

Civil Service Commission

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

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, February 26, 2014 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Arthur Chapman
Vice President Wayne Caruthers
Robert Bergman
Betsey Nash, SPHR
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. January 22, 2014 – Regular
4. **Job Class Specifications – Revised**
 - a. Senior Buyer
 - b. Water Quality Manager
5. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
6. **Closed Session (per Government Code Section 54956.9) Conference with Legal Counsel-Existing Litigation: Sanchez vs. Civil Service Commission**
7. **Adjournment**

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday January 22, 2014 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



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

MINUTES

Present: President Robert Bergman, Vice President Arthur Chapman, Commissioner Wayne Caruthers,
Absent: Commissioner Bill Tappan, Commissioner Betsey Nash
Staff: Commission Secretary Tami Douglas Schatz, Commission Clerk Robin Mason
Counsel: Commission Counsel Tim McNulty

1. **Call to Order/ Flag Salute/ Roll Call**

Commissioner Bergman called the meeting to order at 9:00 A.M. and led the flag salute.

2. **Election of Officers**

Commissioner Wayne Caruthers nominated Commissioner Arthur Chapman for Civil Service Commission President. Commissioner Robert Bergman seconded; motion carried 3-0-2 (Commissioners Nash and Tappan were absent.)

Roll Call Vote:

Commissioner Bergman	Yes
Commissioner Caruthers	Yes
Commissioner Chapman	Yes
Commissioner Nash	Absent
Commissioner Tappan	Absent

Commissioner Arthur Chapman nominated Commissioner Wayne Caruthers for Civil Service Commission Vice President. Commissioner Robert Bergman seconded; motion carried 3-0-2 (Commissioners Nash and Tappan were absent.)

Roll Call Vote:

Commissioner Bergman	Yes
Commissioner Caruthers	Yes
Commissioner Chapman	Yes
Commissioner Nash	Absent
Commissioner Tappan	Absent

3. Public Comment Period

President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Bergman closed the Public Comment Period.

4. Minutes

December 18, 2013 – Regular

Commissioner Chapman made a motion to approve the October 23, 2013 minutes as written. Commissioner Caruthers seconded; the motion carried 3-0-2.

5. Reports

a. Commission President

President Bergman: no report.

b. Commission Counsel

Tim McNulty: no report.

c. Commission Secretary

Tami Douglas-Schatz: addressed the Commission and reported that the Job Class Study Open Window Period is completed. She further stated that of the 64 studies, nine were recommended for reclassification. Six appeals have been filed and Commission dates may be needed after prehearings occur. Ms. Douglas-Schatz further clarified that the January 21, 2014 Special Meeting was vacated and no future dates are requested at this time.

6. Civil Service Commission Annual Report

Personnel Analysts Mark McKibben and Ken Tasseff presented the CSC Annual Report to the Commission.

Commissioner Chapman: clarified when questions should be asked.

Ken Tasseff: explained information shown on page 7 of the report and addressed Commissioner Chapman's comments.

Mark McKibben: concluded the CSC FY 2012-13 Annual Report and opened to the Commission for discussion.

Commissioner Caruthers: suggested adding a data element to the report.

Tami Douglas-Schatz: shared statistics regarding retirements of County employees and stated that management level vacancies can create a cascading effect of multiple recruitments.

Commissioner Bergman: suggested adding the total number of new hires to page 6-7.

Commissioner Chapman: commented and suggested material corrections be made to page 6-4.

Tami Douglas-Schatz: commented that she will be conducting a strategic planning presentation during the Board of Supervisors' February 18, 2014 meeting.

Commissioner Chapman: thanked staff and commented on the overall view of EEO statistics on page 6-7 show that the community at large is accurately represented.

7. Adjournment

Being no further business, the meeting was adjourned by President Bergman at 9:30 A.M.

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



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

From: Mark McKibben, Personnel Analyst

Date: February 26, 2014

Subject: Revised Classification: Senior Buyer

Recommendation

It is recommended that the Commission approve the revised classification of Senior Buyer as presented.

Discussion

In February of 2013 the Buyer I, II and Senior Buyer classifications were presented to the Commission. The Senior Buyer was approved at that meeting; however, the Commission directed that Buyer I, II specification be brought back for further review in March. The most substantive revision was to clarify the minimum qualifications for the Buyer II. The underlined section below highlights the revised language.

Buyer II:

In addition: Either A: One year of experience performing purchasing duties as a Buyer I for San Luis Obispo County; Or B: Two years responsible purchasing experience in a centralized procurement function or governmental agency.

The revision of the Buyer I, II class series created in an inconsistency with the Senior Buyer specification that was approved a month before in February; specifically the Senior Buyer specification requires public sector experience (see below), while the Buyer I, II allows for experience in a centralized procurement function OR governmental agency.

Senior Buyer:

In addition: Either A: Two years of experience performing purchasing duties as a Buyer II for San Luis Obispo County; Or B: Four years of complex buying experience, two years of which must be in a public agency.

Upon further review the General Services Agency and Human Resources believe that requiring public sector purchasing experience is too restrictive as a minimum qualification and recommend your approval of the revised Senior Buyer specification as presented.

Attachments:

Senior Buyer Class Specification

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HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

SENIOR BUYER

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2 **DEFINITION:**

3 Under direction, this classification is assigned leadworker responsibilities for staff involved in the
4 procurement of materials, supplies, services and equipment for County departments and related
5 agencies; performs the most difficult and complex work of the unit and is assigned other related
6 work as required.

7

8 **DISTINGUISHING CHARACTERISTICS:**

9 This is the advanced-journey level position and is distinguished from the lower level Buyer II
10 position by this position's lead worker responsibilities.

11

12 **REPRESENTATIVE DUTIES:**

- 13 • Keeps supervisor apprised of purchasing operations, staffing and resource needs;
14 distributes work assignments; provides input on staff performance.
- 15 • Coordinates and reviews the work of assigned staff; provides technical assistance and
16 training to staff engaged in the procurement of materials, services and equipment.
- 17 • Prepares and reviews contracts and related documents.
- 18 • Interprets departmental policies, rules, regulations and legislative data governing
19 purchasing.
- 20 • Administers the most complex purchase requests for materials and services.
- 21 • Negotiates with selected vendors and administers contracts.
- 22 • Recommends changes to purchasing policies and procedures and implements
23 recommendations as approved.
- 24 • Develops and maintains measures of workload and productivity for the unit; calculates
25 costs of alternate purchasing procedures; provides input on staffing levels and
26 equipment for inclusion in budget.

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HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

- 27 • Investigates unusual issues or complaints and provides assistance to subordinates;
- 28 resolves problems with vendors and/or agencies/departments.
- 29 • Meets with county departments and other clients to become acquainted with their
- 30 specific needs.
- 31 • Prepares written reports and may make oral presentations.

32 EMPLOYMENT STANDARDS:

33 Knowledge of:

- 34 • Accepted methods of employee training, work planning and supervision
- 35 • General laws of contracting and regulations pertaining to the solicitation of bids and
- 36 proposals
- 37 • Principles, practices and methods of public agency purchasing
- 38 • Vendor practices regarding pricing, performance management, material management,
- 39 shipping, warranties, and invoicing
- 40 • Techniques for establishing local and national sources of supply
- 41 • Bid preparation, solicitation and evaluation; quality control and competitive bidding
- 42 practices
- 43 • Negotiation techniques and practices consistent with the objectives of the purchasing
- 44 program
- 45 • Office procedures, accounting and budgetary controls
- 46 • Market research techniques and data analysis
- 47 • Mathematics and basic financial accounting principles
- 48 • Computer systems and procedures including the use of SAP, common spreadsheet and
- 49 word processing software
- 50 • Techniques of effective written and verbal communication

51 Ability to:

- 52 • Coordinate, monitor and train staff in the performance of their duties
- 53 • Assess the purchasing program and implement approved changes

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

- 54 • Effectively interact with personnel at all organizational levels and function in stressful
- 55 situations
- 56 • Advise and resolve differences between departments, purchasing and/or vendors
- 57 • Assess customer's needs and ensure receipt of needed materials and services
- 58 • Exercise appropriate judgment in answering questions and releasing information
- 59 • Source vendors and make recommendations for selection
- 60 • Collect and interpret financial, budgetary and vendor performance data
- 61 • Maintain accurate records and clearly document actions taken
- 62 • Make accurate mathematical calculations
- 63 • Communicate clearly and effectively, both verbally and in writing
- 64 • Operate standard office equipment including a computer and assigned software

65 **EDUCATION/EXPERIENCE:**

66 Bachelors Degree from an accredited four-year college or university in Business Administration
67 or related field. (Job-related experience may substitute for the required education on a year-for-
68 year basis.)

69 In Addition: Either A: Two years of experience performing purchasing duties as a Buyer II for
70 San Luis Obispo County; Or B: Four years of complex buying experience in a centralized
71 procurement function or governmental agency.

Deleted: , two years of which must be in a public agency.

72 73 **LICENSE/CERTIFICATES:**

74 Within six months of appointment, must possess Certified Professional Supply Management
75 (C.P.S.M.) or a Certified Professional Public Buyer (C.P.P.B.) or a Certified Professional Contract
76 Manager (C.P.C.M.).

77 Certain positions in this classification may require driving. When driving is an essential function
78 of the position, a valid **CALIFORNIA** driver's license will be required at the time of
79 appointment and must be maintained throughout employment.

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HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

84 This class specification generally describes the duties and responsibilities characteristic of the
85 position(s) within this class. The duties of a particular position within a multi-position class may
86 vary from the duties of other positions within the class. Accordingly, the essential duties of a
87 particular position (whether it is a multi-position class or a single-position class) will be
88 identified and used by medical examiners and hiring authorities in the selection process. This
89 information will also be made available for review at the time of any recruitment for that
90 position and at such other times as reasonably required.

91 Adopted: February 27, 2013

92 Effective: TBD



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

To: Civil Service Commission

From: Jamie Azarvand, Personnel Analyst

Date: February 26, 2014

Subject: Revised Class Specification: Water Quality Manager

RECOMMENDATION:

It is recommended that the Commission approve the revised Water Quality Manager class specification as proposed.

DISCUSSION:

As part of the ongoing Specification Update Program and at the request of the Public Works Department, the Human Resources Department is proposing revisions to the Water Quality Manager class specification. The specification was last updated in February 2002. The key substantive changes are as follows:

- 1) The representative duties, knowledge and skills sections have been revised to reflect the vital and characteristic duties and responsibilities of this classification. The proposed revisions provide a comprehensive list of representative duties and job functions, providing applicants with more accurate information regarding the position and associated responsibilities.
- 2) The specification has been updated to reflect California Code of Regulations Title 22, California State Water Resources Control Board (SWRCB) storm water permit requirements, and California Department of Public Health (CDPH) requirements.
 - a. Per Title 22, the Water Quality Manager must possess a degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science and have at least three years' prior experience in the analysis of wastewater and/or drinking water. A master's degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science may be substituted for one year of the required experience. A doctorate in chemistry, biochemistry, environmental, sanitary or public health engineering, biology, microbiology, natural or physical science may be substituted for two years of the required experience.
 - b. The SWRCB has adopted National Pollutant Discharge Elimination System (NPDES) storm water permits for municipalities and requires development and implementation of

a Storm Water Management Plan/Program with the goal of reducing the discharge of pollutants to the maximum extent practicable under the Clean Water Act. The program areas include public education and outreach; illicit discharge detection and elimination; construction and post-construction; and good housekeeping for municipal operations. In general, medium and large municipalities are required to conduct monitoring.

- c. State policy promotes the use of recycled water to the maximum extent to supplement existing surface and ground water supplies to help meet water needs. One of the primary conditions regarding the use of recycled water is protection of public health. Per CDPH, the producer or supplier of recycled water shall conduct sampling of disinfected secondary and disinfected tertiary recycled water at least once daily for bacteria. Samples shall be analyzed by an approved laboratory. The San Luis Obispo County Water Quality Lab performs such analyses, in addition to utilizing other laboratories for sample analyses.

As part of the ongoing Specification Update Program, various formatting changes have been included with the proposed revisions. Additionally, some of the language in the representative duties and employment standards sections has been updated to reflect current Human Resources standards.

OTHER AGENCY INVOLVEMENT:

The Public Works Department has been involved in development of this specification and concurs with the specification as proposed. The County Administrative Office and Employee Association (SLOCEA) have reviewed and commented on the proposed specifications.

Attachments:

- Current Water Quality Manager Class Specification
- Track Change Water Quality Manager Class Specification
- Final Water Quality Manager Class Specification
- Public Works Organizational Chart

**HUMAN RESOURCES DEPARTMENT
San Luis Obispo County**

WATER QUALITY MANAGER

DEFINITION:

Under general direction, administers and supervises the activities of the Environmental Laboratory, providing services and consultation to incorporated cities, community service districts and contractors; performs scientific analyses of meteorological data, and the chemical and biological conditions of drinking and wastewater in connection with water quality and water pollution; prepares findings and makes recommendations for solutions to water quality problems; and does other related work as required.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Plans, organizes, performs, directs, and supervises, through subordinates, the activities in the laboratory and the field involving the analyses and recommendation for treatment of drinking and wastewater supplies; analyses include tests for acidity, alkalinity, turbidity, trace elements, taste, odor, and biochemical oxidation demand and other analyses required to meet Safe Drinking Water Standards for water supplies and Regional Water Quality Control Board discharge requirements for wastewater operations.
- Prepares special and standard reagents and solutions for the use in chemical testing.
- Utilizes wet chemistry, atomic absorption, gaschromotograph, etc., in performing analyses.
- Determines and recommends the most effective chemical treatment of drinking and wastewater supplies to bring them into compliance with applicable health standards.
- Participates in determining chemical proportions to be added for effective treatment.
- Recommends ongoing programs to be implemented in maintaining water quality standards.
- Prepares reports and maintains records of findings and recommendations; prepares cost/benefit reports of alternate methods of maintaining water quality at individual treatment plants.
- Coordinates activities with supervisory engineers, treatment plant personnel, and State and local health officials and Regional Water Quality Control Board personnel.
- Trains water and wastewater treatment operations personnel to do basic chemical analyses of water and effluent necessary in maintaining efficient plant operations.

- May perform air quality chemical analysis duties.
- May perform chemical analyses of soils and various building materials.
- May represent the County Public Works Department in matters pertaining to the water quality management program.

EMPLOYMENT STANDARDS:

Knowledge of:

- The principles, methods and materials utilized in chemical, biological, bacteriological, and limnological techniques employed in the laboratory analyses of drinking and wastewater
- The effects of waste materials and natural substances on water quality
- Principles of supervision; Federal, State and local standards required for maintaining water quality

Ability to:

- Plan, organize and carry out chemical research work
- Analyze and evaluate data and make effective recommendations based on findings
- Train and instruct water and wastewater plant operational and maintenance personnel in the methods and procedures of basic chemical analyses of drinking and wastewater
- Establish and maintain cooperative working relations
- Prepare clear, complete and technically accurate reports
- Perform mathematical equations and statistical computations necessary to determine chemical analyses and related work
- Plan and direct the work of the Environmental Lab
- Prepare budgets, write reports

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in chemistry, biology, bacteriology, chemical engineering or a closely related field. In addition, two years of experience in the chemical analyses of drinking and wastewater supplies is required.

LICENSES AND CERTIFICATES:

Must obtain within six months from date of appointment, to assess system operational issues, State of California Department of Health Services Water Treatment Operator Grade 2

certification or higher.

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

Adopted: 04-17-74

BOS Approved: 04-17-74

Revised: 06-27-90

Revised: 02-27-02

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

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5 **WATER QUALITY MANAGER**

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7 **DEFINITION:**

8 Under general direction, administers and supervises the activities of the San Luis Obispo County
9 Water Quality Laboratory; provides services and acts as consultant inside and outside the
10 department, including, but not limited to, consultation to the Public Works Utilities Division
11 water and wastewater systems, County Service Areas, incorporated cities, Community Service
12 and Flood Control Districts and contractors; supervises scientific analyses of the chemical and
13 biological conditions of drinking, wastewater, recycled water and stormwater in connection with
14 water quality and water pollution; serves as the Laboratory Director in accordance with Title 22
15 of the California Code of Regulations; prepares findings and makes recommendations for
16 solutions to water quality problems; and does other related work as required.

17
18 **REPRESENTATIVE DUTIES:**

19 (Not in order of importance)

- 20
21 • Plans, organizes, performs, directs, and supervises, through subordinates, the activities
22 in the laboratory and the field involving the analyses and recommendations for
23 treatment of drinking, wastewater, recycled water and stormwater supplies and
24 systems; analyses include tests required to demonstrate compliance with Safe Drinking
25 Water Standards for water supplies and Regional Water Quality Control Board (RWQCB)
26 discharge requirements for wastewater, recycled water and stormwater operations.
27
28 • Performs or supervises chemical, bacteriological and complex instrumental analyses.
29
30
31 • Determines and recommends the most effective chemical treatment of drinking
32 wastewater, recycled water, and stormwater supplies to bring them into compliance with
33 applicable health and regulatory standards.
34
35 • Participates in determining chemical proportions to be added for effective treatment.
36
37 • Recommends ongoing programs to be implemented in maintaining water quality
38 standards.
39
40 • Supports efforts for stormwater compliance in accordance with the County's Stormwater
41 Management Program (SWMP) and National Pollutant Discharge Elimination System
42 (NPDES).
43
44 • Prepares reports and maintains records of findings and recommendations.
45
46 • Prepares cost/benefit reports of alternate methods of maintaining water quality at
47 individual treatment plants.
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- 75 | • Prepares and monitors water quality laboratory budgets.
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- 77 | • Coordinates activities with supervisory engineers, treatment plant personnel, State and
- 78 | local health officials and RWOCB personnel.
- 79 |
- 80 | • Trains water and wastewater treatment operations personnel to perform basic chemical
- 81 | analyses of water and effluent necessary in maintaining efficient plant operations.
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- 83 | • May represent the County Public Works Department in matters pertaining to water
- 84 | quality management programs.
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<#>May perform chemical analyses of soils and various building materials.¶
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EMPLOYMENT STANDARDS:

Knowledge of:

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- 87 |
- 88 | • The principles, methods and materials utilized in chemical, biological, bacteriological,
- 89 | and limnological techniques employed in the laboratory analyses of drinking,
- 90 | wastewater, recycled water, and stormwater
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- 93 | • The effects of waste materials and natural substances on water quality
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- 96 | • Principles of supervision
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- 98 | • Federal, State and local standards required for maintaining water quality
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Ability to:

- 100 |
- 101 | • Plan, organize and carry out chemical research work
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- 103 | • Analyze and evaluate data and make effective recommendations based on findings
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- 106 | • Train and instruct water and wastewater plant operational and maintenance personnel
- 107 | in the methods and procedures of basic chemical analyses of drinking, wastewater,
- 108 | recycled water, and stormwater
- 109 |
- 110 | • Establish and maintain effective working relationships with staff, vendors, contractors
- 111 | and other agency personnel
- 112 |
- 113 | • Prepare clear, complete and technically accurate reports
- 114 |
- 115 | • Perform mathematical equations and statistical computations necessary to determine
- 116 | chemical analyses and related work
- 117 |
- 118 | • Plan and direct the work of the San Luis Obispo County Water Quality Laboratory
- 119 |
- 120 | • Prepare budgets

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EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science. In addition, six years of experience in the field of wastewater treatment, and/or water including the analyses of wastewater and/or drinking water, two years of which must have been in a laboratory supervisory role.

A master's degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science may be substituted for one year of the required non-supervisory experience.

A doctorate in chemistry, biochemistry, environmental, sanitary or public health engineering, biology, microbiology, natural or physical science may be substituted for two years of the required non-supervisory experience.

LICENSES AND CERTIFICATES:

Possession of a valid State of California Department of Public Health Water Treatment Operator Grade 2 (T2) certification or higher. The 6-month requirement to obtain a T2 certification may be extended up to 12 months by the appointing authority. Sustained/certification including any required continuing education units is mandatory for continued employment. Failure to obtain the required certifications within the time stated will result in removal from the position unless a time extension is approved by the appointing authority.

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver's license will be required at the time of appointment and must be maintained throughout employment.

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

Adopted: 04-17-74
BOS Approved: 04-17-74
Revised: 06-27-90
Revised: 02-27-02
Revised: 02-19-14

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

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5 **WATER QUALITY MANAGER**
6

7 **DEFINITION:**

8 Under general direction, administers and supervises the activities of the San Luis Obispo County
9 Water Quality Laboratory; provides services and acts as consultant inside and outside the
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11 water and wastewater systems, County Service Areas, incorporated cities, Community Service
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13 biological conditions of drinking, wastewater, recycled water and stormwater in connection with
14 water quality and water pollution; serves as the Laboratory Director in accordance with Title 22
15 of the California Code of Regulations; prepares findings and makes recommendations for
16 solutions to water quality problems; and does other related work as required.
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18 **REPRESENTATIVE DUTIES:**

19 (Not in order of importance)
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- 55 analyses of water and effluent necessary in maintaining efficient plant operations.
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- 57 • May represent the County Public Works Department in matters pertaining to water
- 58 quality management programs.
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60 **EMPLOYMENT STANDARDS:**

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62 **Knowledge of:**

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- 64 • The principles, methods and materials utilized in chemical, biological, bacteriological,
- 65 and limnological techniques employed in the laboratory analyses of drinking,
- 66 wastewater, recycled water, and stormwater
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- 68 • The effects of waste materials and natural substances on water quality
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- 70 • Principles of supervision
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- 72 • Federal, State and local standards required for maintaining water quality
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74 **Ability to:**

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- 76 • Plan, organize and carry out chemical research work
- 77
- 78 • Analyze and evaluate data and make effective recommendations based on findings
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- 80 • Train and instruct water and wastewater plant operational and maintenance personnel
- 81 in the methods and procedures of basic chemical analyses of drinking, wastewater,
- 82 recycled water, and stormwater
- 83
- 84 • Establish and maintain effective working relationships with staff, vendors, contractors
- 85 and other agency personnel
- 86
- 87 • Prepare clear, complete and technically accurate reports
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- 89 • Perform mathematical equations and statistical computations necessary to determine
- 90 chemical analyses and related work
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- 92 • Plan and direct the work of the San Luis Obispo County Water Quality Laboratory
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- 94 • Prepare budgets

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EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science. In addition, six years of experience in the field of wastewater treatment, and/or water including the analyses of wastewater and/or drinking water, two years of which must have been in a laboratory supervisory role.

A master's degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science may be substituted for one year of the required non-supervisory experience.

A doctorate in chemistry, biochemistry, environmental, sanitary or public health engineering, biology, microbiology, natural or physical science may be substituted for two years of the required non-supervisory experience.

LICENSES AND CERTIFICATES:

Possession of a valid State of California Department of Public Health Water Treatment Operator Grade 2 (T2) certification or higher. The 6-month requirement to obtain a T2 certification may be extended up to 12 months by the appointing authority. Sustained/certification including any required continuing education units is mandatory for continued employment. Failure to obtain the required certifications within the time stated will result in removal from the position unless a time extension is approved by the appointing authority.

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver's license will be required at the time of appointment and must be maintained throughout employment.

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

- Adopted: 04-17-74
- BOS Approved: 04-17-74
- Revised: 06-27-90
- Revised: 02-27-02
- Revised: 02-19-14

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