

# 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, September 24, 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. August 27, 2014 – Regular
4. **Job Class Specifications – Revised**
  - a. Civil Engineering Technician
  - b. Engineer I-I-III-IV
5. **Job Class Specifications – New**
  - a. Deputy Agricultural Commissioner/Sealer
6. **Reports**
  - a. Commission President
  - b. Commission Counsel
  - c. Commission Secretary
    1. AB 218 “Ban the Box” legislation
    2. HR Technology Changes
7. **Adjournment**

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, August 27, 2014 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



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

## MINUTES

Present: President Arthur Chapman, Commissioner Wayne Caruthers, Commissioner Betsey Nash, Commissioner William Tappan

Absent: Commissioner Robert Bergman

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Robin Mason

Counsel: Commission Counsel Tim McNulty

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

President Chapman:

Called the meeting to order at 9:00 A.M. and led the flag salute.

2. **Public Comment Period**

President Chapman:

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 no comment, President Chapman closed the Public Comment period.

3. **Minutes**

July 23, 2014 – Regular

President Chapman:

Asked for corrections or changes to the July 23, 2014 minutes.

Commissioner Caruthers:

Reminded the Clerk that Commissioner Bergman exited the July meeting and was absent during the approval of the Chief Waste Water Treatment Plant Operator. The motion carried 4-0-1 instead of 5-0-0. Also, he indicated that the minutes should list President Chapman under President's time on the agenda, instead of Vice-President Caruthers. Ms. Mason agreed to make the necessary changes.

President Chapman:

Requested a motion to approve the July 23, 2014 minutes as amended. Commissioner Nash made the motion; Commissioner Tappan seconded. The motion passed 4-0-1. (Commissioner Bergman was not present at the meeting.)

# Civil Service Commission

## 4. Job Class Specifications – New

a. Locksmith I or II (formerly Locksmith Maintenance Worker)

b. Deputy District Attorney I-II-III-IV

President Chapman determined that Item 4b be considered prior to Item 4a.

HR Analyst Frank Stapleton:

Introduced District Attorney Elect Dan Dow and the revised classification series. Mr. Stapleton and Mr. Dow explained the reason for the specification revision is to allow individuals who have not yet received their BAR result to apply for the Deputy District Attorney series; currently, they are unable to do so.

Mr. Dow:

Stated that the specification revision would attract and allow for a greater pool of candidates from which to hire. Currently those who take the BAR in July must wait until November to obtain their results (and to apply for Deputy District Attorney I) and those who take the test in February must wait until June for results (and to apply for Deputy District Attorney I).

Commissioner Nash:

Expressed concern regarding the specification verbiage related to requiring "good moral character" under "Other Conditions of Employment."

Commissioner Tappan:

Stated that he did not have an issue with the "good moral character" verbiage and asked if all new candidates would be hired at the Deputy District Attorney I or at a more advanced level.

Mr. Dow:

Responded that the Office is interested in hiring at the entry level (District Attorney I level) so new employees have greater potential for growth within the organization.

Commissioner Caruthers:

Asked if receipt of a BAR score would affect candidates' ranking on the eligible list.

Mr. Dow:

Responded that it would not, that each candidate would be considered in totality, e.g., his or her skillset and prior experience.

President Chapman:

Asked for Public Comment regarding the specification revision.

Deputy County Counsel, Susan Hoffman: Stated that other law enforcement specifications exist currently that include this language.

# Civil Service Commission

- Commission/Commission Counsel: Offered the following verbiage for future consideration:  
"Successful completion of a thorough background investigation including a fingerprint and record check. No felony conviction by any State, the Federal Government or a foreign government."
- President Chapman: Opined that because there are several specifications which contain the "good moral character" verbiage that Human Resources review standard language re: "good moral character" contained in these specifications but suggested that the Commission not delay voting in support of the specification revision until such a review by HR was concluded; the Commissioners expressed agreement.
- Commissioner Caruthers: Inquired how soon the District Attorney's Office wished to begin a Deputy District Attorney recruitment.
- Mr. Dow: Responded that the Office is interested in opening a recruitment "very soon."
- President Chapman: Requested a vote on the revised specification series as amended. Commissioner Tappan made a motion; Commissioner Caruthers seconded. The motion passed 4-0-1. (Commissioner Bergman was not in attendance).
- a. Locksmith I or II  
(formerly Locksmith  
Maintenance Worker) HR Analyst Mark McKibben introduced the revised specification which he indicated is intended to replace the current specification as part of an HR Classification Study. He indicated the specification was last updated in 2000 and General Services needed more flexibility regarding the specification and that it would allow greater access system control.
- Commissioner Tappan: Asked regarding the Education/Experience requirements for the revised specification.
- Mr. McKibben: Stated that "on the job" experience would be provided for a Locksmith I to become a II.
- President Chapman: Asked for public comment related to the specification revision.
- Mr. Pat MacNamara/SLOCEA: Indicated that SLOCEA is supportive of the revised specification.

# Civil Service Commission

President Chapman:

Indicated a small grammatical error which Mr. McKibben indicated he would correct. Requested a motion to approve the amended specification. Commissioner Caruthers made a motion; Commissioner Nash seconded the motion. Motion passed 4-0-1. (Commissioner Bergman was absent).

## 5. Reports

a. **Commission President**  
President Chapman:

No report.

b. **Commission Counsel**  
Tim McNulty:

No report.

c. **Commission Secretary**  
Tami Douglas-Schatz:

Ms. Douglas-Schatz reported that there are no outstanding issues and that HR does not need any CSC hearing dates at this time. She reported that the General Services Agency has been disbanded and that General Services Agency Director Janette Pell is no longer employed with the County.

She stated that the Administrative Office indicated that the expected efficiencies of consolidating the GSA departments had not been fully realized. She added that currently the Deputy Directors of the various departments will serve as interim directors of their divisions at present. She added that the disbanding would not have Civil Service implications at this time.

Additionally, Ms. Douglas-Schatz reported that HR has made a major change to the Reclassification Period. In the past, the Open Window period would typically last for one month and changes were connected to the budget process at a single point in time each year. She indicated that HR would now accept reclassification requests all year long and that such requests could now be taken to the Board of Supervisors at three separate times for approval. Ms. Douglas-Schatz distributed a memo detailing the new reclassification process (Attachment A). Ms. Douglas-Schatz also announced the departure of Public Works Director Paavo Ogren, Child Support Services Director Phil Lowe and Deputy Director of County Parks Curtis Black.

# Civil Service Commission

Commissioner Tappan: Asked if the new directors will be at-will employees.

Ms. Douglas-Schatz: Responded yes once they are created.

**6. Adjournment**

President Chapman: Being no further business, President Chapman adjourned the meeting at 10:04 a.m.

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

DRAFT

# ATTACHMENT 1



## Human Resources Department SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,  
Director

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

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

### Position Study Request Instructions – Filled Position

#### PROCESS OVERVIEW

The Human Resources Director is responsible for overseeing the County's Classification Plan as defined in Civil Service Rule 5. This document outlines the process utilized when an employee believes they have been permanently assigned duties that are outside the scope of their position's current classification. It involves a series of steps beginning with the incumbent meeting with their Supervisor. Subsequent meetings with Department Head and Personnel Analyst are required BEFORE submitting a request to the Human Resources Director. The HR Director will advise all parties of the next steps in the process within 30 days of receiving the request. Generally, studies will be prioritized on a first come first served basis. However, given that the HR Department is simultaneously handling multiple requests, priority will be impacted by other factors including: Analyst workload, the number of incumbents involved and potential organizational impacts.

Once assigned, the Personnel Analyst will conduct the study which will involve meeting with the incumbent, Department Head, and others as appropriate. The information gained from these meetings will be used by the Analyst to develop their findings. HR will provide their findings within 120 days from the date the study begins. If the findings identify duties that are outside of the position's current classification, the Administrative Office, Human Resources, and the department will work together to determine the appropriate action.

#### PROCESS STEPS

- 1) The incumbent meets with their Supervisor to review their out of class concerns. The Position Study Request Form is NOT required for this step. After the meeting, the Supervisor provides a written response to the incumbent.
- 2) If the incumbent is unsatisfied with the Supervisor's response, they may then pursue their request with the Department Head, by completing the Position Study Request Form.
- 3) The Department Head, Personnel Analyst, and Supervisor, as necessary, will meet with the incumbent and review the request and issues that remain unresolved from the incumbent's meeting with their Supervisor.
- 4) The Department Head will provide a response to the incumbent and Human Resources, detailing their perspective on the incumbent's concerns.
- 5) If the incumbent remains unsatisfied with the Department Head's response they may then submit their request to the HR Director. The submission must include the responses received from the Supervisor and Department Head meetings.
- 6) The HR Director will review all requests within 30 days of receipt and will advise the incumbent, Department Head and Administrative Office of the scope of the study and the estimated date it will begin.
- 7) The assigned Personnel Analyst will review the information provided to the HR Director and will interview the incumbent and others as necessary.

3A6

- 8) In cooperation with the incumbent's department management and the Administrative Office, HR will make a determination within 120 days after the study begins.
- 9) A determination that a position is assigned duties that are inconsistent with its current classification may result in any of the following actions: reassignment of the out of class duties, reallocation to a higher or lower classification, or the creation of a new classification.
- 10) Classification changes will be brought to the Board of Supervisors for approval in June, September and November each year.

**INSTRUCTIONS:**

**Part A:**

The incumbent of the position to be studied is responsible for completing Part A of the Position Review Request Form. The purpose of the form is to elicit the incumbent's description of their job duties and which duties they believe fall outside of their current job classification. Part A and the Supervisor's comments are to be provided to the Department Head.

**Part B:**

The Department Head must review Part A of this form and verify its accuracy on Part B. Part B must be signed and dated by the immediate Supervisor and Department Head. Comments by the Supervisor and Department Head are required, before submitting the request to the HR Director.

**Submittal Requirements:**

The following supporting materials must be submitted to Human Resources to request a position study:

- Electronic copy of the completed position study request form, the responses from the meetings with the Supervisor and Department Head, the department's current and proposed organization charts, and any other relevant attachments; **OR**
- Three (3) hard copies of the information noted above

The completed form must be signed and dated by the incumbent, their immediate Supervisor, and the Department Head.

3A7

**Position Study Request Form - Part A**

**Name:**

**Date:**

**Department:**

**Current Job Classification:**

1. Please list all of your job duties, along with a percentage estimate of the time you spend carrying out each duty. The total should add up to 100%.
  
2. In your opinion, which of the job duties listed under question number 1 fall outside of your current job classification? Why?
  
3. What caused you to take on the job duties you believe fall outside of your current job classification?
  
4. How long have you been performing the job duties that you believe fall outside of your current job classification?
  
5. Are there other job classifications that, in your opinion, better reflect you assigned job duties? If so, please list:

I certify that the information provided on this form is accurate.

\_\_\_\_\_  
Employee Signature

Date

3A8

**Position Study Request Form – Part B**

**Supervisor Review**

Check one or more of the following:

- I have reviewed the information contained in Part A of this form
- See attached memo for additional comments
- Contact me for additional information

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

**Department Head Review**

Check one or more of the following:

- I have reviewed the information contained in Part A of this form
- See attached memo for additional comments
- Contact me for additional information

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

3A9

## **POSITION REVIEW PROCESS**

### **FREQUENTLY ASKED QUESTIONS**

#### **1. What is a classification plan?**

A classification plan is a systematic process for describing and grouping jobs based on similarities in duties, responsibilities, and requirements. Class specifications broadly describe the duties, responsibilities, and qualifications of a particular job or similar group of jobs. They neither limit nor modify the authority of any County official or the Board of Supervisors to assign duties, direct and control the work of employees in the classified service. No employee should be required to perform duties of the position outside of the assigned classification, except on a temporary basis.

#### **2. Why are position studies conducted?**

Requests should be submitted when there have been significant and/or major changes that appear to be ongoing in an incumbent's duties and responsibilities, particularly in the level of complexity, decision making authority and scope of the position.

The most common reasons studies are conducted are:

- Gradual changes in the level and scope of duties performed
- Changes in organizational relationships and responsibilities
- Recruitment and/or retention problems
- Changes in requirements as mandated law, e.g. license or certification

#### **3. What factors do not justify a reclassification?**

- Performance of the incumbent in the position; reclassification should not be considered a reward or means to promote
- Retention of a specific employee
- Increase in workload that is of the same nature and level of complexity (volume) – this is a workload issue, not a class issue
- Knowledge, skills, and abilities possessed by the incumbent which are not required or regularly used in the position
- Desired salary changes
- Technological changes or tools (e.g. new software) that does not substantially alter the essential functions of the job, particularly if the industry is similarly changing to the new technology

#### **4. What happens during a study?**

A position study requires a significant amount of research and analysis. The process involves thoroughly researching, analyzing, determining, and documenting the responsibilities, duties, skills, knowledge and abilities related to a position. The incumbent's role is to thoroughly and accurately complete the Position Study Request and provide information to the analyst regarding the work that is being performed. The analyst looks at various factors in determining the proper class, including:

- decision making responsibilities and authority
- scope and complexity of work
- nature and purpose of contact with others

3A10

- supervision received and exercised
- working conditions and physical effort
- organizational level, size, etc.

**5. How long does it take to conduct a study?**

The HR Department's goal is complete a study within 120 days from the day the study begins. A study may take a few weeks to several months, depending on the complexity of the study, the workload of the assigned analyst and other priorities. The study results in a finding made by the Personnel Analyst, in cooperation with the incumbent's department and the Administrative Office. The findings will identify any out of class duties which exist and will recommend any of the following actions: develop a new class, reallocate the position to a different class (either higher or lower), or reassign the "out of class" duties and retain the position's current classification.

**6. Who can ask for a position study and where do I find the forms?**

An Incumbent or Department Head may submit a position study request to Human Resources. However, the requesting party must make a compelling case in the request stating the classification issues in order for Human Resources to accept and assign the study. The process requires that incumbents review their concerns with their Supervisor and Department Head prior to submitting their request to HR. The required forms can be found: [Position Study Request Form](#)

**7. I've been asked to do something outside of my normal duties, can I get my position reclassified?**

Not necessarily. Most of the County's job classifications have been written broadly to be able to encompass a wide variety of duties and responsibilities. To think that an employee can't do anything outside of what's specifically stated in a job class specification is not accurate. Employees often perform duties that are not specifically listed on the class specification, but as long as those duties are within the overall purpose, scope, and level of the class, then the duties are likely to be appropriately assigned. The most effective managers/Supervisors are those identify appropriate assignments that support employee career development.

**8. If Human Resources does study a position, does this mean the incumbent will get more money?**

Not necessarily. There are several possible outcomes to a classification study. Human Resources may determine that an incumbent is in the correct job classification. The incumbent may be reclassified into a job classification which pays the same, more, or less than the current job classification. Or Human Resources may determine that a new job classification needs to be created, and they will do a salary study at that time to set the salary of the new job.

**9. Human Resources studied an employee's position, and determined it to be the correct job classification, but made some changes to the job specification. Why isn't the salary being studied at this time?**

Salaries are only studied under very specific circumstances. Human Resources may, but under very limited circumstances, re-evaluate a classification's salary if those specification updates are extremely significant to the overall scope, complexity, purpose, and knowledge and abilities of

3A11

the classification. Salary may also be reviewed to address recruitment and retention issues or as required by MOU.

**10. When an incumbent gets reclassified to a higher level position, do they automatically get promoted or do they have to apply for the job?**

Typically, incumbents are promoted without examination and awarded permanent status in the new classification. Under certain conditions however, the incumbent may need to apply for the position in a recruitment. Usually a promotional recruitment is conducted which is limited to current county employees or employees of the hiring department.

3A 12



# 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: September 24, 2014

Subject: Revised Class Specification: Civil Engineering Technician Series

### **RECOMMENDATION:**

It is recommended that the Commission approve the revised Civil Engineering Technician series 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 Civil Engineering Technician series 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 current and more accurate information regarding the positions and associated responsibilities.
- 2) The specification has been updated to reflect technical advancements in the industry which have occurred since the last spec update in February 2002, including the addition of computer aided drafting equipment and Geographical Information Systems (GIS).

As part of the ongoing Specification Update Program, formatting changes have been incorporated into the 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 provided input on the proposed changes.

### **Attachments:**

Civil Engineering Technician Series Class Specification – Current Version  
Civil Engineering Technician Series Class Specification – Strikeout Version  
Civil Engineering Technician Series Class Specification – Clean Version  
Public Works Organizational Chart

4A1

3  
4  
5 **CIVIL ENGINEERING TECHNICIAN AIDE, I, II, III**

6  
7 **DEFINITION:**

8 Classes in this series perform a wide variety of sub- and paraprofessional technical field and  
9 office work in one or more of the County Engineering Department sections; and do other  
10 related work as required.

11  
12 **REPRESENTATIVE DUTIES:**

13 (Not in order of importance)

- 14
- 15 • Assigned to technical projects in various divisions of the Engineering Department, works  
16 with instruments or acts as party chief on survey party
  - 17
  - 18 • Makes technical computations
  - 19
  - 20 • Does non-professional work in the planning, design and coordination of Public Works  
21 projects
  - 22
  - 23 • Acts as an inspector on contract construction projects
  - 24
  - 25 • Performs materials tests
  - 26
  - 27 • Gathers analysis data as to the quantity and quality of surface and sub-surface water
  - 28
  - 29 • Operates and maintains stream and other water flow measuring devices
- 30

31 **FACTORS AFFECTING POSITION ALLOCATION:**

32 Relative level, variety and complexity of duties; independence of action; degree of supervision  
33 received and exercised; consequence of error are all factors used in differentiating between  
34 levels.

AAZ

35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66

**DISTINGUISHING CHARACTERISTICS:**

Civil Engineering Technician Aide: Under general supervision, complete office and field assignments, including work on survey party; make arithmetical computations, transcribe and plot field survey notes; inspect contract construction projects; do soil testing, soil gauging, and water measuring, gauging and sampling; do drafting; prepare exhibits for technical reports and public displays; assist in the collection and analysis of traffic and hydraulic data.

Civil Engineering Technician I: Incumbents, under general supervision, assist in the performance of all technical tasks and independently complete less complex civil engineering office and field work.

Civil Engineering Technician II: Incumbents, under direction, perform complex non-professional work in the planning design of Public Works projects, including grants coordination; act as office contact on contract construction projects; independently complete more complex office and field assignments; prepare reports; act as resident engineer on small contract construction projects.

Civil Engineering Technician III: Incumbents, under direction, complete difficult and complex technical field and office assignments; serve as project design leader and/or resident engineer on Public Works construction and maintenance projects; supervise and perform technical computations, planning, design, field inspection, surveying and drafting work; prepare reports regarding water supply and wastewater disposal systems; handle grants coordination; may serve as Assistant Road Maintenance Superintendent or as Assistant Hydraulic Operations Engineer.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

Civil Engineering Technician Aide:

67 • Drafting procedures and equipment

68

69 • Elementary principles of soils testing

70

71 • Elementary procedures and equipment used in water sampling, measuring and gauging

72

73 Civil Engineering Technician I:

74

75 • Methods, materials, tools, and equipment used in civil engineering construction and  
76 maintenance work

77

78 • Methods of proportioning and handling Portland cement concrete

79

80 • Methods of proportioning and handling bituminous surfacing materials and of the  
81 handling of asphaltic oils and emulsions

82

83 • Physical characteristics and properties of construction materials and of the approved  
84 methods and equipment used in making physical tests of construction materials

85

86 • Surveying and drafting procedures and equipment

87

88 • Elementary principles of mathematics related to civil engineering work

89

90 Civil Engineering Technician II:

91

92 The above, plus:

93

94 • Surveying and drafting principles and methods; requirements of construction  
95 specifications

96

97 Civil Engineering Technician III:

98

4A4

99 All of the above, plus:

100

101 • Principles of effective supervision

102

103 • Elements of report writing

104

105

106 **Ability to:**

107

108 Civil Engineering Technician Aide:

109

110 • Do simple drafting

111

112 • Make accurate engineering computations

113

114 • Inspect construction projects

115

116 Civil Engineering Technician I:

117

118 • Use surveying instruments

119

120 • Use drafting equipment

121

122 • Inspect construction work and enforce compliance with plans and specifications.

123

124 Civil Engineering Technician II:

125

126 The above, plus:

127

128 • Perform difficult and responsible drafting

129

130 • Inspect construction work for specification requirements

4A5

131

132 • Analyze situations accurately and make independent decisions

133

134 • Prepare reports and handle grants coordination.

135

136 Civil Engineering Technician III:

137

138 All of the above, plus:

139

140 • Make simple stress analyses and calculate required sizes of members

141

142 • Prepare land descriptions

143

144 • Prepare plans, estimates and specifications for Public Works construction and  
145 maintenance work

146

147 • Perform technical research for detailed analyses

148

149 • Plan, direct and coordinate the work of others

150

151 • Meet with and effectively respond to the public

152

153 **EDUCATION AND EXPERIENCE:**

154

155 Civil Engineering Technician Aide: Graduation from high school or GED equivalent, including  
156 standard courses in algebra, geometry, trigonometry and mechanical drawing. In addition, two  
157 years of engineering drafting, construction inspection, soils laboratory, survey work, or other  
158 related experience. College engineering related course work may substitute for the required  
159 experience on a year-for-year basis.

160

161 Civil Engineering Technician I: Graduation from high school or possession of a GED certificate.

162 AND: Either A: Two years as Civil Engineering Technician Aide or an equivalent class; Or B:

4 A6

163 Three years of non-professional civil engineering surveying or construction inspection  
164 experience. (Possession of a valid Certificate of Registration as a Civil or Traffic Engineer or  
165 Land Surveyor issued by the California Board of Registration may be substituted for either A or  
166 B above.)

167

168 Civil Engineering Technician II: Graduation from high school or possession of a GED certificate.  
169 Two years as a Civil Engineering Technician I or an equivalent class. (Possession of a valid  
170 Certificate of Registration as a Civil or Traffic Engineer or Land Surveyor issued by the California  
171 Board of Registration may be substituted for the required experience.)

172

173 Civil Engineering Technician III: Graduation from high school or possession of a GED  
174 certificate. Three years as a Civil Engineering Technician II or an equivalent class. (Possession  
175 of a valid Certificate of Registration as a Civil or Traffic Engineer or Land Surveyor issued by the  
176 California Board of Registration may be substituted for the required experience.)

177

178

179 Adopted: 06-16-71

180 Revised: 01-26-94

181 Revised: 02-27-02

182

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

3  
4  
5 **CIVIL ENGINEERING TECHNICIAN AIDE, I, II, III**  
6

7 **DEFINITION:**

8 Classes in this series perform a wide variety of nonprofessional and sub-and paraprofessional  
9 technical field and office work in one or more of the County Engineering-Public Works  
10 Department sections/divisions; and do-perform other related work as required.  
11

12 **DISTINGUISHING CHARACTERISTICS:**

13 Civil Engineering Technician Aide: This is the entry level class which is under general-direct  
14 supervision; completes office and field assignments, including work on survey party; makes  
15 arithmetical computations; transcribes and plots field survey notes; inspects contract and private  
16 construction projects; do-performs soil testing, soil gauging, and water measuring, gauging and  
17 sampling; do-performs computer aided drafting or Geographic Information System (GIS) database  
18 processing and mapping; performs field inventories; prepares exhibits for technical reports and  
19 public displays/outreach; assists in the collection and analysis of traffic and hydraulic data.  
20

21 Civil Engineering Technician I: Incumbents, under general supervision, assist in the performance  
22 of all technical tasks, as described above, and independently complete less complex civil  
23 engineering office and field work.  
24

25 Civil Engineering Technician II: Incumbents, under general direction, perform complex non-  
26 professional work in the planning and design of Public Works projects, develop and maintain  
27 public works inventory on various software programs; acquire outside contractors and implement  
28 program oversight for contracted service including grants coordination; act as office contact on  
29 contract and private construction projects; independently complete more complex office and field  
30 assignments; prepare reports; may act as an assistant resident engineer on small-contract  
31 construction projects.  
32

33 Civil Engineering Technician III: This is the journey level class which is typically assigned  
34 oversight of an ongoing or specialized program within a division of the Department. Incumbents,

4A8

35 under general direction, complete increasingly difficult and complex technical field and office  
36 assignments including the budgeting and management of assigned programs; ~~serve as project~~  
37 ~~design leader and/or resident engineer on Public Works construction and maintenance projects~~;  
38 supervise and perform technical computations, planning, design, field inspection, surveying and  
39 drafting work; prepare reports regarding water supply and wastewater disposal systems; handle  
40 grants coordination; may serve as assistant road maintenance superintendent, GIS coordinator,  
41 survey party chief or lead CAD operator. Incumbents, under direction of a professional engineer,  
42 may serve as project design leader or resident engineer on Public Works construction and  
43 maintenance projects. ~~or as Assistant Hydraulic Operations Engineer.~~

44

#### 45 **REPRESENTATIVE DUTIES:**

46 (Not in order of importance)

47

48 • ~~Assigned to~~Works on technical projects in various divisions of the ~~Engineering-Public~~  
49 Works Department

50

51 • Carries out duties to implement ongoing program assignments

52

53 • Provides support to professional staff

54

55 • Responds to public requests

56

57 • Works with instruments or acts as party chief on survey party

58

59 • Makes technical computations

60

61 • ~~Does-Performs~~ non-professional and/or paraprofessional work in the planning, design  
62 and coordination of Public Works projects and permitting

63

64 • Acts as an inspector on contract construction projects and encroachment permits

65

66 • Performs materials tests

4A9

67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98

- Gathers analysis data as to the quantity and quality of surface and sub-surface water
- Operates and maintains stream and other water flow measuring devices

**FACTORS AFFECTING POSITION ALLOCATION:**

Relative level, variety and complexity of duties; independence of action; degree of supervision received and exercised; consequence of error are all factors used in differentiating between levels.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

Civil Engineering Technician Aide:

- Basic computer office software such as spreadsheets and databases
- Drafting procedures and equipment
- Elementary principles of soils testing
- Elementary procedures and equipment used in water sampling, measuring and gauging

Civil Engineering Technician I:

The above, plus:

- Methods, materials, tools, and equipment used in civil engineering design, construction and maintenance work

4A10

- 99 • Methods of proportioning and handling Portland cement concrete
- 100
- 101 • Methods of proportioning and handling bituminous surfacing materials and of the handling
- 102 of asphaltic oils and emulsions
- 103
- 104 • Physical characteristics and properties of construction materials and of the approved
- 105 methods and equipment used in making physical tests of construction materials
- 106
- 107 • Surveying and drafting procedures and equipment
- 108
- 109 • Elementary principles of mathematics related to civil engineering work
- 110

111 Civil Engineering Technician II:

112

113 The above, plus:

114

- 115 • Elements of sSurveying and drafting principles and methods

116 ÷

- 117 • Requirements of construction specifications

118

119 Civil Engineering Technician III:

120

121 All of the above, plus:

122

- 123 • Principles of eEffective techniques of written and oral communication

124

- 125 • Elements of report writing and data presentation

126

127

128 **Ability to:**

129

130 Civil Engineering Technician Aide:

4A11

- 131
- 132 • ~~Do~~ Perform simple drafting and prepare exhibits on computer aided drafting or
- 133 Geographical Information System software platforms such as AutoCAD or ArcGIS
- 134
- 135 • Perform field inventories
- 136
- 137 • Make accurate engineering computations with spreadsheet software
- 138
- 139 • Inspect construction projects
- 140

141 Civil Engineering Technician I:

- 142
- 143 • The above, plus:
- 144
- 145
- 146
- 147 • Use electronic surveying instruments
- 148
- 149 • Use computer aided drafting equipment or Geographical Information Systems
- 150
- 151 • Understand means and methods in collection of hydraulic, surveying, or traffic data
- 152
- 153 • Maintain and provide reports of divisional databases
- 154
- 155 • Inspect construction work and enforce compliance with plans and specifications
- 156
- 157 • Interface with the public and provide customer service.
- 158

159 Civil Engineering Technician II:

160

161 The above, plus:

162

- 163 • Perform increasingly difficult and responsible drafting office/field assignments such as

4A12

164 implementation of ongoing maintenance, mapping and plan review, and data programs  
165 in conformance with assigned budgets

166  
167 • Analyze and report hydraulic and traffic data

168  
169 • Process requests from the public

170  
171 • Inspect construction work for specification requirements

172  
173 • Analyze situations accurately and make independent decisions

174  
175 • Understand and adhere to established budgets for conducting the work

176  
177 • Prepare reports and ~~handle~~ perform grants coordination.

178  
179 Civil Engineering Technician III:

180  
181 All of the above, plus:

182  
183 • ~~Make simple stress analyses and calculate required sizes of members~~ Oversee division  
184 operation programs which include developing and monitoring program or project budgets

185  
186 • Direct assigned staff under various programs

187  
188 • Prepare ~~land~~ legal descriptions

189  
190 • Prepare focused plans, estimates and specifications for Public Works construction and  
191 maintenance work

192  
193 • Prepare program or project budgets based on labor, material and overhead rates related  
194 to the task and control budget of assigned program/project

195  
AA13

- 196 • Perform technical research for detailed analyses
- 197
- 198 • Plan, direct and coordinate the work of others
- 199
- 200 • Meet with and effectively respond to the public
- 201

202 **EDUCATION AND EXPERIENCE:**

203

204 Civil Engineering Technician Aide: Graduation from high school or GED equivalent, including  
205 standard courses in algebra, geometry, trigonometry and ~~mechanical~~ computer aided drawing.  
206 In addition, ~~two~~ one years of computer aided drafting or Geographical Information  
207 Systems~~AutoCAD or ArcGIS~~engineering drafting, construction inspection, soils laboratory, survey  
208 work, or other related experience. College engineering related course work may substitute for the  
209 required experience on a year-for-year basis.

210

211 Civil Engineering Technician I: Graduation from high school or possession of a GED certificate.  
212 AND: Either A: Two years as Civil Engineering Technician Aide or an equivalent class; Or B:  
213 Three years of non-professional civil engineering surveying or construction inspection experience.  
214 (Possession of a valid ~~Certificate of Registration as a Civil or Traffic Engineer or Land~~  
215 ~~Surveyor~~Engineer-In-Training or Land Surveyor-In-Training Certificate issued by the California  
216 Board of Registration may be substituted for either A or B above.)

217

218 Civil Engineering Technician II: Graduation from high school or possession of a GED certificate.  
219 Two years as a Civil Engineering Technician I or an equivalent class. (Possession of a valid  
220 ~~Certificate of Registration as a Civil or Traffic Engineer or Land Surveyor~~Engineer-In-Training or  
221 Land Surveyor-In-Training Certificate issued by the California Board of Registration may be  
222 substituted for one year of the required experience.)

223

224 Civil Engineering Technician III: Graduation from high school or possession of a GED certificate.  
225 Three years as a Civil Engineering Technician II or an equivalent class. (Possession of a valid  
226 ~~Certificate of Registration as a Civil or Traffic Engineer or Land Surveyor~~Engineer-In-Training or  
227 Land Surveyor-In-Training issued by the California Board of Registration may be substituted for

228 one year of the required experience.)

229

230 **LICENSES AND CERTIFICATES:**

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

233

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

241

242

243 Adopted: 06-16-71

244 Revised: 01-26-94

245 Revised: 02-27-02

246 Revised: 09-24-14

4A15

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

3  
4  
5 **CIVIL ENGINEERING TECHNICIAN AIDE, I, II, III**  
6

7 **DEFINITION:**

8 Classes in this series perform a wide variety of nonprofessional and paraprofessional technical  
9 field and office work in one or more of the County Public Works Department divisions; and  
10 perform other related work as required.  
11

12 **DISTINGUISHING CHARACTERISTICS:**

13 Civil Engineering Technician Aide: This is the entry level class which is under direct supervision;  
14 completes office and field assignments, including work on survey party; makes arithmetical  
15 computations; transcribes and plots field survey notes; inspects contract and private construction  
16 projects; performs soil testing, soil gauging, and water measuring, gauging and sampling;  
17 performs computer aided drafting or Geographic Information System (GIS) database processing  
18 and mapping; performs field inventories; prepares exhibits for technical reports and public  
19 outreach; assists in the collection and analysis of traffic and hydraulic data.  
20

21 Civil Engineering Technician I: Incumbents, under general supervision, assist in the performance  
22 of all technical tasks, as described above, and independently complete less complex civil  
23 engineering office and field work.  
24

25 Civil Engineering Technician II: Incumbents, under general direction, perform complex non-  
26 professional work in planning and design of Public Works projects, develop and maintain public  
27 works inventory on various software programs; acquire outside contractors and implement  
28 program oversight for contracted service; act as office contact on contract and private  
29 construction projects; independently complete more complex office and field assignments;  
30 prepare reports; may act as an assistant resident engineer on contract construction projects.  
31

32 Civil Engineering Technician III: This is the journey level class which is typically assigned  
33 oversight of an ongoing or specialized program within a division of the Department. Incumbents,  
34 under general direction, complete increasingly difficult and complex technical field and office

4A16

35 assignments including the budgeting and management of assigned programs; supervise and  
36 perform technical computations, planning, design, field inspection, surveying and drafting work;  
37 prepare reports regarding water supply and wastewater disposal systems; handle grants  
38 coordination; may serve as assistant road maintenance superintendent, GIS coordinator, survey  
39 party chief or lead CAD operator. Incumbents, under direction of a professional engineer, may  
40 serve as project design leader or resident engineer on Public Works construction and maintenance  
41 projects.

42

43 **REPRESENTATIVE DUTIES:**

44 (Not in order of importance)

45

46 • Works on technical projects in various divisions of the Public Works Department

47

48 • Carries out duties to implement ongoing program assignments

49

50 • Provides support to professional staff

51

52 • Responds to public requests

53

54 • Works with instruments or acts as party chief on survey party

55

56 • Makes technical computations

57

58 • Performs nonprofessional and/or paraprofessional work in the planning, design and  
59 coordination of Public Works projects and permitting

60

61 • Acts as an inspector on contract construction projects and encroachment permits

62

63 • Performs materials tests

64

65 • Gathers analysis data as to the quantity and quality of surface and sub-surface water

66

4A17

- 67       • Operates and maintains stream and other water flow measuring devices

68

69       **FACTORS AFFECTING POSITION ALLOCATION:**

70       Relative level, variety and complexity of duties; independence of action; degree of supervision  
71       received and exercised; consequence of error are all factors used in differentiating between  
72       levels.

73

74       **EMPLOYMENT STANDARDS:**

75

76       **Knowledge of:**

77

78       Civil Engineering Technician Aide:

79

- 80       • Basic computer office software such as spreadsheets and databases
- 81
- 82       • Drafting procedures and equipment
- 83
- 84       • Elementary principles of soils testing
- 85
- 86       • Elementary procedures and equipment used in water sampling, measuring and gauging

87

88       Civil Engineering Technician I:

89

90       The above, plus:

91

- 92       • Methods, materials, tools, and equipment used in civil engineering design, construction  
93       and maintenance work
- 94
- 95       • Methods of proportioning and handling Portland cement concrete
- 96
- 97       • Methods of proportioning and handling bituminous surfacing materials and of the handling  
98       of asphaltic oils and emulsions

4A18

99

- 100 • Physical characteristics and properties of construction materials and of the approved  
101 methods and equipment used in making physical tests of construction materials

102

- 103 • Surveying and drafting procedures and equipment

104

- 105 • Elementary principles of mathematics related to civil engineering work

106

107 Civil Engineering Technician II:

108

109 The above, plus:

110

- 111 • Elements of surveying and drafting principles and methods

112

- 113 • Requirements of construction specifications

114

115 Civil Engineering Technician III:

116

117 All of the above, plus:

118

- 119 • Effective techniques of written and oral communication

120

- 121 • Elements of report writing and data presentation

122

123 **Ability to:**

124

125 Civil Engineering Technician Aide:

126

- 127 • Perform simple drafting and prepare exhibits on computer aided drafting or Geographical  
128 Information System software platforms

129

- 130 • Perform field inventories

4A19

131

- Make accurate engineering computations with spreadsheet software

133

- Inspect construction projects

135

136 Civil Engineering Technician I:

137

138 The above, plus:

139

- Use electronic surveying instruments

141

- Use computer aided drafting equipment or Geographical Information Systems

143

- Understand means and methods in collection of hydraulic, surveying, or traffic data

145

- Maintain and provide reports of divisional databases

147

- Inspect construction work and enforce compliance with plans and specifications

149

- Interface with the public and provide customer service

151

152 Civil Engineering Technician II:

153

154 The above, plus:

155

- Perform increasingly difficult and responsible office/field assignments such as implementation of ongoing maintenance, mapping and plan review, and data programs in conformance with assigned budgets

159

- Analyze and report hydraulic and traffic data

161

- Process requests from the public

163

4A 20

- 164 • Inspect construction work for specification requirements  
165  
166 • Analyze situations accurately and make independent decisions  
167  
168 • Understand and adhere to established budgets for conducting the work  
169  
170 • Prepare reports and perform grants coordination.  
171

172 Civil Engineering Technician III:

- 173  
174 All of the above, plus:  
175  
176 • Oversee division operation programs which include developing and monitoring program  
177 or project budgets  
178  
179 • Direct assigned staff under various programs  
180  
181 • Prepare legal descriptions  
182  
183 • Prepare focused plans, estimates and specifications for Public Works construction and  
184 maintenance work  
185  
186 • Prepare program or project budgets based on labor, material and overhead rates related  
187 to the task and control budget of assigned program/project  
188  
189 • Perform technical research for detailed analyses  
190  
191 • Plan, direct and coordinate the work of others  
192  
193 • Meet with and effectively respond to the public  
194

4A21

195 **EDUCATION AND EXPERIENCE:**

196

197 Civil Engineering Technician Aide: Graduation from high school or GED equivalent, including  
198 standard courses in algebra, geometry, trigonometry and computer aided drawing. In addition,  
199 one year of computer aided drafting or Geographical Information Systems, construction  
200 inspection, soils laboratory, survey work, or other related experience. College engineering related  
201 course work may substitute for the required experience on a year-for-year basis.

202

203 Civil Engineering Technician I: Graduation from high school or possession of a GED certificate.  
204 AND: Either A: Two years as Civil Engineering Technician Aide or an equivalent class; Or B:  
205 Three years of non-professional civil engineering surveying or construction inspection experience.  
206 (Possession of a valid Engineer-In-Training or Land Surveyor-In-Training Certificate issued by the  
207 California Board of Registration may be substituted for either A or B above.)

208

209 Civil Engineering Technician II: Graduation from high school or possession of a GED certificate.  
210 Two years as a Civil Engineering Technician I or an equivalent class. (Possession of a valid  
211 Engineer-In-Training or Land Surveyor-In-Training Certificate issued by the California Board of  
212 Registration may be substituted for one year of the required experience.)

213

214 Civil Engineering Technician III: Graduation from high school or possession of a GED certificate.  
215 Three years as a Civil Engineering Technician II or an equivalent class. (Possession of a valid  
216 Engineer-In-Training or Land Surveyor-In-Training issued by the California Board of Registration  
217 may be substituted for one year of the required experience.)

218

219 **LICENSES AND CERTIFICATES:**

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

222

223 This class specification generally describes the duties and responsibilities characteristic of the  
224 positions(s) within this class. The duties of a particular position within a multi-position class may vary  
225 from the duties of other positions within the class. Accordingly, the essential functions of a particular  
226 position (whether it be a multi-position class or a single-position class) will be identified and used by

4A22

227 medical examiners and hiring authorities in the selection process. If you have any questions regarding  
228 the duties or the working conditions of the position, please contact the Human Resources Department  
229 at 805.781.5959.

230

231

232 Adopted: 06-16-71

233 Revised: 01-26-94

234 Revised: 02-27-02

235 Revised: 09-24-14

4A23





# 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: September 24, 2014

Subject: Revised Class Specification: Engineer Series

### **RECOMMENDATION:**

It is recommended that the Commission approve the revised Engineer series class specification as proposed.

### **DISCUSSION:**

As part of the ongoing Specification Update Program, as a result of ongoing recruitment issues, and at the request of the Public Works Department, the Human Resources Department is proposing revisions to the Engineer series class specification. The specification was last updated in January 2001. 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 an updated list of representative duties and job functions, providing current and more accurate information regarding the positions and associated responsibilities.
- 2) The minimum requirements for the Engineer II level have been revised to provide greater opportunity for natural career progression within the Department. As a result of evaluating recent recruitment issues, we have recognized additional opportunities for career advancement from the Civil Engineering Technician classification series to the Engineer series. The new requirements provide additional opportunities for employees to gain necessary experience to advance to a higher level.
- 3) The minimum requirements for the Engineer III level have been revised to require possession of a valid Certificate of Registration as a Civil Engineer or Land Surveyor issued by the California State Board of Registration at the time of appointment.<sup>1</sup> This requirement was added to utilize Engineer positions more effectively; to encourage career progression in the Department; and to ensure there is an adequate level of professional

---

<sup>1</sup> There is currently only one Engineer III incumbent who does not possess the required professional license. This incumbent will be grandfathered in to the previous job spec requirements due to anticipation of the incumbent's retirement within the next five years.

481

engineering staff qualified to be in responsible charge<sup>2</sup> for preparing, signing, and sealing civil engineering, land surveying, and traffic engineering documents and provide oversight, direction, and guidance to paraprofessional staff. This requirement is consistent with requirements in other public agencies.

- 4) Licensing requirements have been added to the Engineer I and II levels to require current and future incumbents to obtain Registration as a Civil Engineer or Land Surveyor issued by the California State Board of Registration within six (6) years and five (5) years of appointment, respectively. This timeline is achievable considering the State's qualification requirements to take the exam. The State requires six (6) years of "qualifying experience" for an individual to take the professional engineer exam. "Qualifying experience," as defined by the State Board, is achieved through education and professional engineering experience. By default, Engineer I and II incumbents should already possess a minimum of two (2) to four (4) years of qualifying experience in order to meet the minimum qualifications of the classification, which requires a bachelor's degree or four (4) years of job-related professional engineering experience. This leaves an additional two (2) to four (4) years of additional qualifying experience necessary before an individual may apply for the exam. The Department will support staff in obtaining their professional license by providing the necessary experience and a one-time subsidy for exam preparation materials and classes. Additionally, the Department will pay the cost of maintaining the employee's licensure throughout employment. Current Engineer I and II incumbents will be subject to the new licensing requirements and will have the specified amount of time (6 and 5 years, respectively) from the date of approval of the new job specification to obtain the required license. This added requirement is consistent with industry standards.
- 5) As part of the ongoing Specification Update Program, formatting changes have been incorporated into the 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 provided input on the proposed changes.

**Attachments:**

- Engineer Series Class Specification – Current Version
- Engineer Series Class Specification – Strikeout Version
- Engineer Series Class Specification – Clean Version
- Public Works Organizational Chart

---

<sup>2</sup> The phrase "responsible charge of work," as defined by the Professional Engineers Act (Business and Professions Code 6700-6799), means the independent control and direction, by the use of initiative, skill, and independent judgment, of the investigation or design of professional engineering work or the direct engineering control of such projects.

ABZ

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

7  
8 **DEFINITION:**

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

11  
12 **DISTINGUISHING CHARACTERISTICS:**

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

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

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

29  
30 Engineer III: Under general direction, may act as project or squad leader or resident engineer  
31 on major public works construction projects; may act as assistant division head in the County  
32 Engineering Department; may supervise and train junior engineering staff members.

34 Engineer IV: This is the highest level in the professional engineering series. Under general  
35 direction, acts as project or squad leader or resident engineer on complex major public works  
36 construction projects; supervises the work of professional and technical engineering staff and  
37 may act as Assistant Division Head or may be assigned continuing supervisory responsibility for  
38 a section or division of the County Engineering Department.

39

40 **REPRESENTATIVE DUTIES:**

41 (Not in order of importance)

42

- 43 • Conduct studies to assist in determining plans, designs and costs of engineering projects
- 44
- 45 • Make technical engineering computations
- 46
- 47 • Prepare reports and recommendations outlining cost/benefits of alternative project
- 48 proposals
- 49
- 50 • Review plans and construction for compliance with standards and specifications
- 51
- 52 • Incumbents perform tasks related to a specialty area with the engineering function and
- 53 may assist or be rotated into other program areas as follows: Construction division as
- 54 resident engineer on public works construction and maintenance projects; hydraulics
- 55 division in the engineering work involved with planning, design, construction, operations
- 56 and maintenance of water and sewage treatment and distribution and disposal systems;
- 57 development services division performing surveying, subdivision review tasks and special
- 58 assignments; capital projects division in the planning and design of road maintenance;
- 59 transportation planning and traffic engineering; supervise activities of subordinate staff
- 60 as assigned; may act as engineering representative before official boards, commissions
- 61 and the general public.

62

63 **EMPLOYMENT STANDARDS:**

64

65 **Knowledge of:**

66

4B.4

- 67 • Engineering theory, principles, methods, and materials utilized in the design,  
68 construction and maintenance of public works including roads, bridges, and other  
69 structures  
70  
71 • Water and wastewater collection and treatment, distribution and disposal systems  
72  
73 • Principles of surveying, transportation and traffic engineering  
74

75 **Ability to:**

- 76  
77 • Analyze engineering problems  
78  
79 • Make viable and sound technical recommendations  
80  
81 • Prepare reports  
82  
83 • Supervise the work of subordinates as assigned  
84  
85 • Maintain effective working relationships  
86  
87 • Speak and write clearly  
88

89 **EDUCATION AND EXPERIENCE:**

90 Engineer I: Either A: Graduation from an accredited four-year college or university with a  
91 Bachelor's degree in Civil Engineering or a closely related engineering field obtained by the time  
92 of appointment; Or B: Possession of an Engineer in Training (E.I.T.) Certificate or Land  
93 Surveyor in Training (L.S.I.T.) Certificate and four years of subprofessional level civil  
94 engineering experience.

95  
96 Engineer II: Either A: Graduation from an accredited four-year college or university with a  
97 Bachelor's degree in Civil Engineering or a closely related engineering field. In addition, one  
98 year of professional level civil engineering experience. (Possession of a Master's degree in Civil  
99 Engineering or a closely related field may be substituted for the required experience.) Or B:

100 Possession of an Engineer in Training (E.I.T.) or Land Surveyor in Training (L.S.I.T.) Certificate  
101 and one year of professional level civil engineering experience.

102

103 Engineer III: Either A: Graduation from an accredited four-year college or university with a  
104 Bachelor's degree in Civil Engineering or a closely related engineering field. In addition, three  
105 years of professional level civil engineering experience, two years of which must have been at a  
106 supervisory level. (Experience as a resident engineer on small construction projects, or  
107 experience as an assistant engineer on major construction projects, or project leader on a  
108 design project will qualify as supervisory experience. Possession of a Master's degree in Civil  
109 Engineering or a closely related field may be substituted for the non-supervisory required  
110 experience.) Or B: Possession of an Engineer in Training (E.I.T.) Certificate and three years of  
111 professional level civil engineering experience, two years of which shall have been at a  
112 supervisory level. (Experience as a resident engineer on small construction projects, or  
113 experience as an assistant resident engineer on major construction projects, or project leader  
114 on a design project will qualify for supervisory experience.) Or C: Possession of a valid  
115 Certificate of Registration as a Civil or Traffic Engineer or Land Surveyor issued by the California  
116 Board of Registration. (Acceptance by the California State Board of Registration to take an  
117 "individual examination approved by the State" leading to registration in the State will be  
118 sufficient entrance into the examination process; however, before appointment could be made  
119 this Certificate of Registration must be obtained.)

120

121 Engineer IV: Possession of valid Certificate of Registration as a Civil Engineer, Traffic Engineer  
122 or Land Surveyor issued by the California State Board of Registration. In addition, graduation  
123 from an accredited four-year college or university with a Bachelor's degree in Civil Engineering  
124 or a closely related field; and three years of professional level civil engineering, traffic  
125 engineering, or land surveying experience, two years of which must have been in a position  
126 which involved serving as project or squad leader, resident engineer on major public works  
127 construction projects, or squad leader in the office of a County surveyor. (Job-related  
128 professional level civil or traffic engineering, or professional land surveying experience may be  
129 substituted for the required education on a year-for-year basis. (Possession of a Master's  
130 degree in Civil Engineering or a closely related field may be substituted for one year of the  
131 non-project, squad or resident engineer level experience.)

4B 6

132  
133 **SPECIAL SUBCLASS RECRUITMENT:**  
134  
135 Recruitment for professional engineering positions may be conducted according to the  
136 engineering division or section in which a vacancy exists and the special professional  
137 registration required.  
138  
139 This class specification generally describes the duties and responsibilities characteristic of the  
140 positions(s) within this class. The duties of a particular position within a multi-position class  
141 may vary from the duties of other positions within the class. Accordingly, the essential  
142 functions of a particular position (whether it be a multi-position class or a single-position class)  
143 will be identified and used by medical examiners and hiring authorities in the selection process.  
144 If you have any questions regarding the duties or the working conditions of the position, please  
145 contact the Human Resources Department at 805.781.5959.  
146  
147 Adopted: 06-20-73  
148 Revised: 01-24-01

4B7.

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

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

5  
6 **DEFINITION:**

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

9  
10 **DISTINGUISHING CHARACTERISTICS:**

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

15  
16 Engineer I: This is the entry level in the professional engineering series. Under supervision,  
17 performs technical engineering work as a member of a division or section staff; makes technical  
18 computations, studies, performs field and office surveys and inspections; writes reports; checks  
19 maps and plans; may do computer aided drafting/design.

20  
21 Engineer II: Under direction, independently performs a variety of technical engineering work  
22 involved with public construction projects and public works operations and maintenance,  
23 including acting as project manager, resident engineer, assistant resident engineer or inspector  
24 on major construction projects; may act as permit engineer, chief of survey party or project  
25 leader on a design project; may lead subordinate personnel on a project basis.

26  
27 Engineer III: Under general direction, may act as project manager, assigned technical  
28 engineer, design squad leader or resident engineer on major public works projects; may  
29 oversee and train junior engineering staff members. The Engineer III is expected to be in  
30 responsible charge of their assigned work in developing engineering analysis, designs, reports,  
31 plans, specifications, or contracts.

32  
33 Engineer IV: This is the highest level in the professional engineering series. Under general  
34 direction, acts as project manager, design squad leader or resident engineer on complex major

35 public works construction projects; supervises and trains the work of professional and technical  
36 engineering staff. An Engineer IV is typically assigned duties to manage a significant program  
37 within a division, and may act as Assistant Division Head or may be assigned continuing  
38 supervisory responsibility for a division of the County Public Works Department.

39

40 **REPRESENTATIVE DUTIES:**

41 (Not in order of importance)

42

43 • Conduct studies to assist in determining plans, designs and costs of engineering projects

44

45 • Make technical engineering computations

46

47 • Prepare reports and recommendations outlining cost/benefits of alternative project  
48 proposals

49

50 • Review plans and construction for compliance with standards and specifications

51

52 • Serve as project manager

53

54 • Perform tasks related to a specialty area with the engineering function of their assigned  
55 division and may assist or be rotated into other program areas within other divisions of  
56 the Department

57

58 • May supervise activities of subordinate staff as assigned while performing a variety of  
59 engineering related duties

60

61 • May act as engineering representative and represent the Department before official  
62 boards, commissions, and the general public

63

64 **EMPLOYMENT STANDARDS:**

65 **Knowledge of:**

66 • Engineering theory, principles, methods, and materials utilized in the design,  
67 construction and maintenance of public works projects including roads, bridges, and  
68 other structures

69 • Water and wastewater collection and treatment, distribution and disposal systems

70

71 • Principles of surveying, transportation and traffic engineering

72

73 **Ability to:**

74

75 • Analyze engineering problems

76

77 • Make viable and sound technical recommendations

78

79 • Prepare reports

80

81 • Prepare plans and specifications

82

83 • Supervise the work of subordinates as assigned

84

85 • Maintain effective working relationships

86

87 • Speak and write clearly

88

89 • Operate computer systems such as Computer Aided Design and Geographic Information  
90 System or database systems

91

92 **EDUCATION AND EXPERIENCE:**

93

94 All Levels: Engineer I, II, III, IV: Either A: Graduation from an accredited four-year college or  
95 university with a Bachelor's degree in Civil Engineering or a closely related engineering field  
96 (Job-related professional level civil engineering, traffic engineering, or land surveying  
97 experience may be substituted for the required education on a year-for-year basis); Or B:  
98 Possession of an Engineer in Training (E.I.T.) Certificate or Land Surveyor in Training (L.S.I.T.)  
99 Certificate and four years of paraprofessional level civil engineering, traffic engineering, or land  
100 surveying experience.

101

AB10

102 IN ADDITION:

103

104 Engineer I: No additional experience required.

105

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

110

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

116

117 AND:

118

119 Engineer III: One year of specialized professional level civil engineering, traffic engineering, or  
120 land surveying experience such as serving as a resident engineer on small construction projects,  
121 experience as an assistant engineer on major construction projects, or project leader on a  
122 design project.

123

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

127

128 **LICENSES AND CERTIFICATES:**

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

131

132 *Engineer I: Within six (6) years of appointment must obtain Registration as a Civil Engineer or*  
133 *Land Surveyor in the State of California, which must be maintained throughout employment.*

4B 11

134 *The six year requirement may be extended up to an additional 12 months by the appointing*  
135 *authority.*

136  
137 *Engineer II: Within five (5) years of appointment must obtain Registration as a Civil Engineer or*  
138 *Land Surveyor in the State of California, which must be maintained throughout employment.*  
139 *The five year requirement may be extended up to an additional 12 months by the appointing*  
140 *authority.*

141  
142 *Engineer III and IV: Possession of a valid Certificate of Registration as a Civil Engineer or Land*  
143 *Surveyor issued by the California State Board of Registration is required at the time of*  
144 *application and must be maintained throughout employment.*

145

146 **SPECIAL SUBCLASS RECRUITMENT:**

147

148 Recruitment for professional engineering positions may be conducted according to the  
149 engineering division or section in which a vacancy exists and the specific professional  
150 registration required.

151

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

159 Adopted: 06-20-73

160 Revised: 01-24-01

161 Revised: 09-24-14

162

4B12

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

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

5  
6 **DEFINITION:**

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

9  
10 **DISTINGUISHING CHARACTERISTICS:**

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

15  
16 Engineer I: This is the entry level in the professional engineering series. Under supervision,  
17 performs technical engineering work as a member of a division or section staff; makes technical  
18 computations, studies, performs field and office surveys, and inspections; writes reports; checks  
19 maps and plans; may do computer aided drafting/design work.

20  
21 Engineer II: Under direction, independently performs a variety of technical engineering work  
22 involved with public construction projects and public works operations and maintenance,  
23 including acting as project manager, ~~resident engineer on small construction projects~~, assistant  
24 resident engineer or inspector on major construction projects; may act as ~~chief of survey party~~  
25 ~~or permit engineer~~, may act as chief of survey party or project leader on a design project;  
26 may ~~supervise~~ lead subordinate personnel on a project basis.

27  
28 Engineer III: Under general direction, may act as project manager, assigned technical  
29 engineer, designer ~~squad leader~~ or resident engineer on major public works ~~construction~~  
30 projects; ~~may act as assistant division head in the County Engineering Department~~; may  
31 ~~supervise~~ oversee and train junior engineering staff members. The Engineer III is expected to  
32 be in responsible charge of their assigned work in developing engineering analysis, designs,  
33 reports, plans, specifications, or contracts.

34  
4B13

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

42

43 **REPRESENTATIVE DUTIES:**

44 (Not in order of importance)

45

46 • Conduct studies to assist in determining plans, designs and costs of engineering projects

47

48 • Make technical engineering computations

49

50 • Prepare reports and recommendations outlining cost/benefits of alternative project  
51 proposals

52

53 • Review plans and construction for compliance with standards and specifications

54

55 • Serve as project manager

56

57 • Incumbents pPerform tasks related to a specialty area with the engineering function of  
58 their assigned division and may assist or be rotated into other program areas within  
59 other divisions of the Department as follows: Construction division as resident engineer  
60 on public works construction and maintenance projects; hydraulics division in the  
61 engineering work involved with planning, design, construction, operations and  
62 maintenance of water and sewage treatment and distribution and disposal systems;  
63 development services division performing surveying, subdivision review tasks and special  
64 assignments; capital projects division in the planning and design of road maintenance;  
65 transportation planning and traffic engineering; supervise activities of subordinate staff  
66 as assigned; may act as engineering representative before official boards, commissions  
67 and the general public.

68

4B14

- [May supervise activities of subordinate staff as assigned while performing a variety of engineering related duties](#)
- [May act as engineering representative and represent the Department before official boards, commissions, and the general public](#)

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Engineering theory, principles, methods, and materials utilized in the design, construction and maintenance of public works projects including roads, bridges, and other structures
- Water and wastewater collection and treatment, distribution and disposal systems
- Principles of surveying, transportation and traffic engineering

### **Ability to:**

- Analyze engineering problems
- Make viable and sound technical recommendations
- [Prepare reports](#)
- [Prepare plans and specifications](#)
- Supervise the work of subordinates as assigned
- Maintain effective working relationships
- [Speak and write clearly](#)

4B15

- 102
- 103 • Operate computer systems such as AutoCAD, GIS Computer Aided Design and
- 104 Geographic Information System or database systems
- 105

106

107

108 **EDUCATION AND EXPERIENCE:**

109

110 Engineer I/All Levels: Engineer I, II, III, IV: Either A: Graduation from an accredited four-year

111 college or university with a Bachelor's degree in Civil Engineering or a closely related

112 engineering field\_ ~~obtained by the time of appointment~~; Job-related professional level civil

113 engineering, traffic engineering, or land surveying experience may be substituted for the

114 required education on a year-for-year basis); Or B: Possession of an Engineer in Training

115 (E.I.T.) Certificate or Land Surveyor in Training (L.S.I.T.) \_Certificate and four years of

116 subprofessional-paraprofessional level civil engineering, traffic engineering, or land surveying

117 experience.

118

119 IN ADDITION:

120

121 Engineer I: No additional experience required.

122

123 Engineer II: One year of professional level civil engineering, traffic engineering, or land

124 surveying experience. (Possession of a Master's degree in Civil Engineering or a closely related

125 field, or two years of paraprofessional level civil engineering, traffic engineering, or land

126 surveying level ~~civil engineering experience~~ may be substituted for the required experience.)

127 ;

128

129 Engineer III and IV: Possession of a valid Certificate of Registration as a Civil Engineer, ~~Traffic~~

130 Engineer or Land Surveyor issued by the California State Board of Registration AND one year of

131 professional level civil engineering, traffic engineering, or land surveying experience.

132 (Possession of a Master's degree in Civil Engineering or a closely related field may be

133 substituted for the required experience.)

134

4B16

135 AND:

136

137 Engineer III: ~~Two years~~ One year of specialized professional level civil engineering, traffic  
138 engineering, or land surveying experience such as serving as a resident engineer on small  
139 construction projects, experience as an assistant engineer on major construction projects, or  
140 project leader on a design project, two years of which must have been at a supervisory level.  
141 ~~(Experience as a resident engineer on small construction projects, or experience as an assistant~~  
142 ~~engineer on major construction projects, or project leader on a design project will qualify as~~  
143 ~~supervisory experience~~ Or B: ~~Possession of an Engineer in Training (E.I.T.) Certificate and~~  
144 ~~three years of professional level civil engineering experience, two years of which shall have~~  
145 ~~been at a supervisory level. (Experience as a resident engineer on small construction projects,~~  
146 ~~or experience as an assistant resident engineer on major construction projects, or project leader~~  
147 ~~on a design project will qualify for supervisory experience.)~~ Or C: ~~Possession of a valid~~  
148 ~~Certificate of Registration as a Civil or Traffic Engineer or Land Surveyor issued by the California~~  
149 ~~Board of Registration. (Acceptance by the California State Board of Registration to take an~~  
150 ~~"individual examination approved by the State" leading to registration in the State will be~~  
151 ~~sufficient entrance into the examination process; however, before appointment could be made~~  
152 ~~this Certificate of Registration must be obtained.)~~

153

154

155

156 Engineer IV: Two years of specialized professional level civil engineering, traffic engineering, or  
157 land surveying ~~which must have been in a position which involved~~ experience serving as project  
158 or squad leader, resident engineer on major public works construction projects, or squad leader  
159 in the office of ~~the~~ County ~~S~~urveyor.

160

161

162 **LICENSES AND CERTIFICATES:**

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

165

4B17

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

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

176 Engineer III and IV: Possession of a valid Certificate of Registration as a Civil Engineer, ~~Traffic~~  
177 Engineer or Land Surveyor issued by the California State Board of Registration is required at the  
178 time of application and must be  ~~-Must maintained Registration as a Civil Engineer, Traffic~~  
179 Engineer or Land Surveyor in the State of California throughout employment.

181 **SPECIAL SUBCLASS RECRUITMENT:**

183 Recruitment for professional engineering positions may be conducted according to the  
184 engineering division or section in which a vacancy exists and the special-specific professional  
185 registration required.

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

195 Adopted: 06-20-73  
196 Revised: 01-24-01  
197 Revised: 09-24-14



## 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: September 24, 2014

FROM: Mark McKibben, Personnel Analyst

SUBJECT: New Specification: Deputy Agricultural Commissioner and Sealer of Weights & Measures

### **RECOMMENDATION**

It is recommended that the Commission approve the new classification specification as submitted.

### **DEPARTMENT BACKGROUND**

The County's Department of Agriculture provides for the health and safety of its citizens by protecting agriculture, the environment and by ensuring equity in the marketplace. The department has two main areas of focus: Agricultural Programs and Weights & Measures activities. Of the 41.0 FTE (Full Time Equivalent) positions approximately fifty-five percent are assigned to Agricultural programs as compared to approximately twenty-five percent to Weights & Measures programs. State licensure requirements for all of these positions are established by the California Departments of Food and Agriculture and Pesticide.

### **LICENSING BACKGROUND**

Within the California Agricultural Commissioner/Sealer system, there are licensing requirements set in the California Food and Agricultural Code and the California Business and Professions Code. The two divisions, Agriculture and Weights and Measures, each have specific and successively higher licensing requirements at both field and managerial capacities. These licenses authorize staff to legally act as enforcement officers under State laws and regulations (see attached: Licensing Exam Requirements).

The two divisions of the department – Agriculture and Weights and Measures, each have separate licensing requirements at two different levels. The department head requires the highest level license in **both** areas. Each Chief Deputy also requires the highest level license in their respective division. There is also a lower level license in each division at the Deputy level. This Deputy level license has lesser requirements and is more easily attainable. Currently, that Deputy level license is required only in the Agriculture side of the department with the Deputy Agriculture Commissioner positions. The proposed new Deputy classification will have some program responsibilities in both Weights and Measures and Agriculture. As such, the initial license requirement will be at the Deputy level (the lower level) in either Agriculture **or** Weights and Measures. The incumbent in the position will ultimately be required to obtain both deputy level licenses within 24 months.

### **DISCUSSION**

A recent retirement projection survey revealed that thirty-four percent of County Agricultural Commissioner personnel anticipate retiring in the next five years, including both the Chief Deputy Sealer and Chief Deputy Agricultural Commissioner (see org chart – current). To proactively address these events and create organizational improvements, the department is implementing a restructuring plan to coincide with the imminent retirements. The Agricultural Commissioners' reorganization plan will be phased in over the next few years. This proposed new classification is part of the first phase of changes and although it does not currently

exist within this County's classification system, it is a common model in several other counties around the State. When fully implemented, a single Assistant Agricultural Commissioner/Sealer position will replace the two current Chief Deputy positions, and oversee all deputy level positions. (see org chart – final).

The first of these two Chief Deputy positions to be vacated will be the Chief Deputy Sealer (see org chart – transitional). The incumbent is currently responsible for oversight of the Weights and Measures program as well as administrative services, department budget, safety coordination and the supervision of the automation services staff. This classification currently requires the highest level State license as a County Sealer of Weights and Measures, which is the same licensing level that is required of the Department Head. There is a relatively small pool of qualified candidates to fill the current Chief Deputy Sealer position due, in part, to the high level licensing requirements, as well as competition among the other fifty-four County Ag Commissioner Offices.

This proposed new classification entitled Deputy Agricultural Commissioner and Sealer of Weights and Measures (Deputy Ag/Sealer) has been developed to respond to this recruitment challenge and address the department's operational needs. The Deputy Ag/Sealer is a mid-level management classification, requiring license at the lower deputy level, is commensurate with its organizational level and will result in a larger internal and external applicant pool.

This new Deputy Ag/Sealer classification also allows for more flexibility with regard to program management and will balance the span of control more evenly between all deputy-level positions. The Deputy Ag/Sealer will be assigned both Agricultural and Weights & Measures program management duties, however all other responsibilities will be assigned to an Administrative Services position.

Your Commissions' approval of this new classification will support the department's succession planning efforts and the implementation of their new organizational structure. The Administrative Office, Human Resources and Agricultural Commissioner all support the new classification as proposed.

Attachments:

State of California Licensing Exam Prerequisites

Agricultural Commissioner Organizational Chart - Current

Agricultural Commissioner Organizational Chart - Transitional

Agricultural Commissioner Organizational Chart - Final

Deputy Agricultural Commissioner and Sealer of Weights & Measures - DRAFT

Chief Deputy Agricultural Commissioner and Sealer of Weights & Measures - CURRENT

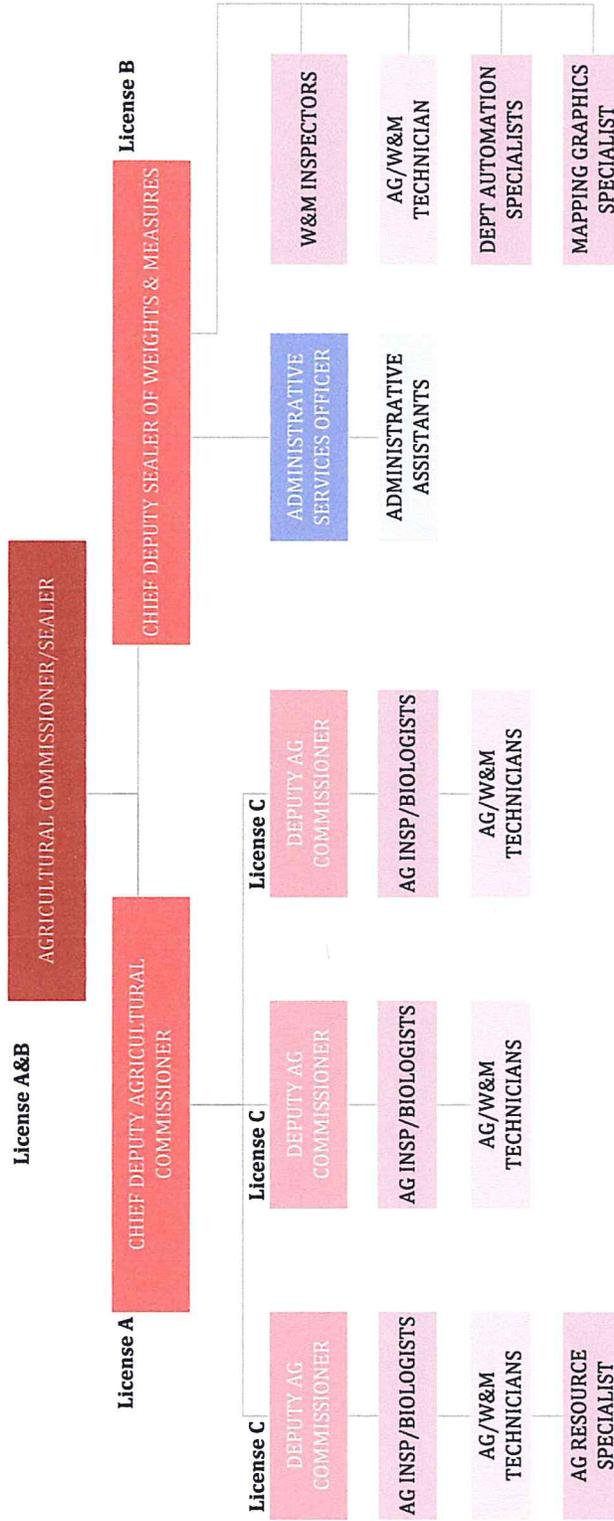
# STATE OF CALIFORNIA LICENSING TITLES AND EXAM PREREQUISITES

AGRICULTURAL LICENSING DIVISION	WEIGHTS & MEASURES LICENSING DIVISION
<p><b>A: COUNTY AG COMMISSIONER</b> <sup>1</sup></p> <p><sup>1</sup>California Code of Regulation, Title 3, Division 1, Chapter 2, Article 1, Sections 103</p> <p style="text-align: center;"><u>County Classifications:</u></p> <ul style="list-style-type: none"> <li>• Agricultural Commissioner/Sealer (DH)</li> <li>• Chief Deputy Agricultural Commissioner</li> </ul> <p><b>Experience:</b> Four years in the enforcement of Agricultural or weights and measures laws; at least two years of which shall include management, supervisory or program responsibility</p> <p><b>Instruction:</b> 80 hours of instruction in management and/or supervisory practices through organized classroom, in-service training, or accredited correspondence courses</p> <p><b>License:</b> Deputy Ag Commissioner</p>	<p><b>B: COUNTY SEALER OF WEIGHTS &amp; MEASURES</b> <sup>2</sup></p> <p><sup>2</sup>California Code of Regulation, Title 3, Division 1, Chapter 2, Article 1, Sections 106</p> <p style="text-align: center;"><u>County Classifications:</u></p> <ul style="list-style-type: none"> <li>• Agricultural Commissioner/Sealer (DH)</li> <li>• Chief Deputy/Sealer of Weights &amp; Measures</li> </ul> <p><b>Experience:</b> SAME as A</p> <p><b>Instruction:</b> SAME as A</p> <p><b>License:</b> Deputy Sealer of Weights and Measures</p>
<p><b>C: DEPUTY COUNTY AG COMMISSIONER</b> <sup>3</sup></p> <p><sup>3</sup>California Code of Regulation, Title 3, Division 1, Chapter 2, Article 1, Sections 104</p> <p style="text-align: center;"><u>County Classifications:</u></p> <ul style="list-style-type: none"> <li>• Deputy Ag Commissioner</li> <li>• Deputy Ag Commissioner/Sealer of Weights &amp; Measures (new classification)</li> </ul> <p><b>Education:</b> BS Ag, Biology, Chemistry or Physical Science OR any discipline with a minimum of 30 semester or equivalent in the fields listed above or mathematics/statistics</p> <p><b>Experience:</b> Two years as an Agricultural Inspector/Biologist</p> <p><b>Certification Requirements:</b></p> <ul style="list-style-type: none"> <li>• All Five Licensing Areas                             <ul style="list-style-type: none"> <li>○ Pesticide Regulation</li> <li>○ Investigation and Environmental Monitoring</li> <li>○ Pest Prevention and Plant Regulation</li> <li>○ Integrated Pest Management</li> <li>○ Commodity Regulation</li> </ul> </li> <li>• Tests are offered twice per year</li> <li>• Applicants may take one or more tests at a time</li> <li>• Passing rate is typically 30% to 60%</li> <li>• Typically 24 months to obtain all required certifications</li> </ul>	<p><b>D: DEPUTY COUNTY SEALER OF WEIGHTS &amp; MEASURES</b> <sup>4</sup></p> <p><sup>4</sup>California Code of Regulation, Title 3, Division 1, Chapter 2, Article 1, Sections 107</p> <p style="text-align: center;"><u>County Classifications:</u></p> <ul style="list-style-type: none"> <li>• Deputy Ag Commissioner/Sealer of Weights &amp; Measures (new classification)</li> </ul> <p><b>Education:</b> Chemistry, Physics, Mathematics, Engineering or other job related major: Law Enforcement, Commerce &amp; Marketing.</p> <p><b>Experience:</b> Two years in enforcement of weights and measures or agricultural laws</p> <p><b>Certification Requirements:</b></p> <ul style="list-style-type: none"> <li>• All Three Licensing Areas                             <ul style="list-style-type: none"> <li>○ Weight Verification</li> <li>○ Measurement Verification</li> <li>○ Transaction and Product Verification</li> </ul> </li> <li>• Tests are offered twice per year</li> <li>• Applicants may take one or more tests at time</li> <li>• Passing rate is typically 30% to 60%</li> <li>• Typically 18 months to obtain all required certifications</li> </ul>

# Organizational Chart

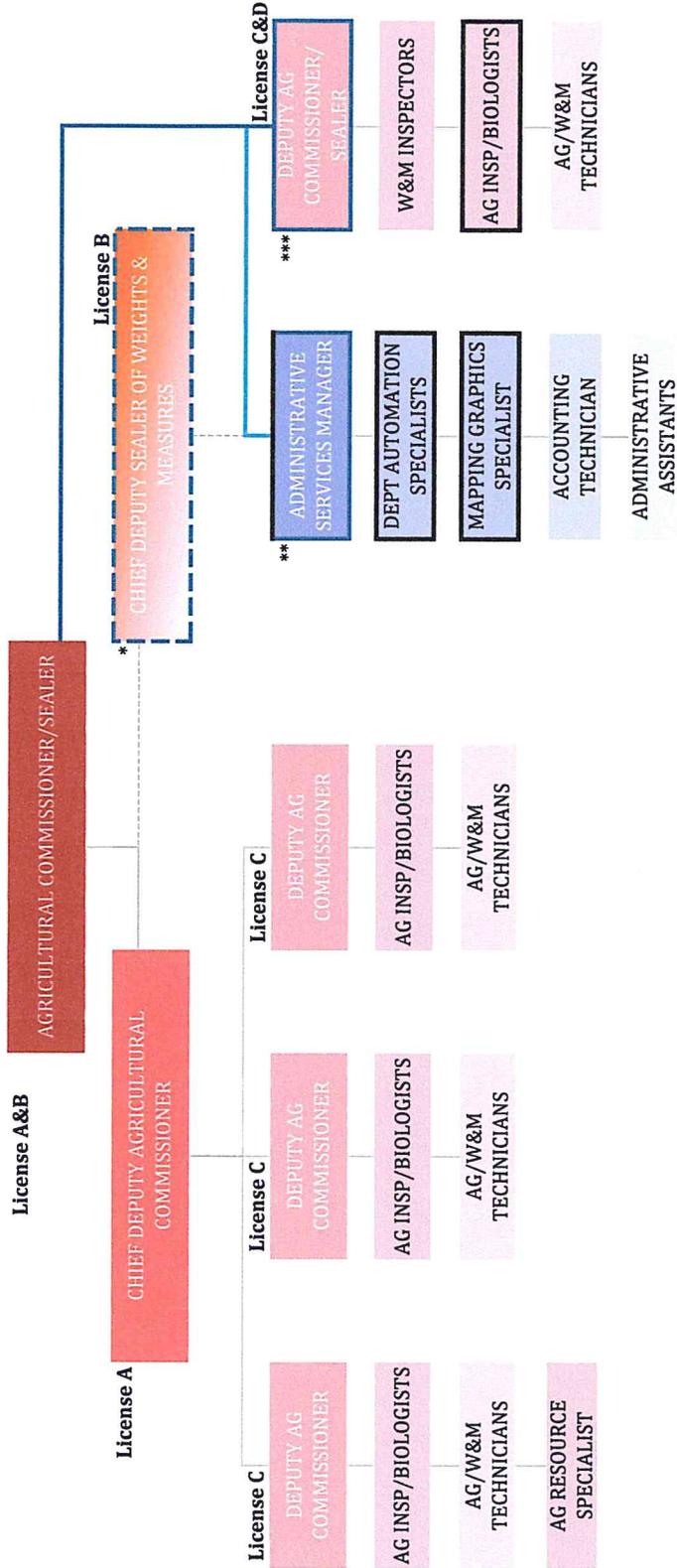
## Department of Agriculture/Weights and Measures

### FY 2013-14 Current



DRAFT  
Organizational Chart

Department of Agriculture/Weights and Measures  
FY 2014/15 Phase 2 - TRANSITIONAL January 2015

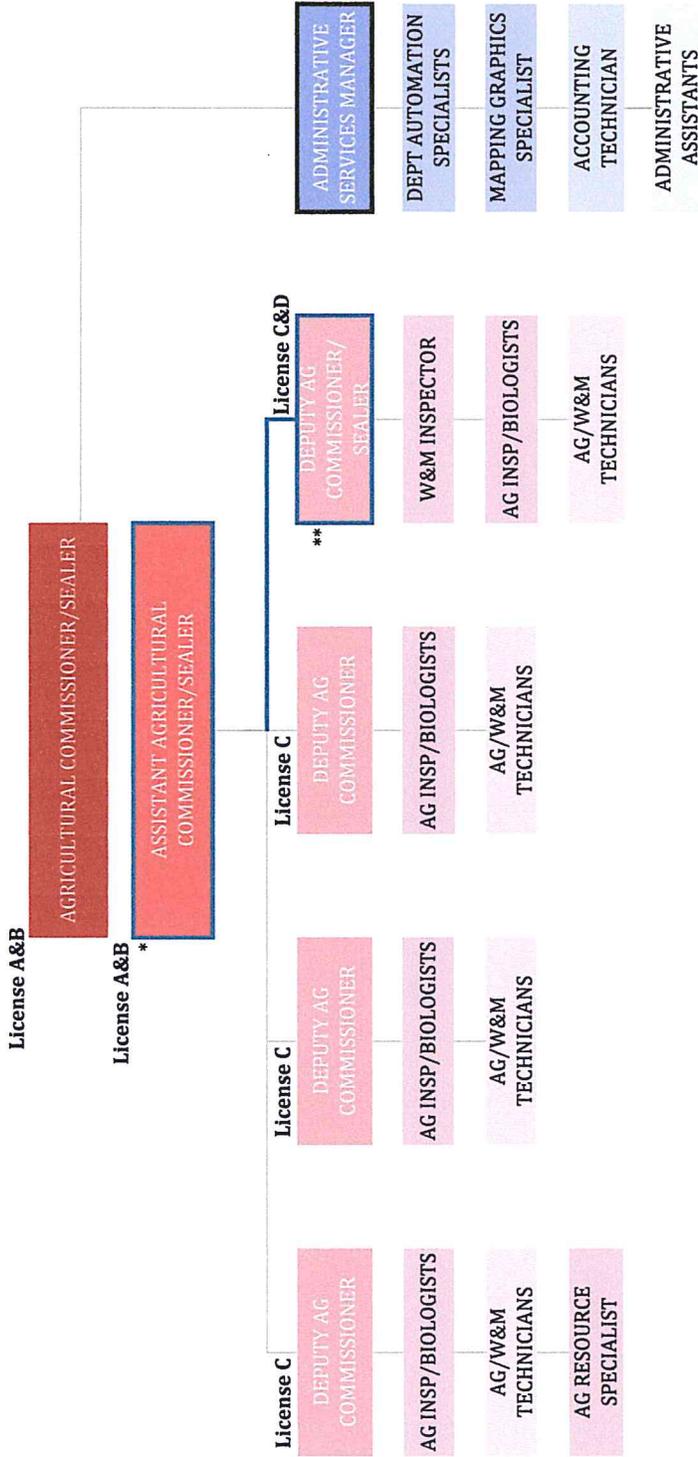


- \* anticipated retirement - December 2014
  - \*\* Shift all administrative support responsibilities to ASM
  - \*\*\* Shift Weights & Measures department management to Deputy Agricultural Commissioner/Sealer position to balance supervisory/program responsibilities between all deputies
- PAL FTE Changes

  - 1.0 Chief Deputy Sealer Weights & Measures
  - +1.0 Deputy Ag Commissioner/Sealer
  - 1.0 Administrative Services Officer
  - +1.0 Administrative Services Manager

DRAFT

# Organizational Chart Department of Agriculture/Weights and Measures Phase 4 - FINAL



\* anticipated retirement June 2017

Open position will be filled as an Assistant Agricultural Commissioner/Sealer with increased supervisory/program responsibilities

\*\* Deputy Agricultural Commissioner/Sealer will be directly supervised by Assistant Commissioner

PAL FTE Changes  
 -1.0 Chief Deputy Ag Commissioner  
 + 1.0 Assistant Ag Commissioner/Sealer

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

3

4 **DEPUTY AGRICULTURAL COMMISSIONER AND**

5 **SEALER OF WEIGHTS AND MEASURES**

6

7 **DEFINITION:**

8 Under direction of the Agricultural Commissioner/Sealer, plans, organizes, and  
9 directs the activities within assigned Agricultural and Weights and Measures  
10 programs; interprets and enforces applicable laws and regulations; performs a  
11 variety of administrative program duties and other related work as required.

12

13 **DISTINGUISHING CHARACTERISTICS:**

14 This is a management level position in the department. Incumbents are responsible  
15 for the activities of assigned programs and personnel, and may oversee a district  
16 office. This classification is distinguished from the Deputy Agricultural Commissioner  
17 in that this classification requires licensure as both a Deputy Agricultural  
18 Commissioner and a Deputy Sealer of Weights and Measures.

19

20 **REPRESENTATIVE DUTIES:**

- 21 • Plans, organizes, assigns and evaluates the work of assigned staff, establishes  
22 work standards and evaluates performance, makes recommendations to the  
23 appointing authority regarding staffing, selection, promotion, discipline and  
24 termination.
- 25 • Establishes and maintains contact with community resources, outside  
26 organizations, media and the public in support of outreach efforts and the  
27 promotion of departmental activities, programs, goals and objectives.
- 28 • Prepares and delivers oral presentations.
- 29 • Reviews and implements changes in laws, regulations or program  
30 requirements.
- 31 • Collaborates with staff, the business community and the public to enforce  
32 applicable laws and regulations.

- 33 • Ensures proper and timely resolution of weights and measures issues, conflicts  
34 and discrepancies.
- 35 • Provides technical information and assistance to the Agricultural  
36 Commissioner/Sealer, staff and public.
- 37 • Ensures proper adherence to all safety procedures.
- 38 • Monitors day-to-day activities of assigned staff and is responsible for all  
39 aspects of assigned programs.
- 40 • Participates in and conducts meetings, compliance interviews, and/or  
41 administrative hearings; testifies as an expert witness or departmental  
42 representative; may act as hearing officer.
- 43 • Provides recommendations for program changes or implementation of new  
44 programs.
- 45 • Maintains accurate records, and creates reports and correspondence.
- 46 • Prepares program budget requests and participates in the development of the  
47 departmental budget.
- 48 • Develops and manages program contracts, cooperative agreements, grants  
49 and memoranda of understanding.
- 50 • Assists in developing and implementing departmental policy and organizational  
51 design.
- 52 • Assists with capital projects and facility management and district office  
53 management.
- 54 • Serves as a representative of the department.

55

56 **EMPLOYMENT STANDARDS:**

57 Knowledge of:

- 58 • Agricultural and Weights and Measures programs under the purview of the  
59 Agricultural Commissioner/Sealer
- 60 • Policies and procedures of the California Departments of Agriculture and  
61 Pesticide Regulation
- 62 • Applicable local, State and Federal laws, regulations and ordinances
- 63 • Accepted methods of employee training, supervision and work planning
- 64 • All agricultural programs as well as technical knowledge of assigned programs

- 65 • Fiscal management practices and organizational concepts

66

67 Ability to:

- 68 • Supervise, train and evaluate the performance of assigned personnel
- 69 • Manage and implement changes within assigned programs
- 70 • Establish and maintain effective working relationships with the public and
- 71 others contacted in the course of work
- 72 • Enforce applicable laws and regulations in a professional manner
- 73 • Analyze situations correctly and adopt effective course of action
- 74 • Work independently
- 75 • Make presentations on behalf of the County and/or department
- 76 • Manage, coordinate and deliver training programs
- 77 • Prepare accurate written reports
- 78 • Operate standard office equipment including a computer and assigned
- 79 software
- 80 • Communicate effectively, both verbally and in writing

81

82 **EDUCATION & EXPERIENCE:**

83 A valid California license or license of eligibility as either a Deputy Agricultural

84 Commissioner or Deputy Sealer of Weights and Measures is required at time of

85 application. Within 24 months of appointment, the incumbent must possess both

86 licenses referenced above and both must be maintained throughout employment.

87

88 **LICENSES/CERTIFICATES:**

89 A valid driver license is required at the time of application. A valid **CALIFORNIA**

90 driver license is required at the time of appointment and must be maintained

91 throughout employment.

92

93 This class specification generally describes the duties and responsibilities

94 characteristic of the position(s) within this class. The duties of a particular position

95 within a multi-position class may vary from the duties of other positions within the

96 class. Accordingly, the essential functions of a particular position (whether it be a

97 multi-position class or a single-position class) will be identified and used by medical  
98 examiners and hiring authorities in the selection process. If you have any questions  
99 regarding the duties or the working conditions of the position, please contact the  
100 Personnel Department at (805) 781-5959.

101

102 Adopted: 09-24-2014

103 Effective:

5A10

**PERSONNEL DEPARTMENT**  
***San Luis Obispo County***

**CHIEF DEPUTY-SEALER OF WEIGHTS AND MEASURES**

**DEFINITION:**

Under the direction of the Agricultural Commissioner/Sealer, plans, organizes, controls and directs the operations, services, and activities of the Agricultural Commissioner/Sealer's Office; coordinates and directs departmental support services, office automation and budget programs and activities to assure accurate and efficient departmental operations; supervises and evaluates the performance of assigned personnel; and does other related work as required.

**REPRESENTATIVE DUTIES:**

(Not in order of importance)

Plan, organize, control and direct the Weights and Measures program and assist with agricultural programs for the Agricultural Commissioner's Office; oversee and participate in a variety of responsibilities related to departmental operations including the department budget, administrative and technical services; participate in the development and implementation of systems and programs and assure activities comply with established policies, procedures, rules and regulations.

Coordinate and direct departmental support services, office automation and budget programs and activities to assure accurate and efficient division operations; oversee payroll, clerical support, information technology, customer service and other administrative duties of the department.

Supervise investigations and prepare and present criminal and civil actions.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign subordinate duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; prioritize department activities and establish timelines.

Develop and prepare annual department and individual program budgets; analyze and review related budgetary and financial data; control, authorize, and audit expenditures and revenues; oversee the preparation and completion of capital project requests, and develop performance indicators to assure accordance with established policies.

Plan, coordinate and direct personnel, communications and resources to assure smooth and efficient department activities; implement changes in laws, regulations or program requirements in departmental activities; collaborate with enforcement staff, the business community and the public to assure standards are upheld.

Establish and maintain contact with community resources, outside organizations and the public in the implementation of outreach efforts and promotion of Department activities, programs, goals and objectives; prepare and deliver oral presentations; direct the preparation and distribution of informational materials, fiscal documents and correspondence related to Department activities.

Coordinate organizational activities, communications and information between administrators, Department personnel, County staff, and various local, State and federal agencies; participate in interviews with the media as directed; assure proper and timely resolution of departmental and weights and measures issues, conflicts and discrepancies.

Participate in national, regional and local associations and groups to stay current on pending legislation affecting department activities.

Assist in the preparation and review of agricultural policies and procedures; provide advisement to management regarding policy issues and decisions; provide technical information and assistance to the Agricultural Commissioner/Sealer concerning department concerns, needs and issues; assist in the formulation and development of policies, procedures and programs.

Maintain current knowledge of laws, codes, rules, regulations and pending legislation related to assigned department functions; modify systems, programs and procedures to assure compliance with County, State and federal requirements as necessary.

Prepare and maintain a variety of monthly, quarterly and annual documentation related to department activities; oversee the maintenance of timecards, financial reports, inventory records, evidence logs, deposits and other legal and financial records to assure accurate documentation of department operations.

Operate a variety of office equipment including a calculator, copier, typewriter and fax machine; utilize a computer and assigned software to develop spreadsheets and generate a variety of computerized reports.

Attend and conduct a variety of meetings as assigned.

Direct the research, assembly and compiling of a variety of technical information related to Department operations, services and functions; oversee and participate in the development and maintenance of procedural manuals.

Serve as the Sealer or Department Head in the absence of the administrator as directed.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

Planning, organization and direction of operations, personnel services and activities of the Agricultural Commissioner/Sealer's Office.

Applicable local, State and federal laws, codes, regulations, ordinances, policies and procedures related to County weights and measures programs.

Criminal, civil and administrative law and procedures.

Civil hearing presentation planning and procedures.

P:\2\_HR\_SERVICES\CLASSIFICATION\SPECS\MASTER\C\CHIEF DEPUTY-SEALER  
WTS & MEAS\_00823.DOCX

5A12

Record-keeping techniques.  
Budget preparation and control.  
Policies and objectives of assigned programs and activities.  
Principles and practices of administration, supervision and training.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Technical aspects of field of specialty.

**Ability to:**

Plan, organize, control and direct the Weights and Measures program for the Agricultural Commissioner's Office.  
Coordinate and direct division support services, office automation and budget programs and activities to assure accurate and efficient division operations.  
Supervise and evaluate the performance of assigned personnel.  
Supervise complaint investigations and prepare and present criminal, civil and administrative actions.  
Prioritize department activities and establish time lines.  
Analyze and review related budgetary and financial data.  
Provide consultation and technical assistance to County Personnel, special districts and outside agencies regarding division activities and operations.  
Assure proper and timely resolution of department issues, errors and discrepancies.  
Provide consultation and technical assistance concerning assigned division or area.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Participate in the preparation and review of policies and procedures.  
Prepare and deliver oral presentations.  
Direct the preparation of related department, budget and support documentation.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.

**EDUCATION/EXPERIENCE:**

Graduation from an accredited institution with a bachelor's degree with major work in chemistry, physics, mathematics, engineering, or other related majors such as law enforcement, commerce and marketing. (Job related experience in the enforcement of weights and measures laws may substitute for two years of the required education on a year-for-year basis.)  
Possession of a valid  
License of Eligibility as a County Sealer of Weights and Measures or a License of Eligibility as a Deputy Sealer of Weights and Measures will be adequate proof that the minimum education requirements are met. In addition, four years of experience in the enforcement of weights and measures or agricultural laws; at least two years of which shall have included management, supervisory, or program responsibility.

**LICENSES/CERTIFICATES:**

Possession of a valid California State License of Eligibility as a County Sealer of Weights and Measures or obtain the County Sealer of Weights and Measures license within 24 months of filling the position. Failure to obtain the required licenses within the time stated will result in removal from the position unless a time extension is approved by the Agricultural Commissioner/Sealer of Weights and Measures.

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

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

Adopted: 4-23-80  
Revised: 11-19-03