

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, May 25, 2016 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Robert Bergman
Vice President Erwin Ohannesian
Wayne Caruthers
Erica Stewart
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
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.
3. **Minutes**
The following draft minutes are submitted for approval:
 - a. April 27, 2016
4. **Specifications – New/Revised**
 - a. Parks Superintendent
 - b. Assistant Director of Parks & Recreation
 - c. Purchasing Manager
 - d. Airport Operations Specialist
 - e. Airport Maintenance Worker
 - f. Community Health Nurse I, II
 - g. Public Health Nurse I, II, Senior
6. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
7. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, April 27, 2016 @ 9:00 AM
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Robert Bergman, President
Erwin Ohannesian
Wayne Caruthers
Erica Stewart
William Tappan

Present: Vice President Ohannesian, Commissioner Tappan, Commissioner Caruthers, Commissioner Stewart

Absent: President Bergman

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

Counsel: Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call

Vice President Ohannesian called the meeting to order at 9:13 AM and led the flag salute.

2. Public Comment Period

Vice President Ohannesian asked for Public Comment. Being none, he closed the public comment period.

3. Minutes – March 23, 2016

Vice President Ohannesian asked for corrections or revisions to the March 23, 2016 meeting minutes. Commissioner Caruthers made a motion to approve the minutes as amended; Commissioner Stewart seconded the motion. Commissioner Tappan abstained as he was absent from the March 23, 2016 Meeting. The motion passed 3-0-2.

4. SLOCEA Request for new Civil Service Commission Rule re: Liberty Interest Hearings (Recommendation: receive and file)

Commission Counsel, Tim McNulty presented the SLOCEA request regarding Liberty Interest Hearings to the Commission. Vice President Ohannesian asked for public comment. Being none, Commissioner Caruthers made a motion to approve the recommendation; Commissioner Tappan seconded. The recommendation passed 4-0-1.

5. Specifications – New

a. Waste Water Systems Superintendent: Personnel Analyst, Jamie Russell, presented the new specification and introduced Dean Benedix, Utilities Division Manager and Wade Horton, Director of Public Works. Ms. Russell explained the purpose for the new specification. The Commission questioned Ms. Russell. Vice President Ohannesian asked if there was public comment. Being none, Commissioner Tappan made a motion to approve the new specification; Commissioner Caruthers seconded. The motion passed 4-0-1.

6. Specifications – Revised

a. Water Systems Superintendent: Personnel Analyst, Jamie Russell, presented the revised specification. She explained the purpose for the revised specification. The Commission questioned Ms. Russell. Vice President Ohannesian asked for public comment. Being none, Commissioner Caruthers made a motion to approve the revised specification; Commissioner Stewart seconded. The revised specification was approved as presented. The motion passed 4-0-1.

Civil Service Commission

b. Water Systems Worker Class Series: Personnel Analyst, Jamie Russell, presented the revised specification with Dean Benedix of the Public Works Department. Ms. Russell explained the purpose for the revised specification. The Commission questioned Ms. Russell and Mr. Benedix. Vice President Ohannesian asked for public comment. Theresa Schultz of SLOCEA commented on the revised specification. Commissioner Tappan made a motion to approve the revised specification; Commissioner Caruthers seconded. The motion passed 4-0-1.

7. Reports

- a. Commission President: No report.
- b. Commission Counsel: No report.
- c. Commission Secretary: Commission Secretary, Tami Douglas-Schatz notified the Commission that Human Resources currently has Appeals in process. There is no need to set hearing dates at this time.

8. Adjournment

Vice President Ohannesian adjourned the meeting at 9:55 AM

** 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 93408-2110

- 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: May 25, 2016

FROM: Mark McKibben, Personnel Analyst

SUBJECT: Revised Class Specification: Parks Superintendent
New Class Specification: Assistant Director of Parks & Recreation

RECOMMENDATION:

It is recommended that the Commission approve the Parks Superintendent and Assistant Director of Parks & Recreation class specifications as proposed.

DISCUSSION:

The dissolution of the General Services Agency (GSA) in 2014, resulted in four independent County departments: Airports, Information Technology, Central Services and Parks & Recreation. In February of 2015, a new Director was appointed to lead the Parks & Recreation department. The Department continued operations under the organizational structure that existed at that time until January of 2016.

Parks Superintendent (Revised)

In January 2016, The Director secured approval for an additional Parks Superintendent position, increasing the allocations from 1.00 to 2.00 FTE. This new position will oversee multiple functional areas including: regulatory compliance, trails coordination and the department's preventative and deferred maintenance programs. Furthermore, the additional Superintendent, will allow the previous singular incumbent to focus on operational and program responsibilities.

The proposed revisions to the Parks Superintendent class spec remove references to the GSA and the Deputy Director of Parks, which became obsolete with the dissolution of the GSA. The revisions also: remove duplicative language, simplify the statements regarding certifications, and reinforce that incumbents may be assigned to either of the Superintendent positions, each with a different focus within the department.

Assistant Director of Parks & Recreation (New)

As proposed, the Assistant Director is the second in command in the Parks & Recreation Department. The incumbent in this classification will act on behalf of the Director in his absence and is responsible for the implementation of the department's strategic plan. This classification also assists in the formulation, administration and evaluation of programs, department wide. The department's two Park Superintendent positions will report to the Assistant Director. The requirements of the classification are broadly written, thus allowing both experienced Supervising Park Rangers and Parks Superintendents, within and outside of the County, to compete for this position.

The Parks & Recreation Department and Human Resources Department request your approval of the both the revised Parks Superintendent the new Assistant Director of Parks & Recreation class specifications.

4a
1

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and Parks & Recreation Department assisted in the development of these specifications and support their approval as proposed. These classifications are assigned to unrepresented bargaining units.

Attachments:

Parks & Recreation Department – Organizational Chart
Parks Superintendent – Track Changes Version
Parks Superintendent – Final Version
Assistant Director of Parks & Recreation – Final Version

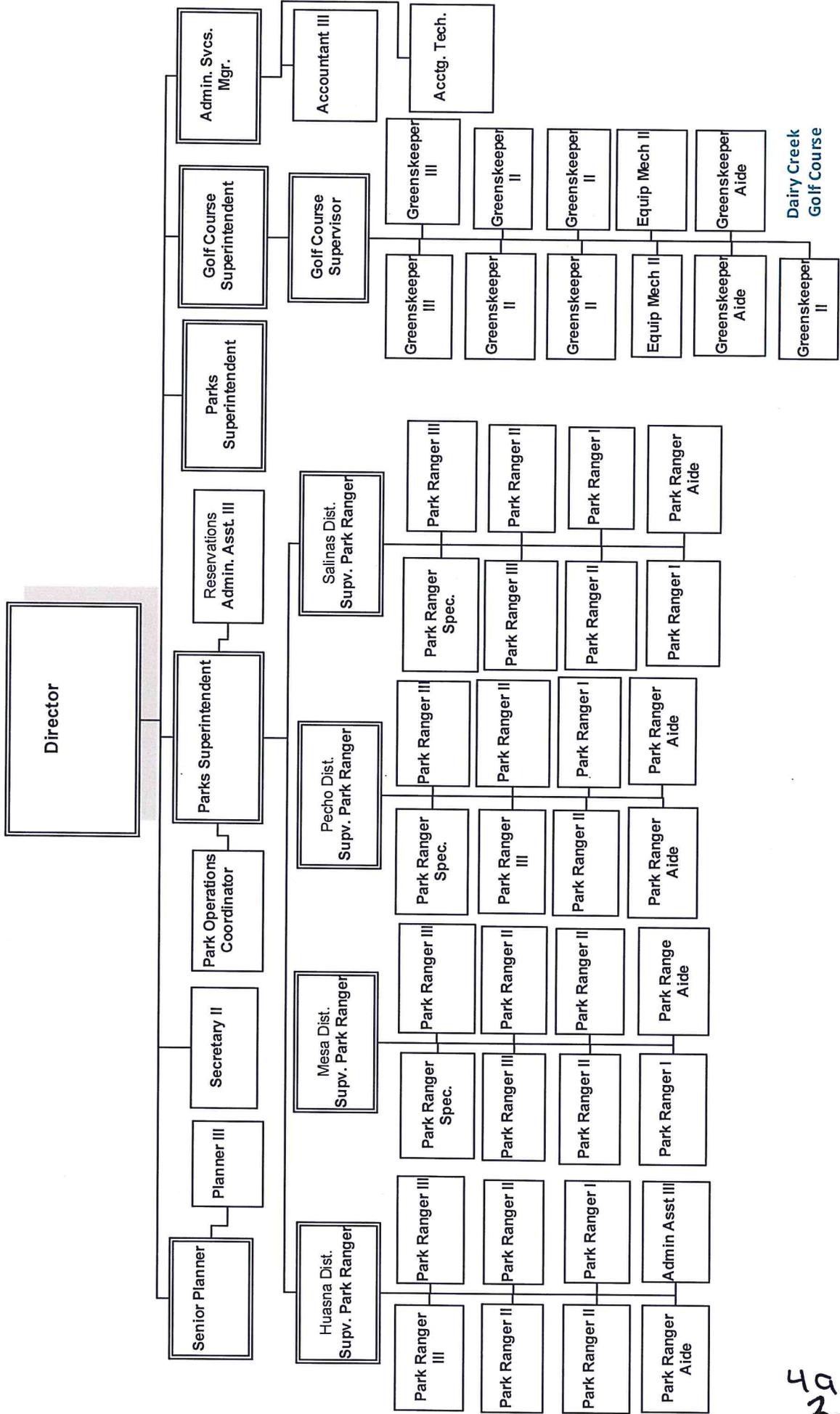


Parks and Recreation

Organizational Chart
(Department Overview)

May 2016

County of San Luis Obispo



Morro Bay
Golf Course

Dairy Creek
Golf Course

429

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

3 **(REVISED SPECIFICATION)**

4
5 **PARKS SUPERINTENDENT**

6
7 **DEFINITION:**

8
9 Under general direction, plans, organizes, and directs either the operations
10 and programs of the County Department of Parks and Recreation Division or
11 ~~the operations and activities~~ those pertaining relating to the maintenance and
12 regulatory compliance activities ~~maintenance~~ of the County Parks Division and
13 related facilities; coordinates and directs personnel, communications and
14 information to meet community and County needs and ensure safe, smooth
15 and efficient activities; trains and evaluates the performance of assigned
16 personnel; and performs other related work as required.

17
18 **DISTINGUISHING CHARACTERISTICS:**

19
20 This is the management level class in the County's Parks Division ~~Department~~
21 and is distinguished from the Deputy Director County Parks and
22 Recreation Director in that the Deputy Director County Parks is responsible
23 for managing ~~and directing~~ all aspects of the County's Parks and Golf
24 facilities County Parks and Recreation Department. This class is distinguished
25 from the lower-level Supervising Park Ranger in that the Supervising Park
26 Ranger is the first-line supervisor of the ~~unit~~ Department.

27
28 **REPRESENTATIVE DUTIES:**

29 (Not in order of importance)

- 30
- 31 • ~~Plan, organize and direct either the operations and~~ both the operations
- 32 and programs of the ~~County Parks Division~~ Department, or the
- 33 maintenance and regulatory compliance operations ~~and~~ activities
- 34 ~~involved in the maintenance of County parks and designated grounds~~
- 35 and landscaped areas Park facilities.
- 36 • ~~;~~ Ensure related functions and County parks assigned functions
- 37 comply with established laws, codes, ordinances, regulations, policies
- 38 and procedures.
- 39 • Coordinate and direct assigned staff, resources, and communications
- 40 ~~and/or resources~~ to meet community and County needs
- 41 • ~~and~~ Ensure smooth effective and efficient activities delivery of
- 42 services; ~~ensure proper~~ and timely resolution of ~~related issues~~ and
- 43 problems, inquires, problems and discrepancies.
- 44 • Train, supervise and evaluate the performance of assigned staff;
- 45 interview and select employees and recommend transfers,
- 46 reassignment, termination and disciplinary actions; assign duties and
- 47 review work to ensure compliance with established guidelines and
- 48 procedures; develop and monitor training and employee development
- 49 programs; ~~ensure compliance with Division, County, State and Federal~~
- 50 regulations, policies and procedures.
- 51 • ~~Participate~~ May lead in the planning, design, ~~development~~ and
- 52 implementation of construction, alteration and installation projects for
- 53 the ~~County Parks Division~~ Department.
- 54 • ~~;~~ Inspect facilities and provide recommendations concerning new
- 55 and existing construction projects and ~~related plans and specifications~~
- 56 or assist with contract negotiations ~~for construction projects as directed~~.
- 57 • ~~Assist in the development and preparation of the annual~~ preliminary

58 ~~Parks~~ budget; review and evaluate budgetary and financial data; control
59 and authorize expenditures, ~~in accordance with established limitations.~~

- 60 ~~•~~
- 61 • Serve as a technical resource to ~~County Parks Division~~ staff concerning
62 ~~parks, playgrounds and grounds~~ facilities, maintenance operations,
63 pesticide application, projects and activities; ~~respond to inquiries and~~
64 ~~provide detailed and technical information regarding related laws,~~
65 ~~codes, regulations, policies and procedures.~~
- 66 ~~• Prepare and maintain a variety of reports, records and files; coordinate~~
67 ~~the development and preparation of the annual preliminary budget for~~
68 ~~grounds maintenance functions; review and analyze budgetary and~~
69 ~~financial data; control and authorize expenditures in accordance with~~
70 ~~established limitations.~~
- 71 • ~~May plan, organize and direct the development and implementation of~~
72 ~~a variety of park programs and services including recreational activities,~~
73 Direct enforcement functions, phone reservations and cashiering
74 systems; coordinate park ranger activities to prevent illegal or improper
75 use of parks.
- 76 • ~~May manage the development and implementation of revenue-~~
77 ~~generating and concessionary park and recreational~~
78 ~~operations programs, programs and projects; and direct related~~
79 ~~marketing and promotion functions; organize and direct concessionary~~
80 ~~functions at County parks to maximize profitability; directly related~~
81 marketing activities.
- 82 • ~~submit~~ Submit, implement and manage grant programs, including
83 financial reporting responsibilities to State and Federal agencies;
84 ~~manage operations for financial effectiveness and operational efficiency.~~
- 85 • ~~May inspect, monitor and evaluate pest control operations and~~

86 playground structures to ensure compliance with established State and
87 Federal Regulations, ~~and maintain required program documentation;~~

- 88 • ~~review~~Review and provide advice concerning the implementation of
89 plant selection and irrigation systems.
- 90 • Coordinate Americans with Disability Act and Storm Water Pollution
91 Prevention activities with county departments and outside agencies.

92
93 **EMPLOYMENT STANDARDS:**

94
95 **Knowledge of:**

- 96
- 97 • Practices, procedures, standards and techniques used in the
98 management of the assigned area of the County Parks ~~Division~~and
99 Recreation Department
- 100 • Applicable County, State and Federal codes, ordinances, requirements,
101 regulations and safety precautions as pertain to assigned area
- 102 • Proper methods, materials, tools and terminology used in grounds and
103 facility maintenance and repair
- 104 • Principles of public administration, accounting, planning and marketing
- 105 • Requirements of maintaining County parks, pools, grounds and
106 landscaped areas in a safe and healthy condition
- 107 • Techniques, standards and procedures involved in the development and
108 implementation of concessionary activities and other revenue-
109 generating functions
- 110 • Basic budget preparation and control
- 111 • Verbal and written communication skills
- 112 • Principles and practices of supervision and training
- 113 • Interpersonal skills using tact, patience and courtesy

- Consumer Product Safety Commission and ~~ASTM~~ American Society for Testing and Materials guidelines for safe playgrounds
- Storm Water Pollution Prevention Plans and Americans with Disability Act
- County, State and Federal laws and regulations pertaining to pesticide application, written recommendations and safe applications
- Current computer applications and office equipment
- Operate standard office equipment, and computer applications.
- First Aid and CPR procedures

Ability to:

- Plan, organize and direct operations and activities involved in the maintenance ~~or~~ and operations of County parks, pools and designated grounds
- Direct personnel, communications and information to meet County needs and ensure ~~smooth~~ effective and efficient activities
- Supervise, train and evaluate the performance of assigned personnel
- Inspect projects for completeness and compliance with established requirements and procedures
- Participate in the design, development and implementation of construction, alteration and installation projects for County parks, grounds and landscaped areas
- Communicate effectively both verbally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain effective working relationships with those contacted in the course of work
- Operate a computer and assigned office equipment

- 142 • Direct the ~~maintenance development~~ of a variety of reports, records
- 143 and files related to assigned activities
- 144 • Work independently and ~~Maintain~~ maintain a safe and productive work
- 145 environment
- 146 • Plan, implement and monitor State and Federally-mandated safety
- 147 programs
- 148 • Learn First Aid, CPR and use of Automated External Defibrillator (AED)
- 149 • ~~Prepare comprehensive narrative and statistical reports~~
- 150 • Make presentations before government bodies and public organizations

151

152 **EDUCATION AND EXPERIENCE:**

153

154 Bachelor's degree from an accredited college or university in Recreation or

155 Park Administration, Natural Resources Management, Park Planning or a

156 closely related field. (Job-related experience may substitute for the required

157 education on a year-for-year basis.)

158 In addition, ~~—~~ — four years of experience developing, implementing and

159 evaluating operational and recreational programs at a regional park,

160 preferably with emphasis on day-use or camp-oriented service programs (one

161 year of the required experience must be in a supervisory position).

162

163 **LICENSES/CERTIFICATES:**

164

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

166 CALIFORNIA driver's license is required at the time of appointment and must

167 be maintained throughout employment.

168

169 ~~Must obtain and maintain valid Red Cross First Aid, CPR and AED certificates~~
170 ~~or their equivalent within six months from date of appointment~~

171
172 ~~Must obtain and maintain a California Qualified Applicator Certificate~~
173 ~~Landscape Maintenance (B) and Right of Ways (C) within one year of~~
174 ~~appointment~~

175
176 When determined to be a requirement of the position, the following must be
177 acquired within one year of appointment:

178 Must obtain and maintain a valid Red Cross First Aid, CPR and AED certificates
179 or their equivalent within six months from date of appointment.

180
181 Must obtain and maintain a California Qualified Applicator Certificate -
182 Landscape Maintenance (B) and Right of Ways (C) within one year of
183 appointment.

184
185 A Pest Control Advisor License (categories A – insects and E – weeds
186 minimum) as issued by the California Department of Food and Agriculture.

187
188 A Certified Playground Safety Inspector certification as issued by the National
189 Parks and Recreation Society, National Playground Safety Institute may be
190 required.

191
192 All required licenses and certificates must be maintained throughout
193 employment.

194
195 **OTHER CONDITIONS OF EMPLOYMENT:**

196
P:\2 HR SERVICES\CLASSIFICATION\SPCS\ANALYST WORKING DOCUMENTS\P-R\PARKS
SUPERINTENDENT\PARKS SUPERINTENDENT - DRAFT FOR CSC
PRESENTATION.DOCX
P:\2 HR SERVICES\CLASSIFICATION\SPCS\ANALYST WORKING
DOCUMENTS\P-R\PARKS SUPERINTENDENT\PARKS SUPERINTENDENT - DRAFT
FOR CSC PRESENTATION.DOCX

197 Employees in this classification may be required to work holidays, weekends
198 and evenings.

199
200 **SPECIAL SUBCLASS RECRUITMENT:**

201
202 Recruitment for Parks Superintendent operations and maintenance positions
203 are conducted according to the specific assignment within the Parks
204 DivisionDepartment in which a vacancy exists and the special requirements for
205 each position.

206
207 This class specification generally describes the duties and responsibilities
208 characteristic of the position(s) within this class. The duties of a particular
209 position within a multi-position class may vary from the duties of other
210 positions within the class. Accordingly, the essential functions of a particular
211 position will be identified and used by medical examiners and hiring authorities
212 in the selection process. If you have any questions regarding the duties or the
213 working conditions of the position, please contact the PersonnelHuman
214 Resources Department at (805) 781-5959.

215
216 Adopted: 4-28-04

217 BOS Approved: 6-22-04

218 Revised: 4-28-10

219 Revised: 5-25-16

1 **HUMAN RESOURCES DEPARTMENT**
2 **San Luis Obispo County**
3 **(REVISED SPECIFICATION)**

4
5 **PARKS SUPERINTENDENT**

6
7 **DEFINITION:**

8
9 Under general direction, plans, organizes, and directs either the operations
10 and programs of the County Department of Parks and Recreation or those
11 relating to the maintenance and regulatory compliance activities of County
12 Parks and related facilities; coordinates and directs personnel,
13 communications and information to meet community and County needs and
14 ensure safe, smooth and efficient activities; trains and evaluates the
15 performance of assigned personnel; and performs other related work as
16 required.

17
18 **DISTINGUISHING CHARACTERISTICS:**

19
20 This is the management level class in the Department and is distinguished
21 from the Parks and Recreation Director in that the Director is responsible for
22 managing all aspects of the County Parks and Recreation Department. This
23 class is distinguished from the lower-level Supervising Park Ranger in that the
24 Supervising Park Ranger is the first-line supervisor of the Department.

25
26 **REPRESENTATIVE DUTIES:**

27 (Not in order of importance)

- 28
29 • Plan, organize and direct both the operations and programs of the

- 30 Department, or the maintenance and regulatory compliance activities
31 of County Park facilities.
- 32 • Ensure assigned functions comply with established laws, codes,
33 ordinances, regulations, policies and procedures.
 - 34 • Coordinate and direct assigned staff, resources, and communications to
35 meet community and County needs
 - 36 • Ensure effective and efficient delivery of services and timely resolution
37 of issues and problems.
 - 38 • Train, supervise and evaluate the performance of assigned staff;
39 interview and select employees and recommend transfers,
40 reassignment, termination and disciplinary actions; assign duties and
41 review work to ensure compliance with established guidelines and
42 procedures; develop and monitor training and employee development
43 programs.
 - 44 • May lead the planning, design, and implementation of construction,
45 alteration and installation projects for the Department.
 - 46 • Inspect facilities and provide recommendations concerning new and
47 existing construction projects and or assist with contract negotiations.
 - 48 • Assist in the development and preparation of the annual budget; review
49 and evaluate budgetary and financial data; control and authorize
50 expenditures.
 - 51 • Serve as a technical resource to staff concerning facilities, maintenance
52 operations, pesticide application, projects and activities.
 - 53 • Direct enforcement functions, phone reservations and cashiering
54 systems; coordinate park ranger activities to prevent illegal or improper
55 use of parks.
 - 56 • May manage the development and implementation of revenue-
57 generating and concession programs, and directly related marketing
58 activities.

- 59 • Submit, implement and manage grant programs, including financial
60 reporting responsibilities to State and Federal agencies.
- 61 • May inspect, monitor and evaluate pest control operations and
62 playground structures to ensure compliance with established State and
63 Federal Regulations.
- 64 • Review and provide advice concerning the implementation of plant
65 selection and irrigation systems.
- 66 • Coordinate Americans with Disability Act and Storm Water Pollution
67 Prevention activities with county departments and outside agencies.

68

69 **EMPLOYMENT STANDARDS:**

70

71 **Knowledge of:**

72

- 73 • Practices, procedures, standards and techniques used in the
74 management of the assigned area of the County Parks and Recreation
75 Department
- 76 • Applicable County, State and Federal codes, ordinances, requirements,
77 regulations and safety precautions as pertain to assigned area
- 78 • Proper methods, materials, tools and terminology used in grounds and
79 facility maintenance and repair
- 80 • Principles of public administration, accounting, planning and marketing
- 81 • Requirements of maintaining County parks, pools, grounds and
82 landscaped areas in a safe and healthy condition
- 83 • Techniques, standards and procedures involved in the development and
84 implementation of concessionary activities and other revenue-
85 generating functions
- 86 • Basic budget preparation and control
- 87 • Verbal and written communication skills

- 88 • Principles and practices of supervision and training
- 89 • Interpersonal skills using tact, patience and courtesy
- 90 • Consumer Product Safety Commission and American Society for Testing
- 91 and Materials guidelines for safe playgrounds
- 92 • Storm Water Pollution Prevention Plans and Americans with Disability
- 93 Act
- 94 • County, State and Federal laws and regulations pertaining to pesticide
- 95 application, written recommendations and safe applications
- 96 • Current computer applications and office equipment
- 97 • Operate standard office equipment, and computer applications.
- 98 • First Aid and CPR procedures

99

100 **Ability to:**

101

- 102 • Plan, organize and direct operations and activities involved in the
- 103 maintenance and operations of County parks, pools and designated
- 104 grounds
- 105 • Direct personnel, communications and information to meet County
- 106 needs and ensure effective and efficient activities
- 107 • Supervise, train and evaluate the performance of assigned personnel
- 108 • Inspect projects for completeness and compliance with established
- 109 requirements and procedures
- 110 • Participate in the design, development and implementation of
- 111 construction, alteration and installation projects for County parks,
- 112 grounds and landscaped areas
- 113 • Communicate effectively both verbally and in writing
- 114 • Interpret, apply and explain rules, regulations, policies and procedures
- 115 • Establish and maintain effective working relationships with those
- 116 contacted in the course of work

- 117 • Operate a computer and assigned office equipment
- 118 • Direct the development of a variety of reports, records and files related
- 119 to assigned activities
- 120 • Work independently and maintain a safe and productive work
- 121 environment
- 122 • Plan, implement and monitor State and Federally-mandated safety
- 123 programs
- 124 • Learn First Aid, CPR and use of Automated External Defibrillator (AED)
- 125 • Make presentations before government bodies and public organizations

126

127 **EDUCATION AND EXPERIENCE:**

128

129 Bachelor's degree from an accredited college or university in Recreation or
130 Park Administration, Natural Resources Management, Park Planning or a
131 closely related field. (Job-related experience may substitute for the required
132 education on a year-for-year basis.)

133 In addition: four years of experience developing, implementing and evaluating
134 operational and recreational programs at a regional park, preferably with
135 emphasis on day-use or camp-oriented service programs (one year of the
136 required experience must be in a supervisory position).

137

138 **LICENSES/CERTIFICATES:**

139

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

143

144

145 When determined to be a requirement of the position, the following must be

146 acquired within one year of appointment:
147 A valid Red Cross First Aid, CPR and AED certificates.
148
149 A California Qualified Applicator Certificate – Landscape Maintenance (B) and
150 Right of Ways (C).
151
152 A Pest Control Advisor License (categories A – insects and E – weeds
153 minimum) as issued by the California Department of Food and Agriculture.
154
155 A Certified Playground Safety Inspector certification as issued by the National
156 Parks and Recreation Society, National Playground Safety Institute may be
157 required.
158
159 All required licenses and certificates must be maintained throughout
160 employment.

161
162 **OTHER CONDITIONS OF EMPLOYMENT:**

163
164 Employees in this classification may be required to work holidays, weekends
165 and evenings.

166
167 **SPECIAL SUBCLASS RECRUITMENT:**

168
169 Recruitment for Parks Superintendent operations and maintenance positions
170 are conducted according to the specific assignment within the Department in
171 which a vacancy exists and the special requirements for each position.

172
173 This class specification generally describes the duties and responsibilities
174 characteristic of the position(s) within this class. The duties of a particular

175 position within a multi-position class may vary from the duties of other
176 positions within the class. Accordingly, the essential functions of a particular
177 position will be identified and used by medical examiners and hiring authorities
178 in the selection process. If you have any questions regarding the duties or the
179 working conditions of the position, please contact the Human Resources
180 Department at (805) 781-5959.

181

182 Adopted: 4-28-04

183 BOS Approved: 6-22-04

184 Revised: 4-28-10

185 Revised: 5-25-16

186

DRAFT

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

3
4 **(NEW SPECIFICATION)**

5 **ASSISTANT DIRECTOR PARKS AND RECREATION**

6 **DEFINITION:**

7 Under general direction of the Director of Parks and Recreation, plans,
8 organizes, and controls the activities, operations, and resources of the
9 department; ensures efficient department activities to effectively meet
10 community and County needs; supervises and evaluates the performance of
11 assigned personnel; serves in the absence of the Director, and performs other
12 related duties as required.

13
14 **DISTINGUISHING CHARACTERISTICS**

15 This class is distinguished from the higher level Director class in that latter is
16 the Department Head, whereas this class is at the assistant level. This class
17 is distinguished from the lower level Superintendent class, in that this position
18 supervises the Superintendent class.

19
20 **REPRESENTATIVE DUTIES:**

21 (Not in order of importance)

- 22 • Plans, organizes and directs the operations, services, development and
23 maintenance of County Parks & Recreation which includes parks, golf
24 courses, beaches, recreation areas and other designated facilities.
- 25 • Ensures department activities meet community and County needs, in
26 compliance with applicable laws, regulations, ordinances, and policies.

- 27 • Coordinates the annual operations and capital improvement budgets;
28 analyzes budgetary and financial data; controls and authorizes
29 expenditures in accordance with established policies and procedures.
- 30 • Directs the development and implementation of fees, revenue-
31 generating operations, programs and projects.
- 32 • Manages concessionaires and other users of parks facilities and
33 properties; establishes and implements strategies for enhancing
34 revenue.
- 35 • Evaluates, plans and recommends grant acquisition programs; monitors
36 compliance with grant programs and funding cycles.
- 37 • Provides consultation, communication and technical expertise to the
38 Director concerning programs, operations and activities.
- 39 • Identifies and recommends funding for major projects.
- 40 • Ensures compliance with CEQA and NEPA environmental regulations in
41 the implementation of projects and daily operations.
- 42 • Directs Parks safety programs and ensures employee compliance with
43 all safety rules and regulations; responds to hazard reports; investigates
44 and reports accidents and injuries.
- 45 • Oversees and participates in the preparation and distribution of
46 correspondence and informational materials; coordinates the
47 preparation of media releases.
- 48 • Delivers verbal and written presentations, and may represent the
49 County at special events.
- 50 • Supervises, trains and evaluates assigned staff; interviews and selects
51 employees; recommends transfers, reassignments, and disciplinary
52 actions.

53 **EMPLOYMENT STANDARDS:**

54 **Knowledge of:**

- 55 • Practices and procedures involved in the operation, development and
- 56 maintenance of County Parks facilities
- 57 • Local, State and Federal laws, codes, regulations, ordinances, policies
- 58 and procedures related to County Parks
- 59 • Principles and practices related to the development of revenue-
- 60 generating operations, programs and activities
- 61 • Practices and techniques involved in development of independent
- 62 funding sources for capital development
- 63 • Practices and procedures of grant acquisition and management
- 64 • Governmental accounting, budget and business functions of the County
- 65 Parks system
- 66 • County organization, operations, policies and objectives; policies and
- 67 objectives of assigned programs and activities
- 68 • Principles and practices of management, administration, supervision
- 69 and training
- 70 • Verbal and written communication skills

71 **Ability to:**

- 72 • Plan, organize, and direct the staff and operations of the County Parks
- 73 to meet the needs of the public and County
- 74 • Ensure compliance with applicable laws and regulations
- 75 • Manage the planning, design and implementation of capital projects
- 76 • Plan, organize and direct the development and implementation of
- 77 revenue-generating operations, programs and projects
- 78 • Interpret, apply and explain rules, regulations, policies and procedures
- 79 • Prepare comprehensive narrative and statistical reports and direct the
- 80 development and maintenance of a variety of reports
- 81 • Communicate effectively both verbally and in writing
- 82 • Operate a computer and assigned office equipment

- 83 • Supervise, train and evaluate the performance of assigned staff
- 84 • Plan and organize work the work of others
- 85 • Work independently, meet schedules and timelines and conduct
- 86 operations within established budget
- 87 • Work effectively with others including those of diverse perspectives and
- 88 possess strong interpersonal skills
- 89 • Foster a spirit of teamwork and advocacy when meeting with staff and
- 90 members of County departments

91 **EDUCATION AND EXPERIENCE:**

92 Graduation from an accredited four-year college or university with a Bachelor's
93 degree in recreation and park administration, public administration or a
94 related field. (Job-related experience may substitute for the required
95 education on a year-for-year basis.)

96 In addition, five years of increasingly responsible professional-level
97 experience working with public parks, recreation programs or a similar
98 function. Two years of the required experience must be in a supervisory
99 position. (A post-graduate degree in a related field may substitute for one
100 year of the required experience.)

101 **OTHER CONDITIONS OF EMPLOYMENT:**

102 Employees must be willing and able to respond to after-normal workday or
103 irregular and on-call emergency requests on nights, weekends, and holidays.

104 **LICENSES/CERTIFICATES:**

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

108 This class specification generally describes the duties and responsibilities
109 characteristic of the position(s) within this class. The essential functions of a
110 particular position will be identified and used by medical examiners and hiring
111 authorities in the selection process. If you have any questions regarding the
112 duties or the working conditions of the position, please contact the Human
113 Resources Department.

114 CSC Adopted: DD-MM-YY

115 BOS Approved: DD-MM-YY

116



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: May 25, 2016

FROM: Mark McKibben, Personnel Analyst

SUBJECT: New Class Specification: Purchasing Manager

RECOMMENDATION:

It is recommended that the Commission approve the new class specification of Purchasing Manager as proposed.

DISCUSSION:

The dissolution of the General Services Agency (GSA) in 2014 created four independent County departments: Airports, Information Technology, Parks & Recreation and General Services. At that time General Services consisted of seven functional areas: Architectural Services, Custodial, Building Maintenance, Centralized Purchasing, Fleet Management, Central Mail, and Real Property Management. In November 2015, General Services was, itself, reorganized. Architectural Services, Custodial and Building Maintenance were shifted to Public Works. The four remaining functions of Fleet Management, Real Property Management, Central Mail and Purchasing, made up the new Central Services Department. A Director for the department was appointed in January 2016.

In April 2016, the incumbent Department Administrator left Central Services to seek other employment. The incumbent was responsible for Central Services' fiscal and administrative functions, and also served as the County's Purchasing Manager, under the authority of the Director. The Central Services Director, in consultation with Human Resources and the Administrative Office, split the duties of the Department Administrator into two positions. The financial and administrative responsibilities were reassigned to the existing class of Administrative Services Manager. HR reviewed the duties proposed for the remaining purchasing duties and determined that no existing class specification adequately described the duties or qualifications necessary for the position. HR staff developed the new specification presented in this item for your approval

Pursuant to County Code, this position acts the County's Purchasing Agent, as delegated by the Central Services Director. The Purchasing Manager will initially supervise a staff of 4.00 FTE. However, the division could grow significantly in number if purchasing duties, now performed by departments, become more centralized to increase efficiencies. The Request for Proposal (RFP) process requires an open, fair and competitive bidding process to ensure that a "responsive and responsible" provider is selected. Centralized purchasing is responsible for the procurement of all goods and services for County departments accounting for \$186 million through the financial system (SAP). This position requires an experienced professional with significant experience in centralized procurement, negotiations and contract management.

The Central Services Department and Human Resources Department request your approval of the new class specification as presented.

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OTHER AGENCY INVOLVEMENT:

The County Administrative Office and Central Services Department have been involved in the development of these specifications and support their approval as proposed. This position is assigned to an unrepresented bargaining unit.

Attachments:

Organizational Chart – Central Services Department

Purchasing Manager – Final Version



Central Services

Organizational Chart

Proposed

County of San Luis Obispo

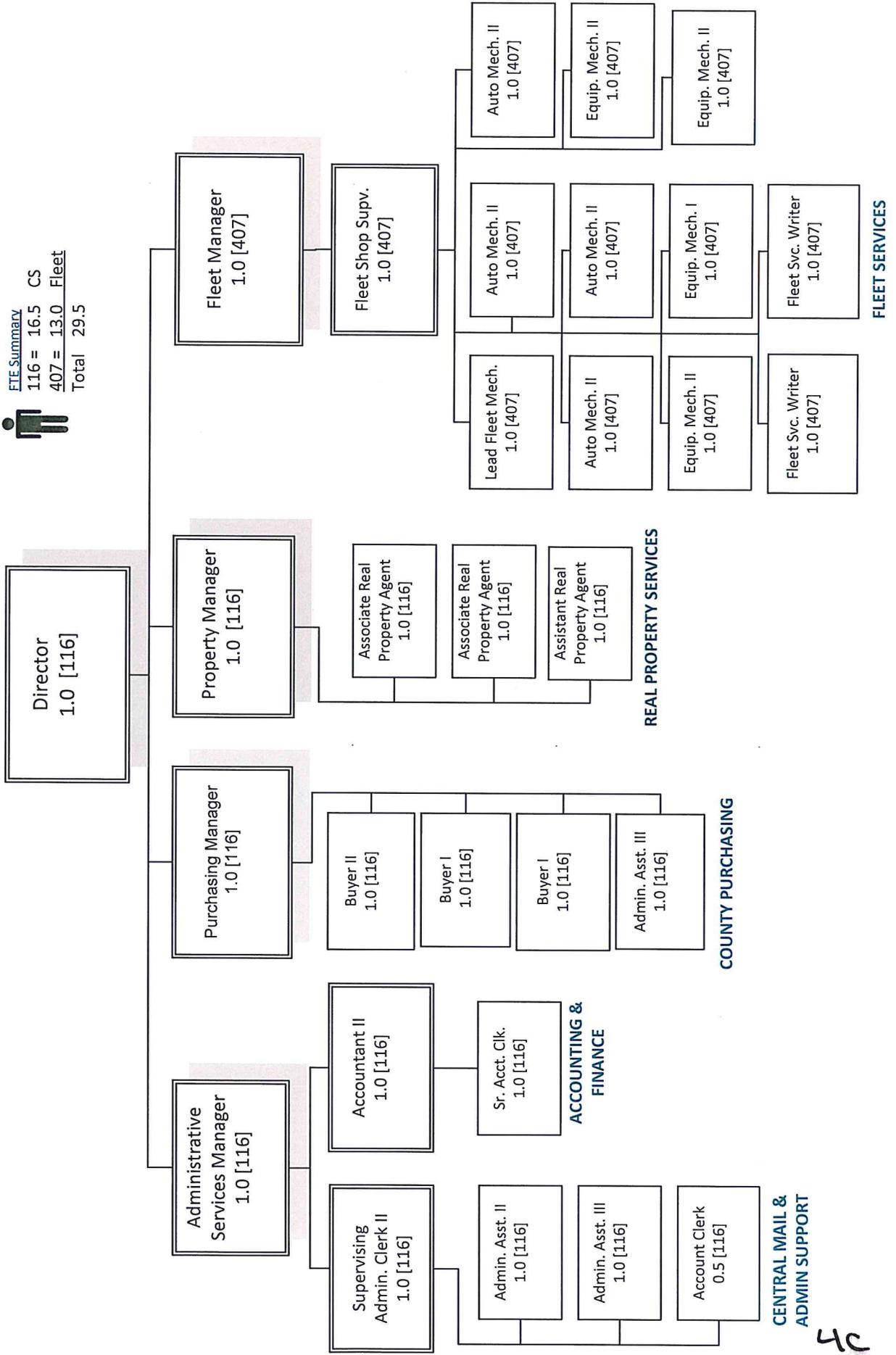


FTE Summary

116 = 16.5 CS

407 = 13.0 Fleet

Total 29.5



REAL PROPERTY SERVICES

COUNTY PURCHASING

ACCOUNTING & FINANCE

CENTRAL MAIL & ADMIN SUPPORT

FLEET SERVICES

37

1 **HUMAN RESOURCES DEPARTMENT**

2 *San Luis Obispo County*

3

4 **(NEW CLASSIFICATION)**

5

PURCHASING MANAGER

6

7 **DEFINITION:**

8

9 Under general direction, plans, organizes, and directs the County's purchasing activities
10 from within the Central Services Department, including the purchasing of: materials,
11 equipment, supplies and services; coordinates purchasing activities with county
12 departments; serves as Purchasing Agent as delegated by the Central Services Director
13 and pursuant to county ordinance; trains, supervises and evaluates assigned personnel;
14 performs other duties as required.

15

16 **DISTINGUISHING CHARACTERISTICS:**

17

18 This class reports to the Central Services Director and exercises independent judgment
19 in the review, development and implementation of the County's centralized purchasing
20 program. This class is distinguished from the lower level Senior Buyer in that it has
21 responsibility for overall direction of the purchasing program, whereas the latter is a lead
22 worker over the Buyer I or II class series.

23

24 **REPRESENTATIVE DUTIES:**

25 (Not in order of importance)

26

- 27 • Organizes and directs the operations and activities of the County's purchasing
- 28 division; ensures compliance with applicable, laws, policies and procedures.
- 29 • Creates purchasing specifications, negotiates with vendors, and reviews contracts
- 30 • Serves as the Buyer for the largest and/or most complex purchasing transactions.
- 31 • Reviews and develops purchasing policies and procedures to ensure compliance.
- 32 • Analyzes key performance measures to ensure effective and efficient purchasing

4c
4

- 33 transactions.
- 34 • Performs research and analysis to identify trends and develop solutions for issues
- 35 that interfere with program performance.
- 36 • Directs the Request for Proposal process.
- 37 • Upholds professional and ethical standards in the solicitation and awarding of
- 38 contracts for goods and services.
- 39 • Prepares the annual budget for purchasing activities; reviews and analyzes
- 40 budgetary and financial data.
- 41 • Supervises, trains, and evaluates the performance of assigned staff; interviews
- 42 and selects employees and recommends appointments, transfers, reassignments,
- 43 promotions, and disciplinary actions; assigns and reviews work to ensure
- 44 accuracy, completeness and compliance with established standards procedures.
- 45 • Represents the division to outside agencies and organizations; participates in
- 46 outside community and professional groups and committees.
- 47 • Builds and maintain positive working relationships with co-workers, other County
- 48 employees and the public.

EMPLOYMENT STANDARDS:

Knowledge of:

- 53 • Principles, laws and practices related to public and private procurement
- 54 • Negotiation techniques and practices consistent with the objectives of the
- 55 purchasing program
- 56 • Request for proposal, vendor evaluation and contract administration
- 57 • Principles and practices of data collection, analysis and reporting
- 58 • Governmental budget preparation and financial controls
- 59 • Vendor practices regarding pricing, performance management, material
- 60 management, shipping, warranties, and invoicing
- 61 • Principles and practices of supervision and training
- 62 • Contemporary office equipment and presentation software

64 **Ability to:**

- 65 • Organize and direct operations and activities involved in the collection, analysis,
- 66 interpretation and reporting of data related the countywide purchasing program
- 67 • Provide leadership and input in the development of the county's strategic purchasing
- 68 plan
- 69 • Successfully negotiate with vendors and service providers; prepare contracts
- 70 • Perform the most complex work of the Procurement Services Division.
- 71 • Advise County personnel and outside agencies regarding purchasing programs and
- 72 practices
- 73 • Source vendors and make recommendations for selection
- 74 • Monitor, analyze data to provide recommendations regarding program
- 75 enhancement and modification
- 76 • Interpret, apply and explain rules, regulations, policies and procedures
- 77 • Train and evaluate the performance of assigned personnel
- 78 • Communicate effectively both verbally and in writing
- 79 • Establish and maintain cooperative and effective working relationships with others
- 80 • Operate standard office equipment including a computer and assigned software

81

82

83 **EDUCATION AND EXPERIENCE:**

84

85 Bachelors Degree from an accredited four-year college or university in Purchasing,
86 Business Administration, Public Administration or related field. (Job-related experience
87 may substitute for the required education on a year-for-year basis.)

88

89 In addition: Either A: Three years of experience performing purchasing duties as a Buyer
90 II for San Luis Obispo County; Or B: Five years of complex buying experience in a
91 centralized procurement function or governmental agency. Prior supervisory experience
92 is preferred.

93

94 **LICENSES/CERTIFICATES:**

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6

95
96 Certification in one of the following areas is desired at the time of employment, but must
97 be obtained within six months of appointment: Certified Professional Supply Management
98 (CPSM), Certified Professional Public Buyer (CPPB), Certified Professional Contract
99 Manager (CPCM), or Certified Public Procurement Officer (CPCO).

100
101 A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's
102 license is required at the time of appointment and must be maintained throughout
103 employment.

104
105 This class specification generally describes the duties and responsibilities characteristic of
106 the position(s) within this class. The essential functions of a particular position (whether
107 it be a multi-position class or a single-position class) will be identified and used by medical
108 examiners and hiring authorities in the selection process. If you have any questions
109 regarding the duties or the working conditions of the position, please contact the Human
110 Resources Department.

111
112 CSC Adopted: MM-DD-YYYY
113 BOS Approved: MM-DD-YYY

4c
7



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: May 25, 2016

FROM: Mark McKibben, Personnel Analyst

SUBJECT: Revised Class Specifications: Airport Operations Specialist
Airport Maintenance Worker

RECOMMENDATION:

It is recommended that the Commission approve the Airport Operations Specialist and Airport Maintenance Worker class specifications as proposed.

DISCUSSION:

The dissolution of the General Services Agency (GSA) in 2014, resulted in four independent County departments: Information Technology, Central Services and Parks & Recreation and Airports. In November of 2014, the incumbent Deputy Director of Airports, under the GSA organization, was appointed as the Director of the new, independent Airport Department.

In May 2015, an organizational change was made when one of the two existing Airport Operations Supervisors positions became vacant. The Director deleted the vacant Airport Operations Supervisor and replaced it with an additional Airport Operations Specialist, allowing one Specialist to be assigned to each work shift. The updates proposed to the Specialist class specification were made to better define this position's responsibilities as a lead worker. As a lead worker, incumbents will be responsible for coordinating the work of staff and for keeping their supervisor updated on the operations of their respective shift. The updates proposed to the Airport Maintenance Worker added language to distinguish this class from the Specialist class. In addition, the class specification was last updated in 2000.

The Airports Department, Human Resources Department and SLOCEA request your approval of the both the revised Airport Operations Specialist and Airport Maintenance Worker class specifications.

OTHER AGENCY INVOLVEMENT:

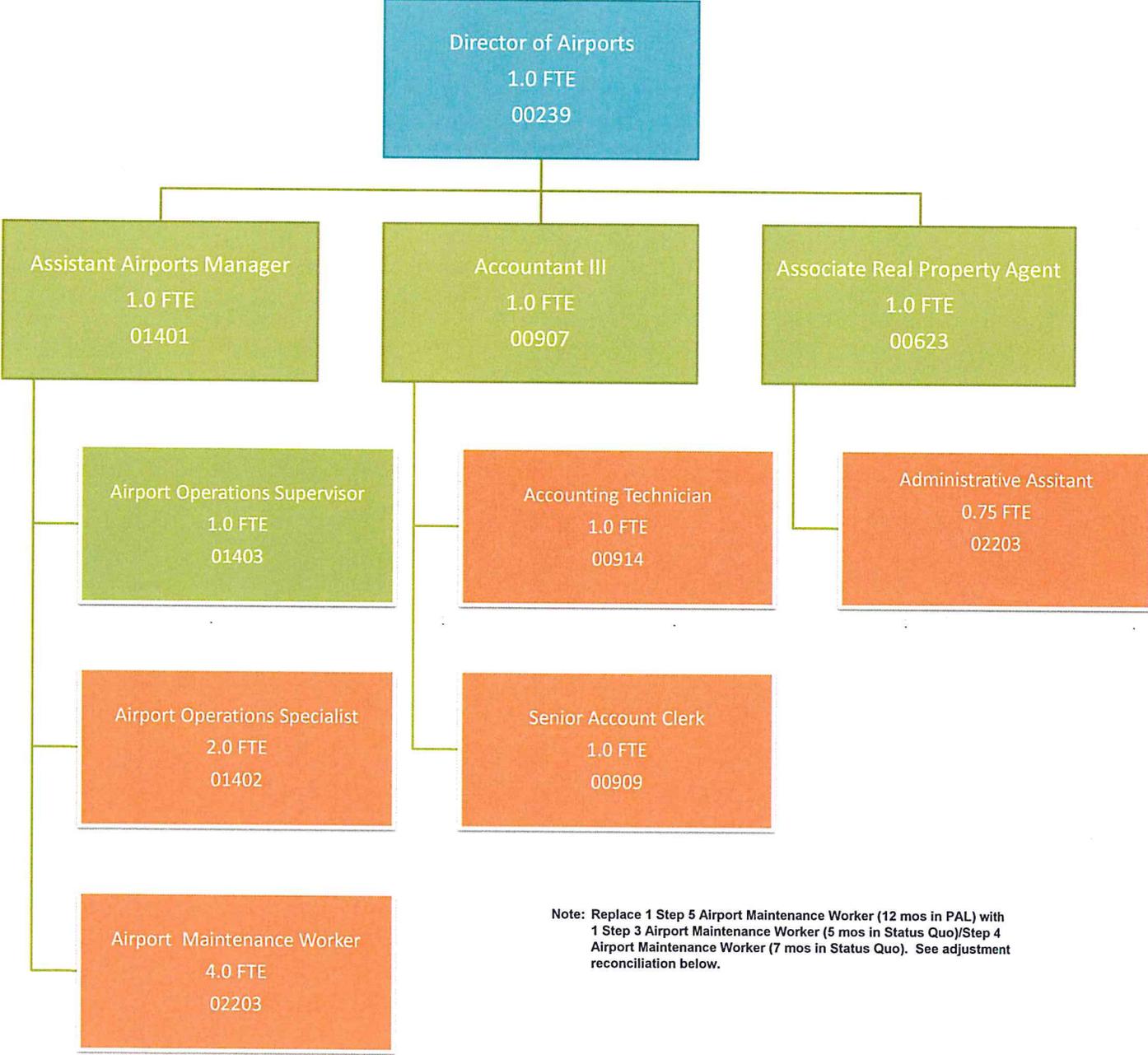
The County Administrative Office, Airport Department and SLOCEA assisted in the development of these specifications and support their approval as proposed.

Attachments:

Airport Department – Organizational Chart
Airport Operations Specialist – Track Changes Version
Airport Operations Specialist – Final Version
Airport Maintenance Worker – Track Changes Version
Airport Maintenance Worker – Final Version

4d
1

Department of Airports Organizational Chart FY 2016-17



Note: Replace 1 Step 5 Airport Maintenance Worker (12 mos in PAL) with 1 Step 3 Airport Maintenance Worker (5 mos in Status Quo)/Step 4 Airport Maintenance Worker (7 mos in Status Quo). See adjustment reconciliation below.

4d
2

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

3
4 **AIRPORTS OPERATIONS SPECIALIST**

5
6 **DEFINITION:**

7 ~~Provides Under general supervision assistance assists~~ in the coordination of
8 aeronautical operations and performs a wide variety of ~~work duties~~ in the
9 overall operations, maintenance, and administration, ~~parking enforcement,~~
10 ~~emergency response and personnel management activities~~ of the San Luis
11 Obispo and Oceano County's Airports; ~~supervises may assist assists in the~~
12 ~~coordinations of~~ the work of maintenance, ~~technical,~~ and clerical staff as
13 assigned; ~~Performs performs~~ related duties as required ~~and directed.~~

14
15 **DISTINGUISHING CHARACTERISTICS:**

16 ~~This class is distinguished from the lower level Airport Maintenance Worker,~~
17 ~~in that it is the lead worker class over the latter. It is distinguished from the~~
18 ~~higher level Airport Operations Supervisor, in that the latter has supervisory~~
19 ~~authority over both this class and the Airport Maintenance Worker~~
20 ~~classification.~~

21
22 **REPRESENTATIVE DUTIES:**

23 (not in order of importance)

- 24
25 • ~~Under direction of Airport Management, assists~~ Assists in planning,
26 organizing, and ~~supervising coordinating~~ the operations, maintenance,
27 security and safety programs and emergency services of the San Luis
28 Obispo County Airports and related property and facilities.

- 29 • ~~-including inspections~~Inspects ~~of~~ runways, taxiways, ramp areas and
30 other areas of the airport operations area, including, FAA Part 139
31 airside inspections.
- 32 • Keeps supervisor apprised of airport operations, staffing and resource
33 needs; may distributes work assignments; provides input on staff
34 performance.
- 35 • Maintains daily inspection records and ~~reports~~investigates
36 discrepancies.
- 37 • ~~Assists in direction of personnel in the maintenance of airside and~~
38 ~~landside facilities.~~
- 39 • Enforces airport rules, regulations and ordinances including parking
40 regulations.
- 41 • Assists in management of Storm Water Discharge Program.
- 42 • Responds to emergencies and assists with emergency operations.
- 43 • Ensures tenant lease site compliance ~~and may assist in the development~~
44 ~~and administration of leases, use permits and contracts.~~
- 45 • Gathers and analyzes factual data; ~~develops organizational concepts,~~
46 creates and revises forms, ~~reporting data;~~ selects appropriate
47 procedures to carry out assignments.
- 48 • ~~and may recommend~~Recommends new procedures ~~based on analysis~~
49 ~~of problems~~and policies.
- 50 • Assists in public relations ~~by dealing through interaction~~ with visitors,
51 patrons and tour groups.
- 52 • Disseminates airport information to the public either by telephone or in
53 person.
- 54 • Assists in coordination of purchasing airports goods and services with
55 ~~division~~department staff.
- 56 • Prepares and presents correspondence relative to airport operations
57 and/or business.

- 58 • ~~In the absence of airport management, provides~~Provides supervision of
- 59 administrative, operations and maintenance activities- in the absence of
- 60 airport management.
- 61 • Assists in administering safety and security procedures.
- 62 • Assists in the issuing and management of Airport ID badges maintaining
- 63 documentation, updating database, and provides orientation to airport
- 64 facilities.
- 65 • Maintains airport vehicle information such as mileage, use of fuel,
- 66 coordinates vehicle maintenance with County Fleet staff, collects fuel
- 67 receipts, and provides use reports to airport management.

68

69 **EMPLOYMENT STANDARDS:**

70 Knowledge of:

- 71 • Federal, state and local rules, regulations and ordinances governing the
- 72 operation of a public use airport
- 73 • Maintenance methods for facilities, structures, grounds, pavements, and
- 74 associated airport equipment and systems
- 75 • Tools, materials and equipment necessary to complete associated
- 76 • Operational activities of an airport complex
- 77 • Principles of airport safety, security, and emergency services
- 78 • ~~Knowledge, interpretation and~~The application ~~of the~~and requirements of
- 79 FAA Federal Aviation Regulations, specifically Parts ~~107-77~~ and 139
- 80 • The application and requirements of Transportation Security
- 81 Administration regulations, specifically Part 1542
- 82 • Principles of supervision, training and personnel management
- 83 • Basic mathematics and report writing skills
- 84 • Current computer applications and office equipment

85

86 Ability to:

- 87 • Plan, organize and direct multiple and varied operational activities of the
- 88 San Luis Obispo County Airports
- 89 • ~~plan~~Plan, organize, supervise and coordinate the work of personnel
- 90 • Operate mechanical equipment and vehicles
- 91 • ~~interpret~~Interpret and enforce regulations; ~~while maintain~~maintaining
- 92 good relations with aviation users
- 93 • ~~engage~~Engage the public, communicate effectively, verbally and in
- 94 writing
- 95 • Communicate and maintain relationships with other agencies, entities
- 96 and officials
- 97 • Current computer applications and office equipment
- 98

99 **EDUCATION/EXPERIENCE:**

100 Graduation from an accredited college or university with a degree in aviation
101 management, business administration, public administration, engineering or
102 related field. Job related experience may be substituted for education on a
103 year-for-year basis.

104
105 In addition: One year of experience performing a wide variety of airport
106 related tasks at a public use airport. Previous experience in airport operations
107 and administration highly desirable.

108
109 **LICENSES/CERTIFICATES:**

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

113
114 **OTHER CONDITIONS OF EMPLOYMENT:**

115 Employees in this classification may be required to work irregular hours,
116 holidays and weekends. Applicants are required to pass a pre-employment
117 medical examination to determine fitness to perform the duties of the job.
118 Applicants will be subject to a ten-year background check prior to
119 employment. Must pass a background and law enforcement security check for
120 this position.

121

122 **SPECIAL SUBCLASS RECRUITMENT:**

123 Recruitment for the Airports Operations Assistant position may be conducted
124 according to the operational and/or administrative needs of the department
125 and the special requirements for each position. For subclass recruitments,
126 experience requirements may be more narrowly defined.

127

128 This class specification generally describes the duties and responsibilities
129 characteristic of the position(s) within this class. The duties of a particular
130 position within a multi-position class may vary from the duties of other
131 positions within the class. Accordingly, the essential functions of a particular
132 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
134 selection process. If you have any questions regarding the duties or the
135 working conditions of the position, please contact the Personnel Department
136 at (805) 781-5959.

137

138 Adopted: 8-25-99

139 Revised: 6-28-00

140

141 P:\JOBAPS HTML JOB DESCRIPTIONS\cspec01402.htm

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143

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

3
4 **AIRPORTS OPERATIONS SPECIALIST**

5
6 **DEFINITION:**

7 Under general supervision assists in the coordination of aeronautical
8 operations and performs a wide variety of duties in the overall operations,
9 maintenance, and administration, of the San Luis Obispo and Oceano County's
10 Airports; assists in the coordination of the work of maintenance, and clerical
11 staff as assigned; performs related duties as required.
12

13 **DISTINGUISHING CHARACTERISTICS:**

14 This class is distinguished from the lower level Airport Maintenance Worker,
15 in that it is the lead worker class over the latter. It is distinguished from the
16 higher level Airport Operations Supervisor, in that the latter has supervisory
17 authority over both this class and the Airport Maintenance Worker
18 classification.
19

20 **REPRESENTATIVE DUTIES:**

21 (not in order of importance)

- 22
- 23 • Assists in planning, organizing, and coordinating the operations,
24 maintenance, security and safety programs and emergency services of
25 the San Luis Obispo County Airports and related property and facilities.
 - 26 • Inspects runways, taxiways, ramp areas and other areas of the airport
27 operations area, including, FAA Part 139 airside inspections.
 - 28 • Keeps supervisor apprised of airport operations, staffing and resource
29 needs; may distribute work assignments; provides input on staff
30 performance.

- 31 • Maintains daily inspection records and investigates discrepancies.
- 32 • Enforces airport rules, regulations and ordinances including parking
- 33 regulations.
- 34 • Assists in management of Storm Water Discharge Program.
- 35 • Responds to emergencies and assists with emergency operations.
- 36 • Ensures tenant lease site compliance.
- 37 • Gathers and analyzes factual data, creates and revises forms, selects
- 38 appropriate procedures to carry out assignments.
- 39 • Recommends new procedures and policies.
- 40 • Assists in public relations through interaction with visitors, patrons and
- 41 tour groups.
- 42 • Disseminates airport information to the public either by telephone or in
- 43 person.
- 44 • Assists in coordination of purchasing airports goods and services with
- 45 department staff.
- 46 • Prepares and presents correspondence relative to airport operations
- 47 and/or business.
- 48 • Provides supervision of administrative, operations and maintenance
- 49 activities in the absence of airport management.
- 50 • Assists in administering safety and security procedures.
- 51 • Assists in the issuing and management of Airport ID badges maintaining
- 52 documentation, updating database, and provides orientation to airport
- 53 facilities.
- 54 • Maintains airport vehicle information such as mileage, use of fuel,
- 55 coordinates vehicle maintenance with County Fleet staff, collects fuel
- 56 receipts, and provides use reports to airport management.

57

58 **EMPLOYMENT STANDARDS:**

59 Knowledge of:

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9

- 60 • Federal, state and local rules, regulations and ordinances governing the
- 61 operation of a public use airport
- 62 • Maintenance methods for facilities, structures, grounds, pavements, and
- 63 associated airport equipment and systems
- 64 • Tools, materials and equipment necessary to complete associated
- 65 • Operational activities of an airport complex
- 66 • Principles of airport safety, security, and emergency services
- 67 • The application and requirements of FAA Federal Aviation Regulations,
- 68 specifically Parts 77 and 139
- 69 • The application and requirements of Transportation Security
- 70 Administration regulations, specifically Part 1542
- 71 • Principles of supervision, training and personnel management
- 72 • Basic mathematics and report writing skills
- 73 • Current computer applications and office equipment

74

75 Ability to:

- 76 • Plan, organize and direct multiple and varied operational activities of the
- 77 San Luis Obispo County Airports
- 78 • Plan, organize, supervise and coordinate the work of personnel
- 79 • Operate mechanical equipment and vehicles
- 80 • Interpret and enforce regulations while maintaining good relations with
- 81 aviation users
- 82 • Engage the public, communicate effectively, verbally and in writing
- 83 • Communicate and maintain relationships with other agencies, entities
- 84 and officials
- 85 • Current computer applications and office equipment

86

87 **EDUCATION/EXPERIENCE:**

88 Graduation from an accredited college or university with a degree in aviation
89 management, business administration, public administration, engineering or
90 related field. Job related experience may be substituted for education on a
91 year-for-year basis.

92
93 In addition: One year of experience performing a wide variety of airport
94 related tasks at a public use airport. Previous experience in airport operations
95 and administration highly desirable.

96
97 **LICENSES/CERTIFICATES:**
98 A valid driver's license is required at the time of application. A valid
99 CALIFORNIA driver's license is required at the time of appointment and must
100 be maintained throughout employment.

101
102 **OTHER CONDITIONS OF EMPLOYMENT:**
103 Employees in this classification may be required to work irregular hours,
104 holidays and weekends. Applicants are required to pass a pre-employment
105 medical examination to determine fitness to perform the duties of the job.
106 Applicants will be subject to a ten-year background check prior to
107 employment. Must pass a background and law enforcement security check for
108 this position.

109
110 **SPECIAL SUBCLASS RECRUITMENT:**
111 Recruitment for the Airports Operations Assistant position may be conducted
112 according to the operational and/or administrative needs of the department
113 and the special requirements for each position. For subclass recruitments,
114 experience requirements may be more narrowly defined.

115

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

125

126 Adopted: 8-25-99

127 Revised: 6-28-00

128

129 P:\JOBAPS HTML JOB DESCRIPTIONS\cspec01402.htm

130

131

132

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

3
4 **AIRPORTS MAINTENANCE WORKER**

5
6 **DEFINITION:**

7 Under general supervision, performs a wide variety of unskilled and semi-
8 skilled duties in facilities and grounds maintenance at the County Airports;
9 assists in airport operations as required; performs other related work as
10 required.

11
12 **DISTINGUISHING CHARACTERISTICS**

13 This classification is distinguished from the higher level class of Airport
14 Operations Specialist, in that the latter is assigned as a lead worker of the
15 Airport Maintenance Worker class.

16
17 **TYPICAL TASKS:**

- 18 • ~~Routinely inspects~~Performs routine inspections of airport buildings and
19 premises including daily FAA Part 139 airside and TSA Part 1542 security
20 inspections.
- 21 • Schedules and performs preventive maintenance on all County airport
22 equipment and systems.
- 23 • ~~Performs a wide variety of unskilled, and semi-skilled work in the~~
24 ~~maintenance and security of airport facilities and grounds.~~
- 25 • Adjusts, maintains and repairs mechanical equipment, electrical fixtures,
26 appliances, plumbing systems, structures, fencing/gates, pavements, and
27 powered maintenance equipment.
- 28 • Performs routine custodial work as required.
- 29 • Operates assigned powered maintenance equipment.

- 30 • Maintains airport grounds including routine maintenance work in
- 31 landscaped areas, cultivating planter bed, mowing, raking, litter pickup and
- 32 removal of undesirable vegetative growth, repairs irrigation and water
- 33 systems.
- 34 • Checks and reports on aviation fuel spills, sewer, water, and oil
- 35 storage/distribution systems.
- 36 • May respond to airport emergencies.
- 37 • Monitors and reports on aircraft and airport operations.
- 38 • Enforces airport regulations, including parking ordinances.
- 39 • Performs other general maintenance, grounds maintenance and repairs as
- 40 required.
- 41 • Maintains runways including lighting, painting, and striping.
- 42 • Inspects fire extinguishers and coordinates maintenance with vendor.
- 43 • Operate standard office equipment, and computer applications.
- 44 • Assists the public, visitors and tenants of the County's airport facilities.

45

46 **EMPLOYMENT STANDARDS:**

47 Knowledge of:

- 48 • Maintenance methods for facilities, structures, grounds, pavements, and
- 49 associated airport equipment and systems
- 50 • Tools, materials and equipment necessary to complete associated tasks
- 51 • The application and requirements of FAA Federal Aviation Regulations,
- 52 specifically Parts 77 and 139
- 53 • The application and requirements of Transportation Security Administration
- 54 regulations, specifically Part 1542
- 55 • Safety measures related to operating motorized equipment
- 56 • Basic mathematics and reporting writing
- 57 • Current computer applications and office equipment Computers and systems

59 Ability to:

- 60 • Operate mechanical equipment and vehicles
- 61 • ~~Deal~~Interact tactfully and effectively with the general public and work
- 62 cooperatively with others
- 63 • Comprehend and follow written and verbal instructions; complete forms
- 64 and reports
- 65 • Learn applicable Federal, State and County aviation and airport regulations, learn
- 66 learn the supplies, methods, and equipment used in maintaining facilities
- 67 and grounds
- 68 • Work from ladders, roofs of buildings and mechanical lifts at heights that
- 69 may exceed 50 feet
- 70 • Learn simple grounds and landscape maintenance procedures
- 71 • Enter data and complete reports on computer systems used by the airport

72

73 **EDUCATION/EXPERIENCE:**

74 Equivalent to graduation from high school and two years of facility and/or

75 grounds maintenance experience is required.

76

77 **LICENSES/CERTIFICATES:**

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

79 CALIFORNIA driver's license is required at the time of appointment and must

80 be maintained throughout employment.

81

82 **OTHER CONDITIONS OF EMPLOYMENT:**

83 Employees in this classification may be required to work holidays, weekends

84 and irregular hours. Applicants will be subject to a ten-year background check

85 prior to employment and are required to pass a pre-employment medical

86 examination to determine fitness to perform the duties of the job. Must pass

87 a background and law enforcement security check for this position.

88

89 **SPECIAL SUBCLASS RECRUITMENT:**

90 Recruitment for the Airports Maintenance Worker position may be conducted
91 according to maintenance or grounds keeping needs of the department and
92 the special requirements for each position. For subclass recruitments,
93 experience requirements may be more narrowly defined.

94

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

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105 Adopted: 7-01-69

106 Revised: 6-28-00

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

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4 **AIRPORTS MAINTENANCE WORKER**

5
6 **DEFINITION:**

7 Under general supervision, performs a wide variety of unskilled and semi-
8 skilled duties in facilities and grounds maintenance at the County Airports;
9 assists in airport operations as required; performs other related work as
10 required.

11
12 **DISTINGUISHING CHARACTERISTICS**

13 This classification is distinguished from the higher level class of Airport
14 Operations Specialist, in that the latter is assigned as a lead worker of the
15 Airport Maintenance Worker class.

16
17 **TYPICAL TASKS:**

- 18 • Performs routine inspections of airport buildings and premises including
19 daily FAA Part 139 airside and TSA Part 1542 security inspections.
- 20 • Schedules and performs preventive maintenance on all County airport
21 equipment and systems.
- 22 • Adjusts, maintains and repairs mechanical equipment, electrical fixtures,
23 appliances, plumbing systems, structures, fencing/gates, pavements, and
24 powered maintenance equipment.
- 25 • Performs routine custodial work as required.
- 26 • Operates assigned powered maintenance equipment.
- 27 • Maintains airport grounds including routine maintenance work in
28 landscaped areas, cultivating planter bed, mowing, raking, litter pickup and
29 removal of undesirable vegetative growth, repairs irrigation and water
30 systems.

- 31 • Checks and reports on aviation fuel spills, sewer, water, and oil
- 32 storage/distribution systems.
- 33 • May respond to airport emergencies.
- 34 • Monitors and reports on aircraft and airport operations.
- 35 • Enforces airport regulations, including parking ordinances.
- 36 • Performs other general maintenance, grounds maintenance and repairs as
- 37 required.
- 38 • Maintains runways including lighting, painting, and striping.
- 39 • Inspects fire extinguishers and coordinates maintenance with vendor.
- 40 • Operate standard office equipment, and computer applications.
- 41 • Assists the public, visitors and tenants of the County's airport facilities.

42

43 **EMPLOYMENT STANDARDS:**

44 Knowledge of:

- 45 • Maintenance methods for facilities, structures, grounds, pavements, and
- 46 associated airport equipment and systems
- 47 • Tools, materials and equipment necessary to complete associated tasks
- 48 • The application and requirements of FAA Federal Aviation Regulations,
- 49 specifically Parts 77 and 139
- 50 • The application and requirements of Transportation Security Administration
- 51 regulations, specifically Part 1542
- 52 • Safety measures related to operating motorized equipment
- 53 • Basic mathematics and reporting writing

54 Current computer applications and office equipment

55 Ability to:

- 56 • Operate mechanical equipment and vehicles
- 57 • Interact tactfully and effectively with the general public and work
- 58 cooperatively with others

- 59 • Comprehend and follow written and verbal instructions; complete forms
60 and reports
- 61 • Learn applicable Federal, State and County aviation and airport regulations,
62 learn the supplies, methods, and equipment used in maintaining facilities
63 and grounds
- 64 • Work from ladders, roofs of buildings and mechanical lifts at heights that
65 may exceed 50 feet
- 66 • Learn simple grounds and landscape maintenance procedures
- 67 • Enter data and complete reports on computer systems used by the airport
68

69 **EDUCATION/EXPERIENCE:**

70 Equivalent to graduation from high school and two years of facility and/or
71 grounds maintenance experience is required.

72

73 **LICENSES/CERTIFICATES:**

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

77

78 **OTHER CONDITIONS OF EMPLOYMENT:**

79 Employees in this classification may be required to work holidays, weekends
80 and irregular hours. Applicants will be subject to a ten-year background check
81 prior to employment and are required to pass a pre-employment medical
82 examination to determine fitness to perform the duties of the job. Must pass
83 a background and law enforcement security check for this position.

84

85 **SPECIAL SUBCLASS RECRUITMENT:**

86 Recruitment for the Airports Maintenance Worker position may be conducted
87 according to maintenance or grounds keeping needs of the department and

88 the special requirements for each position. For subclass recruitments,
89 experience requirements may be more narrowly defined.

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

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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

TO: Civil Service Commission
DATE: May 25, 2016
FROM: Frank Stapleton, Personnel Analyst
SUBJECT: New Specification: Community Health Nurse I, II

RECOMMENDATION:

It is recommended that the Commission approve the new Community Health Nurse I, II (CHN) class specification as proposed.

DISCUSSION:

Community Health nurses are employed within the Health Agency's Public Health Department. The existing CHN classification is comprised of two levels: An entry-level CHN and a Senior CHN. In this structure, the Senior role is reserved for nurses with leadworker duties. The department does not have an operational need to hire leadworker nurses within this classification. As a result, due to the current structure of the CHN classification, there is no opportunity for experienced CHNs to advance in their careers beyond the entry level.

In an effort to address this issue, the Department is proposing the creation of a CHN I, II career series. The proposed new classification will replace the CHN Senior level with the new CHN II. The creation of this career series will give current experienced nurses an opportunity to advance within their career. In addition, the department will have the flexibility to hire new community health nurses at a higher level in the career series based on their professional nursing experience. This flexibility will make the Department more competitive in future community health nurse recruitments and broaden their pools of qualified nurses. Furthermore, the expansion of the career series for nurses will aid in the retention of the Department's health care workforce, which in turn will provide a consistent level of services to the citizens in the County.

Any incumbents in the existing career series will be eligible to promote within the new career series commensurate with their experience and licensure.

OTHER AGENCY INVOLVEMENT:

The Health Agency has been involved in development of this specification and concurs with the proposed revisions. The proposed new classification has been discussed with the County Administrative Office and a copy of the proposed classification has been provided to the Employee Association (SLOCEA).

Attachments: Community Health Nurse I, II – final draft

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1 **HUMAN RESOURCES DEPARTMENT**
2 **San Luis Obispo County**
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6 **COMMUNITY HEALTH NURSE I, II**
7 (Career Series)
8

9 **DEFINITION:**

10 Classes in this series provide comprehensive community nursing services by serving a patient
11 caseload, participating in health clinics; and do other work as required.
12

13 **DISTINGUISHING CHARACTERISTICS:**
14

15 **Community Health Nurse I:** This is the entry level for Community Health nursing series. Under
16 immediate supervision, provides a variety of nursing services.
17

18 **Community Health Nurse II:** This is the experienced level of the Community Health nursing
19 series. Under general supervision provides specialized nursing services. This class is distinguished
20 from the Community Health Nurse I by the assignment of the full range of duties assigned.
21 Employees at this level receive occasional instruction or assistance as new or unusual situations
22 arise and they are fully aware of the operating procedures and policies within the work unit.
23

24 Incumbents at either level may pursue a course of study leading to certification as a Public Health
25 Nurse and entry into that closely related job class series.
26

27 **REPRESENTATIVE DUTIES:**

28 (Not in order of importance)
29

- 30 • Participates in the organization and provision of various Health Agency clinic services such
31 as prenatal, child health, family planning, cancer screening, CCS-sponsored, hypertension,
32 communicable disease including tuberculosis, sexually transmitted diseases, and
33 immunizations;
- 34 • Obtains and records data regarding pertinent patient history; records information and
35 counsels patients regarding communicable disease as required by law;
- 36 • Prepares patients for examination and obtains specimens as indicated;
- 37 • Instructs patients and family in health care measures;
- 38 • Confers with other professional and medical personnel on problem cases;
- 39 • Prepares comprehensive records and reports;
- 40 • May lead and instruct assigned subordinate personnel;
- 41 • May represent the department before community groups.
- 42 • With documented additional training and supervised experience may make home visits
43 and follow-up visits offering nursing services, advice, counseling and instruction for:
44 Prenatal and postpartum supervision, child health care, persons who have contracted a
45 communicable disease, high risk children in need of medical or nursing assistance, family
46 planning and outreach services.
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EMPLOYMENT STANDARDS:

Knowledge of:

Community Health Nurse I:

- Principles and practices of professional nursing;
- Anatomy, physiology and basic pathology;
- Signs and symptoms of medical or emotional problems;
- Principles and techniques of teaching, counseling, interviewing, and history taking;
- Resources available through other health and welfare agencies;
- Integration and linkages between community agencies.

Community Health Nurse II:

- The above, plus:
- Principles and practices of specialized nursing, including physical, emotional and sociological factors;
- Available community resources for non-health problems.

Ability to:

Community Health Nurse I:

- Administer safe and effective nursing care;
- Establish and maintain effective working relationships;
- Maintain complete and accurate records and reports;
- Judge situations accurately and adopt an effective course of action.

Community Health Nurse II:

- The above, plus:
- Recognize sociological problems which affect health;
- Instruct in the prevention of disease and promotion of health;
- Act as a liaison with other agencies to coordinate care of clients;
- Exercise independent judgment, analyze and evaluate situations independently and take appropriate actions;
- Write and speak effectively and prepare and maintain clear and concise records and reports;
- Work with various cultural and ethnic groups.

EDUCATION AND EXPERIENCE:

Community Health Nurse I: Two years of professional nursing experience (A Bachelor of Science in Nursing or related public health/care field may substitute for one year of experience)

Community Health Nurse II: Either A: One year of experience as a Community Health Nurse II, **OR B:** Three years of professional nursing experience. (A Bachelor of Science in Nursing or related public health/care field may substitute for one year of experience. A higher level degree may substitute for an additional year of experience.)

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99 **LICENSES AND CERTIFICATES:**
100 Possession of a valid California license as a Registered Nurse. A valid driver's license is required
101 at the time of application. A valid CALIFORNIA driver's license is required at the time of
102 appointment and must be maintained throughout employment.
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105 **SPECIAL SUBCLASS RECRUITMENT:**
106 Depending on the needs of the department, specialized experience in one of the nursing fields
107 may be set forth at the time of recruitment.
108

109 This class specification generally describes the duties and responsibilities characteristic of the
110 position(s) within this class. The duties of a particular position within a multi-position class may
111 vary from the duties of other positions within the class. Accordingly, the essential duties of a
112 particular position (whether it be a multi-position class or a single-position class) will be identified
113 and used by medical examiners and hiring authorities in the selection process. If you have any
114 questions regarding the duties or the working conditions of the position, please contact the
115 Human Resources Department at 805.781.5959.
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117 Adopted: 00-00-00
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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

TO: Civil Service Commission
DATE: May 25, 2016
FROM: Frank Stapleton, Personnel Analyst
SUBJECT: New Specification: Public Health Nurse I, II, Senior

RECOMMENDATION:

It is recommended that the Commission approve the new Public Health Nurse I, II, Senior (PHN) class specification as proposed.

DISCUSSION:

Public health nurses are employed within the Health Agency's Public Health Department. The existing PHN classification is comprised of two levels: An entry-level PHN and a Senior PHN. In this structure, the Senior role is reserved for nurses with leadworker duties. However, due to the limited operational need to hire leadworker nurses within this classification, the majority of public health nurses in this Department never advance beyond the entry-level PHN. This lack of career growth puts a strain on the Department's efforts to retain highly skilled nurses.

In an effort to address the retention issues in the Public Health Nurse classification, the Department is proposing the expansion of the current PHN career series from two levels to three. The addition of an intermediary level within the career series will provide more experienced nurses an opportunity for career growth. This proposed expanded career series will also allow the Department the flexibility to hire more experienced nurses. This flexibility will make the Department more competitive in future public health nurse recruitments and broaden their pools of qualified nurses. Furthermore, the expansion of the career series for nurses will aid in the retention of the Department's health care workforce, which in turn will provide a consistent level of services to the citizens in the County.

Any incumbents in the existing classification will be eligible to promote within the new career series commensurate with their experience and licensure.

OTHER AGENCY INVOLVEMENT:

The Health Agency has been involved in development of this specification and concurs with the proposed revisions. The proposed new classification has been discussed with the County Administrative Office and a copy of the proposed classification has been provided to the Employee Association (SLOCEA).

Attachments: Public Health Nurse I, II, Senior – final draft

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1 **HUMAN RESOURCES DEPARTMENT**
2 **SAN LUIS OBISPO COUNTY**

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6 **PUBLIC HEALTH NURSE I, II**
7 **SENIOR PUBLIC HEALTH NURSE**
8 (Career Series)
9

10 **DEFINITION:**

11 Classes in this series provide comprehensive public health nursing services in clinics, schools, homes, and
12 other community settings.

13
14 **DISTINGUISHING CHARACTERISTICS:**

15 **Public Health Nurse I:** This is the entry level class in the Public Health Nurse career series. Under
16 immediate supervision, incumbents perform more routine and less complex nursing duties as part of an
17 orientation and on the job training assignment, initiating and carrying out special programs within an
18 assigned caseload or geographical area.

19
20 **Public Health Nurse II:** This is the full working level class in the Public Health Nurse career series.
21 Under general supervision, incumbents apply the requisite knowledge, skills and abilities in performing the
22 full scope of public health nursing duties.

23
24 This class is distinguished from the Public Health Nurse I by the assignment of the full range of duties
25 assigned. Employees at this level receive occasional instruction or assistance as new or unusual situations
26 arise and they are fully aware of the operating procedures and policies within the work unit.

27
28 This class is distinguished from the Senior Public Health Nurse in that the latter oversees specialized public
29 health program(s) requiring a high level of professional skill and independent judgment; provides technical
30 and functional assistance to professional, technical, clinical and clerical staff.

31
32 **Senior Public Health Nurse:** This is the advanced working level class in the Public Health Nurse career
33 series. Under direction, employees in this class have lead worker responsibilities for coordinating a major
34 nursing or health services program and lead worker responsibilities over professional nurses and other
35 staff.

36
37 This class is distinguished from the Public Health Nurse I and II in that it provides lead direction to
38 professional nurses and other staff. Employees in this class are responsible for coordinating programmatic
39 and administrative tasks in support of a general or specialized program.

40
41 This class is distinguished from the next higher level class of Supervising Public Health Nurse in that the
42 Supervising Public Health Nurse is responsible for directing, supervising and coordinating public health
43 nursing activities and personnel for a large program or set of programs.

44
45 **REPRESENTATIVE DUTIES:**

46 (Not in order of importance)

- 47
48 • Through home visits, clinic visits and telephone consultations, provide nursing services, case
49 management, counseling, outreach and education for men, women and children, including prenatal
50 and postpartum care, child health care, communicable disease management, high risk child/infant
51 follow-up, and reproductive health services;

- Participate in and may organize and coordinate various health department clinics such as immunization, family planning, tuberculosis control, sexually-transmitted disease diagnosis and treatment, cancer screening, CCS-sponsored, chronic disease and communicable disease;
- Obtains and records data regarding client/family history;
- Records information and counsels patients regarding communicable disease;
- Prepares patients for examinations and obtains specimens as indicated;
- Instructs patients and family in health-care measures;
- Confers with other professional and medical personnel and prepares comprehensive records and reports;
- Conducts case management and makes appropriate referrals;
- May conduct utilization review to determine medical appropriateness of health care services and payment to contracted providers of care;
- May enter data into a variety of electronic health records or case management systems;
- May function as a project leader in the planning and execution of special programs;
- May supervise and instruct assigned subordinate personnel;
- May represent the department before community groups.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of nursing and public health nursing including health maintenance and disease prevention;
- The effects of physical, social, and emotional factors on health;
- Principles and techniques of teaching, counseling, interviewing, and history taking;
- Resources available through other health and welfare agencies;
- Integration and linkages between community agencies.

In addition, Senior Public Health Nurse:

- The above, plus:
- Specialized knowledge and experience in specific area(s) of public health program coordination;
- Principles and practices of work supervision, including work planning, assignment and review;
- General nursing principles, practices and techniques, teaching concepts, leadership principles, including patient assessment, care planning, patient and community education and evaluation of outcomes.

Ability to:

Public Health Nurse I:

- Exercise judgment and plan, organize, and administer safe and effective public health nursing care;
- Work effectively with individuals and families to assist them in the satisfactory solution of health problems;
- Recognize and respect the impact of cultural, ethnic, and linguistic differences on health care practices;
- Act as a liaison with other agencies to coordinate care of clients;
- Maintain effective working relationships;
- Maintain complete and accurate records and reports;
- Evaluate situations accurately and adopt an effective course of action.
- Write and speak effectively and prepare and maintain clear and concise records and reports;
- Work with various cultural and ethnic groups.

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Public Health Nurse II:

- The above, plus:
- Work independently under limited supervision.

Senior Public Health Nurse:

- The above, plus:
- Assume responsibility as a project or program leader in accomplishing specific work assignments;
- Perform specialized assessments and consultations as the result of specific training;
- Lead or supervise assigned personnel.
- Organize and conduct classes and training sessions on a variety of health subjects;
- Teach computer programs necessary to carry out assigned tasks, work interdependently and demonstrate a high degree of organizational skill and professional expertise.

EDUCATION AND EXPERIENCE:

Public Health Nurse I: Possession of a valid California license to practice as a Registered Nurse **AND** a California Public Health Nurse Certificate. No experience required.

Public Health Nurse II: Either A: Two years of experience as a Public Health Nurse I; **OR B:** Two years of public health related experience in a public or private health care setting.

Senior Public Health Nurse: Either A: One year of experience as a Public Health Nurse II; **OR B:** Three years of public health related experience in a public or private health care setting. (Possession of a California credential to practice as a school nurse or an advanced degree in public health nursing or a public health related field may be substituted for one year of experience.)

LICENSES AND CERTIFICATES:

Possession of a valid California license to practice as a Registered Nurse is required at time of application and must be maintained throughout employment. A license in probationary status is a disqualification. Possession of a valid California Public Health Nurse Certificate is required. Possession of a valid driver’s license may be required at the time of application. Possession of a valid CALIFORNIA driver’s license may be required at the time of appointment and, if required, must be maintained throughout employment.

NOTE: Any of the above required certificates or licenses are required at the time of application and must be maintained throughout employment.

SPECIAL SUBCLASS RECRUITMENT

Depending on the needs of the department, specialized experience in one of the clinical fields may be set forth at the time of recruitment.

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 duties 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: 00-00-00
BOS Approved: 00-00-00

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