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

AGENDA

1. Call to Order / Flag Salute / Roll Call

2. Welcome Commissioner Erica Stewart – Appointed January 26, 2016

3. Election of Officers

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

5. Minutes
   The following draft minutes are submitted for approval:
   a. November 18, 2015

6. Request to delete Job Specifications

7. Specifications – Revised
   a. Supervising Deputy Probation Officer – Probation

8. Specifications – New
   a. Division Manager – Administrative Office
   b. Safety Coordinator – Public Works

9. Reports
   a. Commission President
   b. Commission Counsel
   c. Commission Secretary

10. Adjournment
Civil Service Commission

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

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

Absent: Vice President Nash

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

Counsel: Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call
   President Caruthers called the meeting to order at 9:18 A.M. and led the flag salute.

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

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

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

5. Reports
   a. Commission President: No report.
   b. Commission Counsel: No report.
   c. Commission Secretary: Commission Secretary, Tami Douglas-Schatz reported the Human Resources
      Department appointed two new Principal Analysts: Natalie Walter and Megan Fisher.

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

7. Adjournment
   President Caruthers adjourned the meeting at 9:51

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

From: Tami Douglas-Schatz, Human Resources Director

Date: February 24, 2016, 2016

Recommendation:
Request to delete 58 job classifications.

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

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

Request for Deletion - 58 Job Classifications

<table>
<thead>
<tr>
<th>JOB CLASS</th>
<th>JOB TITLE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>582</td>
<td>Medical Records Technician</td>
<td>Name changed to Health Information Tech in 2013</td>
</tr>
<tr>
<td>1002</td>
<td>Supervising Librarian</td>
<td>Name changed to Regional Librarian in 2013</td>
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<tr>
<td>593</td>
<td>Senior Medical Records Technician</td>
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<tr>
<td>691</td>
<td>Division Manager-Probation</td>
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<td>Senior Microcomputer Technician</td>
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<td>979</td>
<td>Microcomputer Technician I</td>
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<td>Microcomputer Technician II</td>
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<td>992</td>
<td>Reprographics Tech II</td>
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<td>994</td>
<td>Reprographics Tech III</td>
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<td>996</td>
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<td>1539</td>
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<td>1541</td>
<td>Eligibility Technician III</td>
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<td>Code</td>
<td>Position</td>
<td>Classification</td>
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<td>-------</td>
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<tr>
<td>1700</td>
<td>Supervising Building Plans Examiner</td>
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<td>2905</td>
<td>Nacimiento Project Manager</td>
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<td>Library Manager</td>
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<td>Program Manager I</td>
<td>Duplicate of Job Code #583</td>
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<td>Hydraulic Operations Administrator III</td>
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<td>Facility Maintenance Mechanic Lead Worker</td>
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<td>1334</td>
<td>Lead Custodian</td>
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<td>576</td>
<td>Clinical Laboratory Assistant I</td>
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<tr>
<td>577</td>
<td>Clinical Laboratory Assistant II</td>
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<td>Administrative Assistant Aide</td>
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<td>2220</td>
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<td>500</td>
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<td>983</td>
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<td>none</td>
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<tr>
<td>541</td>
<td>Pre-Licensed Nurse</td>
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<td>536</td>
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<td>852</td>
<td>Airports Manager</td>
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<td>2050</td>
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<td>Obsolete Classification</td>
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<td>620</td>
<td>Architectural Supervisor</td>
<td>Obsolete Classification</td>
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<td>1304</td>
<td>Buildings Facilities Manager</td>
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<td>671</td>
<td>Cadastral Mapping Sys Spec I</td>
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<td>672</td>
<td>Cadastral Mapping Sys Spec II</td>
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<td>673</td>
<td>Cadastral Mapping Sys Spec III</td>
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<td>675</td>
<td>Cadastral Mapping Sys Supervising</td>
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<td>Chief Deputy-Sealer Weights &amp; Measures</td>
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<tr>
<td>1715</td>
<td>Comp Operator Supervisor-Confidential</td>
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<td>261</td>
<td>Deputy Director-General Services</td>
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<td>8964</td>
<td>Deputy Director-County Airports</td>
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<tr>
<td>8965</td>
<td>Deputy Director-County Parks</td>
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<td>Deputy Director-General Services</td>
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<td>8962</td>
<td>Deputy Director-Information Technology</td>
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<td>238</td>
<td>Director Of General Services</td>
<td>Department Reorganization</td>
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<tr>
<td>1317</td>
<td>Locksmith-Maintenance Worker</td>
<td>Obsolete Classification</td>
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<td>1620</td>
<td>Mapping/Graphics Sys Spec I</td>
<td>Obsolete Classification</td>
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<td>1621</td>
<td>Mapping/Graphics Sys Spec II</td>
<td>Obsolete Classification</td>
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<tr>
<td>1622</td>
<td>Mapping/Graphics Sys Spec III</td>
<td>Obsolete Classification</td>
</tr>
<tr>
<td>961</td>
<td>Telephone Systems Coordinator</td>
<td>Obsolete Classification</td>
</tr>
</tbody>
</table>
TO: Civil Service Commission

DATE: February 24, 2016

FROM: Chip Spence, Personnel Analyst

SUBJECT: REVISED Specification: Supervising Deputy Probation Officer

RECOMMENDATION

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

DISCUSSION

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

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

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

The table below shows the minimum qualifications, training and career path for the JSO series and DPO series:
# Career Path for Juvenile Services Officer and Deputy Probation Officer Series

<table>
<thead>
<tr>
<th>Position</th>
<th>Minimum Qualification</th>
<th>Training</th>
<th>Minimum Qualification</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juvenile Service Officer I</td>
<td>60 semester hours of college course work in behavioral science, social science, child development, criminology or related field</td>
<td>Four weeks of Board of State and Community Corrections Juvenile Correctional Officer Core Academy Training</td>
<td>Deputy Probation Officer I</td>
<td>Six Weeks of Board of State and Community Corrections Deputy Probation Core Training</td>
</tr>
</tbody>
</table>
| Juvenile Service Officer II or III | JSO II - 1 year of Juvenile Services Officer I experience
JSO III - 1 Year of Juvenile Services Officer II experience or 1 year experience as a DPO II with Juvenile Hall experience | On the job Juvenile Hall training | Deputy Probation Officer II or III                                                      | On the job field operations training                                        |

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

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

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

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

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

Attachments:
Supervising Deputy Probation Officer – track changes
Supervising Deputy Probation Officer – final draft
Probation Organizational Chart
HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

SUPERVISING DEPUTY PROBATION OFFICER

DEFINITION:

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

REPRESENTATIVE DUTIES:
(Not in order of importance)

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

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern principles of adult and juvenile probation casework and of related court procedures;
- Principles and methods of investigation and supervision of probation cases;
- Individual and group behavior;
- Available community resources and their utilization in assisting probationers;
- State and County laws relating to probation work;
- Accepted methods of supervision and training.
Ability to:

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

EDUCATION/EXPERIENCE:

Graduation from an accredited institution with a bachelor's degree in the social or behavioral sciences is required. Job related experience may be substituted for the required education on a year for year basis. In addition, four years of experience equivalent to the Deputy Probation Officer II level or Juvenile Services Officer II level or higher is required.

LICENSES:

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.

OTHER CONDITIONS OF EMPLOYMENT:

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

Assignments in this classification are at the discretion of the appointing authority and based upon a combination of organizational need, experience and overall qualifications of the incumbent.

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional, and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

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

SPECIAL SUBCLASS RECRUITMENT:

Recruitments for Supervising Deputy Probation Officer may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.
<table>
<thead>
<tr>
<th></th>
<th>Adopted:</th>
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</thead>
<tbody>
<tr>
<td>102</td>
<td>7-01-71</td>
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<tr>
<td>103</td>
<td>8-25-99</td>
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<td>104</td>
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<td><strong>Revised:</strong> 6-25-14</td>
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<tr>
<td>106</td>
<td><strong>Revised:</strong> 2-24-16</td>
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</tr>
</tbody>
</table>
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- Reads and approves court reports, orders, and narrative case entries for an assigned unit staff;
- Trains and evaluates subordinate staff on an ongoing basis;
- Assists management in the formulation of departmental policies and procedures;
- Ensures that conditions of probation are properly enforced;
- Maintains liaison with judges, attorneys, law enforcement agencies, schools and other public and private agencies and organizations involved in probation casework;
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- May represent the department before interested groups and individuals;
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Assignments in this classification are at the discretion of the appointing authority and based upon a combination of organizational need, experience and overall qualifications of the incumbent.

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

DATE: February 24, 2016

FROM: Megan Fisher, Principal HR Analyst

SUBJECT: New Specification: Division Manager – Administrative Office

RECOMMENDATION

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

DISCUSSION

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

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

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

## Admin Division Manager

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

## SLO County - Internal Depts.

<table>
<thead>
<tr>
<th>Tab #</th>
<th>Agency</th>
<th>Comparable Class</th>
<th>Reporting Relationship</th>
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<tbody>
<tr>
<td>12</td>
<td>Auditor-Controller</td>
<td>Division Manager - Auditor Controller</td>
<td>reports to Asst ACCTTC</td>
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<tr>
<td>13</td>
<td>County Counsel</td>
<td>Chief Deputy County Counsel</td>
<td>reports to Asst County Counsel</td>
</tr>
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</table>

Data Effective: December, 2015
Administrative Office - Current Organization

CAO

Asst CAO

Principal Admin Analyst (Budget)
Admin Analyst
Admin Analyst
Admin Analyst (Communications)

Admin Analyst
Admin Analyst
Admin Analyst (Limited Term)

Administrative Services Officer
Admin Analyst Aide - Conf.
Secretary - Conf
Administrative Asst - Conf

Secretary - Conf
Administrative Asst - Conf

Emergency Services Coord
Emergency Services Coord
Emergency Services Coord
Administrative Asst
HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

DIVISION MANAGER – ADMINISTRATIVE OFFICE

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Develop, present, and implement plans, programs, and recommendations for the Board of Supervisors, County Administrative Officer, County departments, advisory committees
and commissions as well as agencies independent of the County; lead or serve as staff for various boards, commissions and committees; review and present staff reports and other correspondence as appropriate and necessary.

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

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

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

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

- Direct, oversee, or manage the research, analysis and implementation of programs, special projects and studies related to County operational effectiveness, including performance measurement development, organizational effectiveness, and change initiatives; lead, develop, and organize presentations, workshops and training sessions regarding strategic planning, team development and related subjects; collaborate with County departments and agencies to assure cross-functional efforts including redistricting, fee scheduling, capital projects and others align with County-wide goals and objectives; lead staff in the identification and diagnosis of organizational problems and development of solutions to increase efficiency and productivity.
• Direct and coordinate assigned services, program, and project activities with external agencies, groups, and the general public to ensure cooperation consistent with optimal efficiency, effectiveness, and economy; represent assigned area(s) to public and private groups, organizations; respond to inquiries on policy and procedure from departments, other governmental agencies, and the public, acting as the County’s representative and liaison with business, professional, and community organizations as needed.

• Oversee programs and procedures to assure compliance with local, State and federal requirements as appropriate; maintain current knowledge of laws, codes, rules, regulations and pending legislation related to assigned County functions.

EMPLOYMENT STANDARDS:

Knowledge of:

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

Ability to:

• Organize and direct operations and activities involved in the collection, analysis,
interpretation and reporting of data related to County-wide policy planning and system implementation

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

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

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

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

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Develop, present, and implement plans, programs, and recommendations for the Board of Supervisors, County Administrative Officer, County departments, advisory committees and commissions as well as agencies independent of the County; lead or serve as staff for various boards, commissions and committees; review and present staff reports and other correspondence as appropriate and necessary.

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

- Oversee a variety of complex multi-departmental or agency analytical studies of budgetary requirements, systems, procedures, policies, practices and techniques; serve as the primary subject matter expert to County departments, personnel and outside agencies regarding County budget and funding, resource allocation, organizational and policy-related issues.
- Manage negotiations regarding County or special district financing and debt, project labor contracts, or projects involving multi-jurisdictional impacts.

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

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

- Direct and coordinate assigned services, program, and project activities with external agencies, groups, and the general public to ensure cooperation consistent with optimal efficiency, effectiveness, and economy; represent assigned area(s) to public and private groups, organizations; respond to inquiries on policy and procedure from departments, other governmental agencies, and the public, acting as the County’s representative and liaison with business, professional, and community organizations as needed.

- Oversee programs and procedures to assure compliance with local, State and federal requirements as appropriate; maintain current knowledge of laws, codes, rules, regulations and pending legislation related to assigned County functions;

EMPLOYMENT STANDARDS:

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

Ability to:

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

EDUCATION AND EXPERIENCE:

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

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Adopted: 2-24-16
TO: Civil Service Commission
DATE: February 24, 2016
FROM: Jamie Azarvand, Personnel Analyst

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

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

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

Existing County classifications which were considered included the Risk Management Analyst and the Program Manager series. Both of these classifications have broad job descriptions and are aimed toward an office environment reviewing claims or managing programs. The incumbent in this classification will take a proactive field role in evaluating and instructing on safety practices.
classification being proposed was established to seek a safety trained individual, with a college degree in Industrial Hygiene or equivalent and Safety Certifications issued from OSHA.

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

**Attachments:**
Safety Coordinator – Public Works Class Specification
Management Public Works Organizational Chart
HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

SAFETY COORDINATOR – PUBLIC WORKS

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

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Chairs the Department’s monthly Safety Committee meeting and recommends corrective actions involving specific incident reviews or safety trends observed. Serves as department representative on the Countywide Safety Committee
- Educates division managers, supervisors and staff on safety requirements and compliance
- Performs regularly scheduled or emergency safety inspections and audits of Public Works staff operations, equipment and facilities
- Coordinates the department’s monthly safety module reporting, and provides quarterly/annual reviews of units and the department compliance
- Maintains database of safety related incidents within the department
- Maintains database of staff safety training completed and forecasts training needs for the department
• Catalogs the department's safety programs detailing actions for the various units and reviews for current regulatory compliance
• Develops and updates necessary policies and procedures, program manuals, operative strategies, and accident prevention measures
• Develops specific Job Safety Analysis for performance of tasks within the department
• Reviews reports of claims of accidents or injuries and inspects scenes of accidents, injuries and property damage; takes photographs and collects and preserves evidence as needed
• Plans, develops, conducts and/or facilitates training programs and seminars for employees at all levels of the organization
• Addresses hazardous material and abatement connected to County facilities and Public Works operations
• Coordinates, communicates, and oversees Department compliance with all State, Federal and local regulations including Occupational, Safety and Health Administration (OSHA), Environmental Protection Agency (EPA); National Fire Protection Association (NFPA); Environmental Health and Safety and other safety laws and standards.
• Represents the department at regulatory hearings
• Administers Department of Transportation drug and alcohol testing program
• Oversees operations involving maintenance clean-up projects with aspects of industrial and environmental hygiene
• Works with plant staff on use and control of chemicals and safety exhaust/emergency actions
• Works with the County’s Risk Manager to align injury and illness prevention goals for the County
• Acts as department contact for incident command during evacuation of Public Works office(s)
• Notifies staff of weather-related safety issues, including heat exposure
• Performs other duties as required

EMPLOYMENT STANDARDS:

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

**Ability to:**

• Identify safety hazards
• Plan, develop, implement, and coordinate specialized risk and safety programs
• Design and deliver effective training programs to meet the Department’s IIPP
• Effectively conduct investigations, collect and analyze data, and develop solutions to complex problems
• Deal tactfully with department supervisors and staff in reviewing, identifying and addressing gaps in the current safety practices for the department
• Communicate effectively, both verbally and in writing to present, report and provide proposals to address broad and specific safety issues
• Organize work, set priorities, meet critical deadlines and follow up on assignments
• Establish and maintain effective electronic record keeping systems
- Work in standard office environment and in a variety of outdoor field environments.
- Be a positive advocate for safety and promote behavior on safety adherence, safety
  practice upgrades, and loss prevention
- Understand, interpret and apply provisions of federal, state, and local legislations, rules
  and regulations pertaining to program and policies which are applicable to the
  department

EDUCATION AND EXPERIENCE:

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

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

LICENSES AND CERTIFICATES:

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

A valid driver license is required at the time of application. A valid CALIFORNIA driver 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
positions(s) within this class. The duties of a particular position within a multi-position class may
vary from the duties of other positions within the class. Accordingly, the essential functions of a
particular position (whether it be a multi-position class or a single-position class) will be identified
and used by medical examiners and hiring authorities in the selection process. If you have any
questions regarding the duties or the working conditions of the position, please contact the
Human Resources Department at 805.781.5959.

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