly/annual reviews of units and the department compliance
- 28 • Maintains database of safety related incidents within the department
- 29 • Maintains database of staff safety training completed and forecasts training needs for
30 the department

- 31 • Catalogs the department's safety programs detailing actions for the various units and
32 reviews for current regulatory compliance
- 33 • Develops and updates necessary policies and procedures, program manuals, operative
34 strategies, and accident prevention measures
- 35 • Develops specific Job Safety Analysis for performance of tasks within the department
- 36 • Reviews reports of claims of accidents or injuries and inspects scenes of accidents,
37 injuries and property damage; takes photographs and collects and preserves evidence
38 as needed
- 39 • Plans, develops, conducts and/or facilitates training programs and seminars for
40 employees at all levels of the organization
- 41 • Addresses hazardous material and abatement connected to County facilities and Public
42 Works operations
- 43 • Coordinates, communicates, and oversees Department compliance with all State,
44 Federal and local regulations including Occupational, Safety and Health Administration
45 (OSHA), Environmental Protection Agency (EPA); National Fire Protections Association
46 (NFPA); Environmental Health and Safety and other safety laws and standards.
- 47 • Represents the department at regulatory hearings
- 48 • Administers Department of Transportation drug and alcohol testing program
- 49 • Oversees operations involving maintenance clean-up projects with aspects of industrial
50 and environmental hygiene
- 51 • Works with plant staff on use and control of chemicals and safety exhaust/emergency
52 actions
- 53 • Works with the County's Risk Manager to align injury and illness prevention goals for the
54 County
- 55 • Acts as department contact for incident command during evacuation of Public Works
56 office(s)
- 57 • Notifies staff of weather-related safety issues, including heat exposure
- 58 • Performs other duties as required

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60 **EMPLOYMENT STANDARDS:**

61 **Knowledge of:**

- 62 • Federal, state and local environmental and occupational safety regulations, including
- 63 OSHA and CalOSHA, EPA, Federal DOT, NEPA and SB198 requirements
- 64 • Standard and accepted principles and techniques of program management including
- 65 planning, budgeting, implementation, administration and evaluation
- 66 • Standard and accepted principles, practices and methods of safety, occupational health
- 67 and loss prevention
- 68 • Standard and accepted principles and techniques of effective employee training
- 69 • Methods of safety audit inspections and reporting
- 70 • Methods, materials, tools and equipment used in public works operations, maintenance,
- 71 and construction activities including light and heavy equipment
- 72 • Standard and accepted practices of hazardous waste/material handling, storage and
- 73 disposal
- 74 • Exposure monitoring, permissive exposure limits and threshold limit values
- 75 • Technical report writing, research methods, analytical and statistical methods
- 76 • Computer applications and techniques
- 77 • Industrial hygiene and ergonomics monitoring techniques
- 78 • Familiarity with basic environmental compliance regulations such as Hazardous materials
- 79 and Hazardous waste rules

80

81 **Ability to:**

- 82 • Identify safety hazards
- 83 • Plan, develop, implement, and coordinate specialized risk and safety programs
- 84 • Design and deliver effective training programs to meet the Department's IIPP
- 85 • Effectively conduct investigations, collect and analyze data, and develop solutions to
- 86 complex problems
- 87 • Deal tactfully with department supervisors and staff in reviewing, identifying and
- 88 addressing gaps in the current safety practices for the department
- 89 • Communicate effectively, both verbally and in writing to present, report and provide
- 90 proposals to address broad and specific safety issues
- 91 • Organize work, set priorities, meet critical deadlines and follow up on assignments
- 92 • Establish and maintain effective electronic record keeping systems

- 93 • Work in standard office environment and in a variety of outdoor field environments.
- 94 • Be a positive advocate for safety and promote behavior on safety adherence, safety
- 95 practice upgrades, and loss prevention
- 96 • Understand, interpret and apply provisions of federal, state, and local legislations, rules
- 97 and regulations pertaining to program and policies which are applicable to the
- 98 department

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100 **EDUCATION AND EXPERIENCE:**

101 Either A: An Associate's degree from an accredited college or university with major study in
102 Safety Engineering, Occupational Health, Safety and Industrial Hygiene, Environmental Health,
103 Business Administration, Risk Management, or closely related field and four years of experience
104 in safety inspection, training or compliance in an oversight capacity. (Job-related experience
105 may be substituted for the required education on a year-for-year basis).

106 Or B: Graduation from an accredited four-year college or university with a Bachelor's degree in
107 Safety Engineering, Occupational Health, Safety and Industrial Hygiene, Environmental Health,
108 Business Administration, Risk Management, or closely related field. In addition, two years of
109 experience in safety inspection, training or compliance in an oversight capacity. (Job-related
110 experience may be substituted for the required education on a year-for-year basis). (A Master's
111 degree in Safety Engineering or Industrial Hygiene may substitute for up to one year of
112 required experience).

113 **LICENSES AND CERTIFICATES:**

114 Certification by OSHA in Public Sector Safety & Health for either general or construction industry
115 must be obtained within two years of appointment and must be maintained throughout
116 employment.

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

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120 This class specification generally describes the duties and responsibilities characteristic of the
121 positions(s) within this class. The duties of a particular position within a multi-position class may
122 vary from the duties of other positions within the class. Accordingly, the essential functions of a

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123 particular position (whether it be a multi-position class or a single-position class) will be identified
124 and used by medical examiners and hiring authorities in the selection process. If you have any
125 questions regarding the duties or the working conditions of the position, please contact the
126 Human Resources Department at 805.781.5959.

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128 Adopted: 02-24-16
129 BOS Approved: XX-XX-XX

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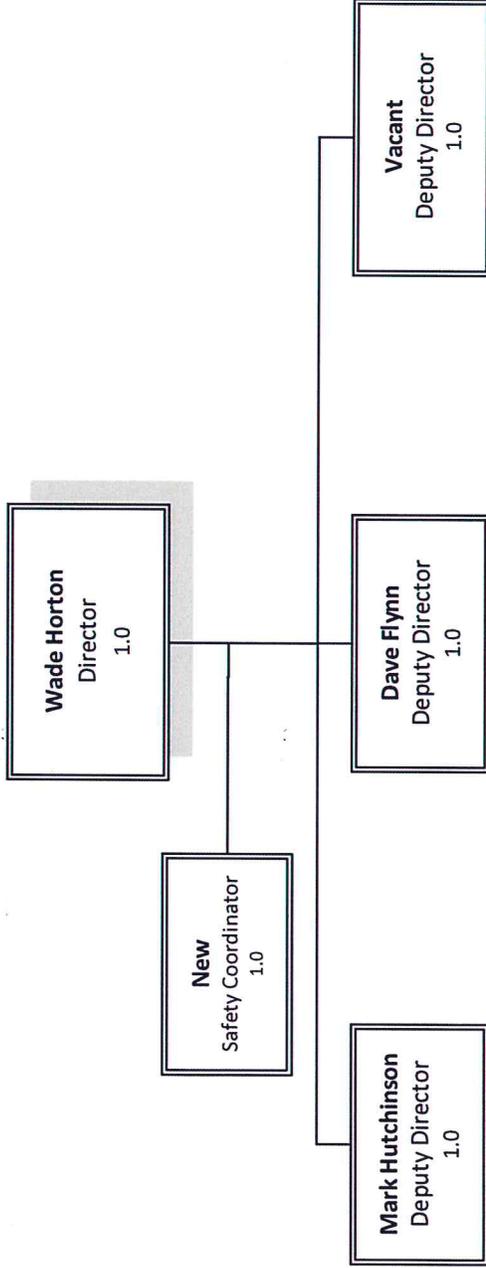


Public Works Management

Organizational Chart
(Detail)

September 1, 2015

Public Works Department



Water Resources Group

EIE Summary
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Transportation/
Development Group

EIE Summary
111.0

Facilities/
Support Group

EIE Summary
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