AGENDA

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. July 26, 2017

4. Specifications – Revised
   a. Supervising Auditor/Appraiser
   b. Assessment Analyst Trainee/I/II/III

5. Specification – New
   a. Supervising Correctional Technician

6. Specification – Revised
   a. Correctional Technician

7. Recommendation to Change Civil Service Rule 11.03 to increase the probationary period for the Correctional Technician classification from six months to one year.

8. Specifications – Revised
   a. Water systems worker trainee/I/II/III
   b. Water systems worker IV
   c. Wastewater systems worker trainee/I/II/III
   d. Wastewater systems worker IV

9. Reports
   Commission President
   Commission Counsel
   Commission Outside Counsel
   Commission Secretary

10. Adjournment
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 July 26, 2017 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA

Present: President Bergman, Vice President Ohannesian, Commissioner Stewart, Commissioner Nix, Commissioner Nicholson

Staff: Acting Commission Secretary Natalie Walter, Commission Clerk Alisa Scantlin,

Counsel: County Counsel Tim McNulty; Commission Outside Counsel Steve Simas

1. Call to Order / Flag Salute / Roll Call
   President Bergman called the meeting to order at 9:00 AM and led the flag salute. Roll was called.

2. Public Comment Period
   President Bergman asked for public comment. Seeing none, he closed the public comment period.

3. Minutes
   a. President Bergman asked for any amendments to the June 28, 2017 meeting minutes. Seeing none, he asked for a motion to approve. Vice President Ohannesian made the motion to approve. Commissioner Nix seconded the motion. Motion passed. 5-0-0

4. Specification – Revised
   a. Kennel Worker – Human Resources Analyst Kate Power, with Dr. Eric Anderson, presented the revised classification. President Bergman asked for public comment on the item. Seeing none, he asked the Commission for questions. The Commission requested an amendment. President Bergman then asked for a motion to approve as amended. The motion was made by Commissioner Stewart, and seconded by Commissioner Nix. The motion passed. 5-0-0.

5. Reports
   Commission President – No report.
   Commission Counsel – No report.
   Commission Outside Counsel – No report.
   Commission Secretary – Natalie Walter asked Deputy Director Megan Fisher to introduce new HR Analyst for Compensation and Classification, Mark Zeltmann. Ms. Walter requested that MQ discussions with the Commission be postponed until October, so that Mr. Zeltmann has time to review the topic. Ms. Walter requested dates for Mr. Simas to give a presentation. President Bergman asked to tie the presentation into the next Regular meeting, hold it in a larger room, and invite key employees, Department Heads, etc. Ms. Walter also requested dates for potential hearings. The Commission Clerk will follow up with the Commission and Mr. Simas to coordinate those dates.
Civil Service Commission

a. Commission Secretary, Natalie Walter, asked for volunteers for the Rule Update Committee. Commissioner Nix and Vice President Ohannesian will be on the Committee. County Counsel, Tim McNulty, will be advising the committee, which will be an ad-hoc, non-Brown Act committee.

6. Closed Session (per Government Code Section 54957): Closed session was not held. County Counsel, Tim McNulty advised that the Commission not proceed to closed session, as a decision was already prepared. Accordingly, the Commission reported their Decision for Appeal A15-03. After announcing the decision, President Bergman requested a motion to authorize him to sign the Decision on behalf of the Commission. Commissioner Nicholson made the motion. Vice President Ohannesian seconded the motion. Roll was called. Motion passed. 5-0-0.

7. Adjournment
President Bergman adjourned the meeting.

* 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  
DATE: August 23, 2017  
FROM: Taj D’Entremont, Human Resources Analyst  
SUBJECT: Revised Class Specifications – Supervising Auditor-Appraiser and Assessment Analyst Trainee/I/II/III

RECOMMENDATION:  
It is recommended that the Commission approve the updated class specifications as proposed.

DISCUSSION:  
As part of the ongoing Specification Update Program and at the request of the Assessor’s Office, the Human Resources Department is proposing revisions to the class specifications as follows:

- **Supervising Auditor-Appraiser:**
  - Updates throughout the class specification have been made to modernize language specific to the Assessor’s Office and consistent with current Human Resources standards.
  - Formatting changes have been incorporated into the revisions and “Distinguishing Characteristics” added where they did not exist previously to bring the class specification in compliance with the current template being utilized by the Human Resources Department.
  - Language has been added under “Representative Duties”, “Knowledge Of”, and “Ability To” sections of the class specification to more appropriately reflect the requirements of this position.

- **Assessment Analyst Trainee, I, II, III:**
  - Minimum qualifications for experience have been modified to better reflect what is appropriate for the position. This position is specific to the Assessor’s Office and covers a broad spectrum of functions within the Department from supervising the operation of computer-oriented activities, to budget analysis, to administering personnel policies. The Department does not believe that there is an advantage to a candidate possessing a degree in any specific
discipline. The skills we would be looking for in a candidate pool would include research and analytical skills, good communication skills, the ability to think logically and present recommendations for solutions to a variety of complex administrative problems that arise or on the improvement of processes in the department, and skills in developing policies and procedures. These are skills that can be obtained in any degree program. Broadening this language will allow us to have access to candidates we may not otherwise have considered.

OTHER AGENCY INVOLVEMENT:
The Assessor's Office has been involved in the revisions of these specifications and concurs with the specifications as proposed.

Attachments:
Assessor's Office Organizational Chart
Supervising Auditor-Appraiser – Strikeout Version
Supervising Auditor-Appraiser – Final Version
Assessment Analyst Trainee, I, II, III – Strikeout Version
Assessment Analyst Trainee, I, II, III – Final Version
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

SUPERVISING AUDITOR-APPRASIER

DEFINITION:
Under direction of the Assessment Manager, plans, directs, supervises and evaluates the work of assigned staff; reviews the audit and analysis of financial records, statements, and reports to ensure County businesses comply with established reporting requirements and the California Revenue and Taxation Code; performs audits and appraisals of complex property accounts; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:
This is a supervisory level position and is distinguished from the higher level Assessment Manager in that the latter reports to the Assistant Assessor and has overall responsibility for the assigned section. This position is distinguished from the lower level Auditor-Appraiser class series in that this position reports to the Assessment Manager and supervises the Auditor-Appraiser series.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Supervises, plans, directs, and evaluates the work of assigned staff including Auditor-Appraisers, technical, and clerical staff; coordinates staff work assignments and reviews work to ensure compliance with established laws, policies, standards and procedures; develops and implements training; mentors staff; and recommends disciplinary actions when appropriate.

- Analyze data used in setting standards:

- Personally performs and/or directly supervises the most complex audit-appraisal activities, requiring broad knowledge and the ability to apply the principles, standards and procedures of differing audit-appraisal methods;

- Assists in resolving differences in valuation judgments with representatives of business firms;

- Develops market value guidelines for various personal property and fixture categories.
• Reviews and analyzes staff audits to ensure consistency with standards and procedures;
• Answers requests and inquiries from taxpayers;
• Prepares a variety of reports and correspondence; reviews and approves correspondence of subordinate staff;
• Participates in the development of programs, processes, and policies;
• May direct the development of new systems to be used in the appraisal process;
• Presents cases and appears as a witness in equalization hearings before the Assessment Appeals Board;
• Represents the Assessor at various meetings and speaking engagements;
• May act for the Assessment Manager in his/her absence;
• Implements County safety programs and ensures employee compliance with all safety rules and regulations; responds to hazard reports; investigates and reports accidents and injuries.

EMPLOYMENT STANDARDS:

Knowledge of:

• Principles and procedures of accounting and auditing;
• Methods and practices used in the appraisal of real and personal property of commercial and industrial operations;
• Provisions of the California State Constitution and Revenue and Taxation Code pertaining to the assessment of property for ad valorem tax purposes;
• Current technological developments and industry trends in the area of expertise;
• Assessor’s office organization, procedures and standards as well as strategic direction and goals;
• Principles of supervision, leadership, and training;
• Basic computer software including those applications pertinent to the appraisal of real and personal property and the use of spreadsheet programs;
• Legislative procedures, legal practices, and analytical techniques; Current technological developments and industry trends in the area of expertise
• Interpersonal skills using tact, patience, and courtesy;
• Oral and written communication skills.
Ability to:

- Plan, direct, supervise and evaluate the work of assigned staff;
- Perform complex appraisal and auditing duties;
- Apply accounting and auditing principles in a sound manner to the examination, analysis and valuation of the most complex business properties;
- Interpret, apply and explain rules, laws, regulations, policies and procedures;
- Maintain and establish consistency of standards, procedures, and values;
- Analyze business property appraisal and assessment problems, prepare sound recommendations and adopt effective courses of action;
- Provide testimony and reports for equalization hearings before the Assessment Appeals Board;
- Prepare concise and accurate written and oral reports and correspondence;
- Read, analyze and evaluate complex written materials, develop alternatives, and prepare accurate reports; Convey clear directions and encourage communication with and among staff;
- Embrace and follow Assessor’s office policy, goals, guiding principles, and Mission – Vision – Values Statement;
- Develop, encourage, and maintain positive working relationships: communicate and work effectively with others;
- Motivate staff to achieve high performance standards;
- Foster a spirit of teamwork and support when interacting with staff and others;
- Operate a computer and assigned office equipment;
- Maintain a safe and orderly work area.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four year college or university with a bachelor’s degree with a specialization in accounting as required by Section 670 of the California Revenue and Taxation Code (a specialization in accounting is defined as completion of 18 semester units or 27 quarter units of auditing and accounting courses). In addition, must have three years of professional experience.
performing duties equivalent to Auditor-Appraiser III in a California County Assessor's Office or an equivalent position.

LICENSES AND 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.
- In addition, must possess and maintain an Advanced Appraiser's certificate as issued by the California State Board of Equalization.

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

Adopted: 01-16-74
BOS Approved: 00-00-00
Revised: 10-31-90
03-25-09
XX-XX-XX
DEFINITION:
Under direction of the Assessment Manager, plan, direct, supervise and evaluate the work of assigned staff; review the audit and analysis of financial records, statements, and reports to ensure County businesses comply with established reporting requirements and the California Revenue and Taxation Code; perform audits and appraisals of complex property accounts; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS:
This is a supervisory level position and is distinguished from the higher level Assessment Manager in that the latter reports to the Assistant Assessor and has overall responsibility for the assigned section. This position is distinguished from the lower level Auditor-Appraiser class series in that this position reports to the Assessment Manager and supervises the Auditor-Appraiser series.

REPRESENTATIVE DUTIES:
(Not in order of importance)
• Supervise, plan, direct, and evaluate the work of assigned staff including Auditor-Appraisers, technical, and clerical staff; coordinate staff work assignments and review work to ensure compliance with established laws, policies, standards and procedures; develop and implement training; mentor staff; and recommend disciplinary actions when appropriate.
• Analyze data used in setting standards;
• Personally perform and/or directly supervise the most complex audit-appraisal activities, requiring broad knowledge and the ability to apply the principles, standards and procedures of differing audit-appraisal methods;
• Assist in resolving differences in valuation judgments with representatives of business firms;
• Develop market value guidelines for various personal property and fixture categories;
• Review and analyze staff audits to ensure consistency with standards and procedures;
• Answer requests and inquiries from taxpayers;
• Prepare a variety of reports and correspondence; review and approve correspondence of subordinate staff;
• Participate in the development of programs processes and policies;
• May direct the development of new systems to be used in the appraisal process;
• Present cases and appear as a witness in equalization hearings before the Assessment Appeals Board;
• Represent the Assessor at various meetings and speaking engagements;
• May act for the Assessment Manager in his/her absence;
• Implement County safety programs and ensure employee compliance with all safety rules and regulations; respond to hazard reports; investigate and report accidents and injuries.

EMPLOYMENT STANDARDS:

Knowledge of:

• Principles and procedures of accounting and auditing;
• Methods and practices used in the appraisal of real and personal property of commercial and industrial operations;
• Provisions of the California State Constitution and Revenue and Taxation Code pertaining to the assessment of property for ad valorem tax purposes;
• Current technological developments and industry trends in the area of expertise;
• Assessor's office organization, procedures and standards as well as strategic direction and goals;
• Principles of supervision, leadership and training;
• Basic computer software including those applications pertinent to the appraisal of real and personal property and the use of spreadsheet programs;
• Legislative procedures, legal practices and analytical techniques;
• Interpersonal skills using tact, patience and courtesy;
• Oral and written communication skills.
ability to:
• plan, direct, supervise and evaluate the work of assigned staff;
• perform complex appraisal and auditing duties;
• apply accounting and auditing principles in a sound manner to the examination, analysis and valuation of the most complex business properties;
• interpret, apply and explain rules, laws, regulations, policies and procedures;
• maintain and establish consistency of standards, procedures, and values;
• analyze business property appraisal and assessment problems, prepare sound recommendations and adopt effective courses of action;
• provide testimony and reports for equalization hearings before the assessment appeals board;
• prepare concise and accurate written and oral reports and correspondence;
• read, analyze and evaluate complex written materials, develop alternatives, and prepare accurate reports;
• embrace and follow assessor’s office policy, goals, guiding principles, and mission - vision - values statement;
• develop, encourage, and maintain positive working relationships: communicate and work effectively with others;
• motivate staff to achieve high performance standards;
• foster a spirit of teamwork and support when interacting with staff and others;
• operate a computer and assigned office equipment;
• maintain a safe and orderly work area.

education and experience:
graduation from an accredited four year college or university with a bachelor’s degree with a specialization in accounting as required by section 670 of the california revenue and taxation code (a specialization in accounting is defined as completion of 18 semester units or 27 quarter units of auditing and accounting courses). in addition, must have three years of professional experience performing duties equivalent to auditor-appraiser iii in a california county assessor’s office or an equivalent position.
LICENSES AND CERTIFICATES:

- A valid CALIFORNIA driver’s license is required at the time of appointment and must be maintained throughout employment.
- Must possess and maintain an Advanced Appraiser’s certificate as issued by the California State Board of Equalization.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The essential 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: 01-16-74
BOS Approved: 00-00-00
Revised: 10-31-90
03-25-09
XX-XX-XX
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

ASSESSMENT ANALYST TRAINEE, I, II, III
(Career Series)

DEFINITION:
Classes in this career series provide administrative support to department management in the business, personnel, budgetary, and fiscal activities of the Assessor's Office. Incumbents coordinate and supervise either the data processing services or the office management and budgetary functions of the department; perform a wide variety of administrative and managerial duties; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS:
Levels in this career series are distinguished by complexity of work, independence of action and decision making, supervision received and exercised. Incumbents are assigned to either of these options:

Option A: Plans, coordinates, and supervises the operation of computer-oriented activities between the Assessor's Office and the Department of Technical Services; conducts systems work and preliminary analysis on projects involving the feasibility of applying data processing services; assists and coordinates the efforts of department staff in the implementation of revised and new computer systems; supervises the activities of the data entry unit; and conducts investigations of operational problem areas and develops recommendations for improvements.

Option B: Coordinates the administration of departmental budgets and preparation of budget reports; prepares annual budget request for department management; informs department management of problems relating to office management activities and recommends changes in systems and procedures to correct them; assists in administering departmental personnel, policies,
and procedures; reviews legislation, analyzes its impact and recommends appropriate action;
represents the department in board and commission meetings and before the general public;
supervises clerical and technical staff; may supervise professional appraisal staff; and prepares a
variety of reports and correspondence.

EMPLOYMENT STANDARDS:

Assessment Analyst Trainee:
Knowledge of:
Data processing/personal computers, basic mathematics and English at a level necessary for job
success.

Ability to:
Learn management analysis techniques and methods; become skilled in problem solving and
presenting information in oral and written form.

All other levels:
Knowledge of:
Techniques and methods of administrative and assessment analysis including fundamentals of
operations research; local governmental organization, operation and legislative processes; statistical
methods, principles and practices of financial and assessment administration including accounting;
principles of data processing and its applications to assessment and organizational efficiency;
principles of supervision; techniques of employee development.

Ability to:
Collect and analyze data; think clearly and logically; present viable alternatives and recommendations;
develop policies, programs and procedures to solve complex administrative problems; speak and
write clearly, concisely and effectively; establish and promote cooperative working relationships.

EDUCATION AND EXPERIENCE:
Assessment Analyst Trainee: Either a): Completion of two years schooling in an accredited college or university; in business administration, real estate, public administration, economics, mathematics, computer science or a closely related field. In addition, **and** one year of sub-professional experience providing support to a staff engaged in budget administration, assessment, or administrative analysis or data processing work; OR b): Three years of progressively responsible accounting, appraisal, administrative or computer experience as staff support in budget administration, assessment, or administrative analysis.

Assessment Analyst I, II & III: Either a): Graduation from an accredited four-year college or university; with a degree in business administration, public administration, real estate, computer science, economics, mathematics or a closely related field; OR b): Four years of job-related experience, including at least two years of progressively responsible experience in an Assessor's Office.

Assessment Analyst I: No additional experience required.

Assessment Analyst II: In addition, one year of experience performing professional level assessment analysis duties. (A post-graduate degree in one of the fields listed above may substitute for the required experience.)

Assessment Analyst III: In addition, three years of experience performing professional level assessment analysis duties. (A post-graduate degree in one of the fields listed above may substitute for one year of the required experience.)

**LICENSES AND CERTIFICATES:**

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

**SPECIAL SUBCLASS RECRUITMENT:**

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.
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: 01-26-83
BOS Approved: XX-XX-XX
Revised: 01-25-95
XX-XX-XX
ASSESSMENT ANALYST TRAINEE, I, II, III
(Career Series)

DEFINITION:
Classes in this career series provide administrative support to department management in the business, personnel, budgetary, and fiscal activities of the Assessor’s Office. Incumbents coordinate and supervise either the data processing services or the office management and budgetary functions of the department; perform a wide variety of administrative and managerial duties; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS:
Levels in this career series are distinguished by complexity of work, independence of action and decision making, supervision received and exercised. Incumbents are assigned to either of these options:

Option A: Plan, coordinate, and supervise the operation of computer-oriented activities between the Assessor’s Office and the Department of Technical Services; conduct systems work and preliminary analysis on projects involving the feasibility of applying data processing services; assist and coordinate the efforts of department staff in the implementation of revised and new computer systems; supervise the activities of the data entry unit; and conduct investigations of operational problem areas and develops recommendations for improvements.

Option B: Coordinate the administration of departmental budgets and preparation of budget reports; prepare annual budget request for department management; inform department management of problems relating to office management activities and recommend changes in systems and procedures to correct them; assist in administering departmental personnel, policies, and
procedures; review legislation, analyze its impact and recommend appropriate action; represent the
department in board and commission meetings and before the general public; supervise clerical and
technical staff; may supervise professional appraisal staff; and prepare a variety of reports and
correspondence.

EMPLOYMENT STANDARDS:
Assessment Analyst Trainee:
Knowledge of:
Data processing/personal computers, basic mathematics and English at a level necessary for job
success.

Ability to:
Learn management analysis techniques and methods; become skilled in problem solving and
presenting information in oral and written form.

All other levels:
Knowledge of:
Techniques and methods of administrative and assessment analysis including fundamentals of
operations research; local governmental organization, operation and legislative processes; statistical
methods, principles and practices of financial and assessment administration including accounting;
principles of data processing and its applications to assessment and organizational efficiency;
principles of supervision; techniques of employee development.

Ability to:
Collect and analyze data; think clearly and logically; present viable alternatives and recommendations;
develop policies, programs and procedures to solve complex administrative problems; speak and
write clearly, concisely and effectively; establish and promote cooperative working relationships.

EDUCATION AND EXPERIENCE:
Assessment Analyst Trainee: Either a): Completion of two years schooling at an accredited college or university; and one year of sub-professional experience providing support to a staff engaged in budget administration, assessment, or administrative analysis or data processing work; Or b): Three years of progressively responsible accounting, appraisal, administrative or computer experience as staff support in budget administration, assessment, or administrative analysis.

Assessment Analyst I, II & III: Either a): Graduation from an accredited four-year college or university; OR b): Four years of job-related experience, including at least two years of progressively responsible experience in an Assessor's Office.

Assessment Analyst I: No additional experience required.

Assessment Analyst II: In addition, one year of experience performing professional level assessment analysis duties. (A post-graduate degree may substitute for the required experience.)

Assessment Analyst III: In addition, three years of experience performing professional level assessment analysis duties. (A post-graduate degree may substitute for one year of the required experience.)

LICENSES AND CERTIFICATES:

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

SPECIAL SUBCLASS RECRUITMENT:

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

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: 01-26-83
BOS Approved: XX-XX-XX
Revised: 01-25-95
XX-XX-XX
TO: Civil Service Commission

DATE: August 23, 2017

FROM: Taj D'Entremont, Human Resources Analyst

SUBJECT: New Class Specification: Supervising Correctional Technician

RECOMMENDATION:
It is recommended that the Commission approve the new Supervising Correctional Technician class specification as proposed.

DISCUSSION:
The custody support staff in the San Luis Obispo County jail are currently supervised by a Supervising Legal Clerk II. The incumbent in this position is responsible for providing overall supervision to the custody support unit, as well as providing administrative assistance to Custody administration.

Originally the Correctional Technician position in the jail was supervised by Correctional Sergeants. It wasn't until 2000 that a civilian supervisor was appointed into this role and classified as a Legal Clerk III.

In 2003/2004, the Legal Clerk I/II/III class series was removed and was classified as simply Legal Clerk. At this time the position supervising the Correctional Technicians was reclassified to Supervising Legal Clerk I. In time the role expanded, and in 2007 the position was again reclassified to Supervising Legal Clerk II.

While the Supervising Legal Clerk II classification remains an appropriate level for the duties of the position, the class specification does not accurately reflect the custody functions associated with it. In collaboration with the Human Resources Department, the Sheriff's Office has elected to create a new class specification rather than modify the Supervising Legal Clerk II because the Supervising Legal Clerk II is utilized by a number of departments throughout the County, and the custody functions are a specialized skill specific to employees working in the jail. Additionally, the creation of this class specification would benefit employees as it creates a natural progression and additional opportunities for those desiring to advance through the Correctional Technician series.
The proposed classification functions and minimum requirements are consistent with our benchmark counties.

**OTHER AGENCY INVOLVEMENT:**
The Sheriff's Office and SLOCEA have been involved in the development of this specification and concur with the proposed classification. In addition, the County Administrative Office has reviewed and is in support of the classification specification as proposed.

**Attachments:**
Sheriff's Office Organizational Chart
Sheriff's Office Organizational Chart - Chain of Command for Supervising Correctional Technician
Supervising Correctional Technician Class Specification – Final Version
Supervising Legal Clerk II Class Specification
SHERIFF'S OFFICE
CHAIN OF COMMAND FOR CORRECTIONAL TECHNICIAN

Sheriff-Coroner (1)

Undersheriff (1)

Sheriff's Chief Deputy (Support Services Bureau) (1)

Records Manager (1)

Supervising Correctional Technician (1)

Correctional Technician III (10)

Correctional Technician II (18)

Correctional Technician I

*Numbers in parenthesis represent budgeted FTE for each position
SUPERVISING CORRECTIONAL TECHNICIAN

DEFINITION:
Under general direction, perform a variety of activities involved in the overall supervision of custody support staff; provide administrative assistance to Custody Administration; plan and direct business activities and flow of information to ensure effective and efficient business operations; provide booking support through knowledge and application of law enforcement procedures, practices, and mandated requirements; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS:
This is the supervisory class in the Correctional Technician series and is distinguished from the lower-level Correctional Technician III in that the Supervising Correctional Technician has responsibility to direct the operations of the custody support staff unit and evaluate the work of incumbents in the Correctional Technician I, II and III positions.

REPRESENTATIVE DUTIES:
(Not in order of importance)
• Coordinate and supervise the work of subordinate personnel in the maintenance and operation of the custody support staff unit responsible for booking, processing, and monitoring of detainees;
• Plan and organize workload and assignments; establish priorities; and coordinate payroll and personnel transactions;
• Train and evaluate employees' performance; make recommendations related to employee goals and performance improvement.
• Attend meetings with departmental staff and other departments and agencies;
• Maintain a working knowledge of the various systems and procedures in the department; and recommend changes as needed;
May assist in the preparation of the departmental budget;
Evaluate the effectiveness of Departmental policies and programs governing the actions of custody support staff; and implement changes as necessary.
Keep abreast of legislation affecting legal procedures and County and special districts' organization; implement new office procedures when necessary.
Provide assistance to the administrative staff of the Sheriff's Office;
Gather information and compile reports, maintaining confidentiality;
Evaluate issues that may arise and make recommendations for solving various problems;
Estimate supply and equipment requirements, and maintain inventory of all supplies.

EMPLOYMENT STANDARDS:

Knowledge of:
- Best principles and practices in employee supervision and evaluation;
- Legal procedures, legal terminology, and procedures and practices of local, state and federal courts and custody facilities;
- Effective techniques of written and verbal communication; correct English usage, spelling, grammar, and punctuation;
- Effective conflict resolution techniques;
- Local, state, and federal laws affecting support functions performed in correctional facilities;
- Automated office equipment; legal formats, including briefs, motions, opinions, resolutions, subpoenas, etc.;
- Budget preparation procedures and financial controls;
- Standard office procedures, practices, and methods;
- Record keeping systems.

Ability to:
- Perform highly complex work requiring considerable independent judgment;
- Independently analyze rules, laws, regulations, policies, and procedures, and make recommendations for effective solutions as needed;
- Effectively communicate both verbally and in writing;
• Organize and compile information in a logical manner creating easily understandable reports;
• Learn to operate automated office equipment;
• Establish and maintain good working relationships, both inside and outside of the Department;
• Effectively operate a variety of software programs and office automation equipment;
• Plan, direct, supervise, and effectively evaluate the activities of custody support staff;
• Foster a spirit of teamwork and support when interacting with staff and others;
• Perform basic arithmetical calculations;
• Maintain a safe and productive work environment;
• Understand, interpret, and apply laws and rules;
• Train and motivate staff to achieve high performance;
• Maintain the confidentiality of personnel records.

EDUCATION AND EXPERIENCE:
Either a): Four years of clerical experience in correctional facility or court environment, one year of which included supervisory responsibilities; OR b): One year of experience equivalent to a Correctional Technician III.

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

OTHER CONDITIONS OF EMPLOYMENT:
May be required to work varying and/or rotating shifts, weekends and holidays.

Character: Good moral character as determined by a thorough background investigation. No conviction by any state, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State Prison.
PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Sheriff's Office policy, 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 performance of the duties of this position.

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: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
SUPERVISING LEGAL CLERK II

DEFINITION:
Under direction, supervises the legal clerical staff of a department; performs specialized clerical work of a legal nature where the majority of tasks are completed for attorneys, the courts or the criminal justice system; provides administrative assistance to the department head; and does other related work as required.

TYPICAL TASKS:
(Not in order of importance)
Coordinates and supervises the work of a clerical staff; plans and organizes workload and assignments; coordinates payroll and personnel transactions; attends meetings with departmental staff and other departments and agencies; maintains a working knowledge of the various systems and procedures in the department; may assist in the preparation of the departmental budget; keeps abreast of legislation affecting legal procedures and county and special districts' organization; implements new office procedures when necessary; trains and evaluates employees; provides assistance to the administrative staff of the department; gathers information and compiles reports, maintaining confidentiality regarding attorney-client communications; checks legal references for correct citations; prepares recommendations for solving various problems; maintains familiarity with the office equipment in the department; may be required to operate or may supervise those who operate automated office equipment, including word processors, personal computers, data processing equipment, facsimile, electronic copiers, printers, adding machines, calculators and other modern office equipment; estimates supply and equipment requirements and maintains inventory of all supplies.

EMPLOYMENT STANDARDS:

Knowledge of:
Legal procedures; legal terminology; procedures and practices of local, state and federal courts; correct English usage, spelling, grammar, and punctuation; automated office equipment; legal formats, including briefs, motions, opinions, resolutions, subpoenas, etc.; proper telephone procedures; basic math and budgeting principles; elements of supervision and training; record keeping systems; correspondence and report styles and formats.

Ability to:
Perform highly complex and difficult legal clerical work requiring considerable independent judgment; convey ideas in written form; organize and compile information into reports; learn to operate automated office equipment; establish good public relations; operate a word processor and a variety of other office automation equipment; supervise and direct the activities of one or more sections of the clerical staff of the department; perform basic arithmetical calculations; understand, interpret and apply laws and rules; maintain effective working relationships.

EDUCATION/EXPERIENCE:
Either A: Four years of clerical experience in a legal office or court, one year of which included supervisory responsibilities; Or B: One year of experience equivalent to a Supervising Legal Clerk I.

SELECTIVE RECRUITMENT:
Recruitment for this position may be conducted according to the department in which a vacancy exists. The specialized experience requirements of the position will be set forth at the time of recruitment.
This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. 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.

Adopted: 09-24-03
TO:  Civil Service Commission

DATE:  August 23, 2017

FROM:  Taj D’Entremont, Human Resources Analyst

SUBJECT:  Revised Class Specification: Correctional Technician

RECOMMENDATION:
It is recommended that the Commission approve the revised Correctional Technician class specification creating a Correctional Technician I/II/III class series and removing the Senior Correctional Technician class specification.

DISCUSSION:
The Correctional Technicians perform a critical role in support of jail operations and security. Incumbents serve as custody support staff in the San Luis Obispo County jail and are responsible for coordinating and overseeing reception and visiting, securing and storing belongings of detainees, coordinating and updating critical court paperwork of inmates, collecting and recording cash and deposits to inmate’s accounts, and monitoring and overseeing inmate’s movements and the security of correctional staff interacting with inmates inside the jail. Work is performed in an intensive environment and contains a multitude of complexities with a high consequence of error. These complexities have increased with changing legislation surrounding booking, including the passage of AB109 and Prop 47. Because these positions are utilized to support a 24/7 operation, incumbents are required to work various shifts, including weekends and holidays.

There are currently 25 Correctional Technician and 3 Senior Correctional Technician positions in the Sheriff’s Office budget.

For some time, the Sheriff’s Office has experienced difficulty in recruitment and retention for the Correctional Technician position. Given the combination of shift work, working in a stressful environment, and the lack of career advancement available, there is not an adequate response to recruitment and retention efforts. The chart that follows shows how many custody support employees were hired and separated over the past five fiscal years:
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<th>INCREASE/DECREASE</th>
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<tr>
<td>16/17</td>
<td>8</td>
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<td>+1</td>
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As shown above, there has been a steady increase in the number of separations and new hires. An assessment of turnover in fiscal year 16/17 indicated that the trend is continuing. In the first half of that fiscal year alone, the period covering July 1, 2016 through December 31, 2016, there were 4 Correctional Technicians hired and 8 separated. This resulted in an arduous six months for custody support staff and these figures demonstrate that retention problems are worsening, rather than improving.

With rapid turnover, there becomes a constant need to hire and train new employees. Currently the Senior Correctional Technician position has been designated as the assigned trainer. The assigned trainer is responsible for acting in a lead capacity and guiding new employees through a comprehensive 16-week initial training program, including the completion of daily evaluations, followed by a 20-week on the job training program.

Although the Sheriff’s Office currently has 3 budgeted Senior Correctional Technician positions, currently no one holds this classification. Within the current structure there is a lack of interest in the Senior Correctional Technician assignment partly because with only 3 budgeted positions it not only limits shift options for employees who take on this role, but it also creates an unnecessarily heavy workload, as the bulk of training falls on only a few people.

Implementing the proposed class specification creating a Correctional Technician I/II/III class series and discontinuing the use of the Senior Correctional Technician classification would address recruitment and retention issues.

If adopted, the Correctional Technician I position would be the entry level classification, the Correctional Technician II would be the journey level classification, and the Correctional Technician III would function as the assigned trainer or lead. Of the 28 currently budgeted positions, the Sheriff’s Office plans to designate 8-10 of those at the Correctional Technician III level. This would create more opportunities for career advancement, provide a greater number of shift options available for those who advance to the III level, and more effectively distribute the training workload to more individuals.
In addition, by designating these positions as a career series it gives the department greater flexibility to place employees at either level depending on the operational needs of the department at the time.

The proposed classification functions and minimum requirements are consistent with our benchmark counties.

OTHER AGENCY INVOLVEMENT:
The Sheriff's Office and SLOCEA have been involved in the development of this specification and concur with the proposed classification. In addition, the County Administrative Office has reviewed and is in support of the classification specification as proposed.

Attachments:
Sheriff's Office Organizational Chart
Sheriff's Office Organizational Chart - Chain of Command for Correctional Technician
Correctional Technician I/II/III Class Specification – Strikeout Version
Correctional Technician I/II/III Class Specification – Final Version
Senior Correctional Technician Class Specification
SHERIFF'S OFFICE

CHAIN OF COMMAND FOR CORRECTIONAL TECHNICIAN

Sheriff-Coroner
(1)

Undersheriff
(1)

Sheriff's Chief Deputy
(Support Services Bureau)
(1)

Records Manager
(1)

Supervising Correctional Technician
(1)

Correctional Technician III
(10)

Correctional Technician II
(18)

Correctional Technician I

*Numbers in parenthesis represent budgeted FTE for each position*
CORRECTIONAL TECHNICIAN I/II/III
(Career Series)

DEFINITION:
Under general supervision, perform a variety of clerical and technical duties in support of maintaining a safe and secure custody environment. Responsibilities include booking, processing, and monitoring of detainees in a custody environment, and performing other related work as required.

Incumbents may be assigned to reception, booking, control rooms or other areas of the County Jail or Juvenile Services Center, in close proximity to the detainees, but do not have physical contact with them. Assignments may require responsibilities associated with the oversight of inmates' activities and verbal inmate interaction on a limited basis. This series is distinguished from Correctional Deputy in that the latter is responsible for law enforcement activities inside and outside of detention facilities.

DISTINGUISHING CHARACTERISTICS:
Correctional Technician I: This is the entry level position of the Correctional Technician series. Upon appointment to the position, new employees will undergo a comprehensive training program with frequent evaluation. After initial training incumbents are expected to independently perform the full scope of duties for the position.

Correctional Technician II: This is the journey level position of the series. Incumbents in this role are expected to be fully competent; work with minimum supervision; proficiently perform the full scope of duties for the position; and may assist in providing training support to staff in the Correctional Technician I position.
Correctional Technician III: This is the advanced level of the series and will be reserved for incumbents who are assigned training responsibilities. Incumbents in the Correctional Technician III position act as the lead-worker on an assigned work shift; provide formal training for those in the Correctional Technician I classification; will be available to effectively respond to questions that may arise throughout the work shift; and provide assistance to others in resolving a variety of issues.

REPRESENTATIVE DUTIES:
(Not in order of importance)

Records All Classifications:
• Record and confirm personal and criminal history information of detainees; complete booking records; keep detainee population statistics; maintain records of release dates;

• Operate computer systems and utilize law enforcement data bases such as CLETS and other state and local systems to access and record information on previous arrests, outstanding warrants, court dates, and the status of detainees;

• Secure, receive, secure, and store personal belongings of detainees, and return property upon release; may receive and receipt money collected from and/or deposited for detainees; maintain accurate accounting of detainee's funds and property; requiring limited verbal inmate interaction;

• Coordinate appropriate paperwork associated with court appearances and release dates; respond to inquiries from staff, courts, and the public regarding the status of detainees;

• Assist in the orientation and training of staff;

• Collect cash, bail, and bail bonds received for the release of detainees;

• Assist in maintaining the security of assigned areas; monitor the movement and activity of detainees, staff, and visitors through direct visual contact, and audio/video.
monitoring systems; notifies grant entry to staff and visitors to secure areas of the jail as appropriate; call for additional assistance and notify appropriate personnel in emergency situations;

- Visually observe inmate visits in order to ensure safety and security in the custody environment; verbally assist with equipment issues; verbally correct inmates if inappropriate behavior occurs; notify sworn personnel if inappropriate behavior continues or requires physical intervention;
- Oversee the work of a small crew of inmates during cleaning and maintenance of facility;
- Visually observe inmate behavior as it relates to compliance with rules and regulations; report non-conforming inmate behavior to sworn personnel.

**Correctional Technician III (In addition to the above):**

- Conduct the orientation and training of staff; provide guidance and direction on departmental and regulatory policies, rules, and procedures;
- Author training evaluation reports for probationary employees;
- Assign, instruct, and review the work of others to ensure accuracy and compliance with applicable rules, policies, and procedures;
- Keep supervisors apprised of the training and performance of assigned staff; act as a liaison between Correctional Technician I and Supervising Correctional Technician.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

**All Classifications:**

- Personal computer applications, operations, and navigating web-based applications;
- Record keeping methods and procedures;
- Correct English usage, spelling, grammar and punctuation;
- Basic mathematical skills and cash handling procedures;
- Proper telephone procedures and etiquette;
- Computer terminals and common business software;
- Procedures used in maintaining the security of a correctional or housing facility.
Correctional Technician III (In addition to the above):

• Accepted methods of employee training and supervision;
• Proper employee evaluation techniques.

Ability to:

All Classifications:

• Effectively deal with irate individuals in difficult situations;
• Identify potentially dangerous situations and react quickly and calmly in emergency situations;
• Learn procedures used in maintaining security of a detention facility;
• Perform several tasks simultaneously amid noise and interruption;
• Maintain accurate records;
• Establish and maintain positive and effective working relationships with staff, the public, and outside agencies;
• Operate a computer and assigned office equipment;
• Type at a speed of 35 net wpm;
• Communicate effectively, both verbally and in writing with staff, the public, elected officials, and outside agencies;
• Foster a spirit of team work and interact professionally and courteously with the public and County staff;
• Perform basic mathematic calculations;
• Understand court paperwork and legal documents;
• Maintain confidentiality;

Correctional Technician III (In addition to the above):

• Organize and direct the work of others for effective results;
• Establish and meet deadlines;
• Write clear and concise training evaluations;
• Maintain confidentiality with regard to training and personnel matters.
EDUCATION AND EXPERIENCE:

Correctional Technician I: Either a): Graduation from high school or possession of a General Education Development (GED) Certificate; and two years of work experience as an Administrative Assistant II or equivalent; OR b) completion of two years (60 semester units or 90 quarter units) of college-level coursework at an accredited college or university in criminal justice, business administration, public administration, or a closely related field; OR c) any combination of work experience and college coursework to total two years.

Correctional Technician II: In addition to the above, one year of experience as a Correctional Technician I or equivalent is required.

Correctional Technician III: In addition to the above, one year of experience as a Correctional Technician II or equivalent is required.

LICENSES AND CERTIFICATES:

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

OTHER CONDITIONS OF EMPLOYMENT:

May/Must be required/willing to work varying and/or rotating shifts, weekends and holidays.

Age: All applicants must be 18 years of age or older with the following exception: Persons 17 years of age, but less than 18, may apply but may not be appointed until they reach 18 years of age. Proof of minimum age requirements may be required.

Character: Good moral character as determined by a thorough background investigation, which may include a combination of a psychological exam and/or Computer Voices Stress Analysis (CVSA) and/or a polygraph. No conviction by any State, state, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State Prison.
Citizenship: All applicants must be United States citizens or permanent resident aliens who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

SPECIAL SUBCLASS RECRUITMENT:
Recruitment for Correctional Technician positions will be conducted and maintained for each department.

PHYSICAL/PSYCHOLOGICAL EXAM:
In accordance with Sheriff's Office policy, 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 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/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: 03-28-90
BOS Approved: 00-00-00
Revised: 12-16-98
Revised: 08-08-07
Revised: 02-25-15
CORRECTIONAL TECHNICIAN I/II/III
(Career Series)

DEFINITION:
Under general supervision, perform a variety of duties in support of maintaining a safe and secure custody environment. Responsibilities include booking, processing, and monitoring of detainees, and performing other related work as required.

Incumbents may be assigned to reception, booking, control rooms or other areas of the County Jail or Court Services. Assignments may require responsibilities associated with the oversight of inmate’s activities and verbal inmate interaction on a limited basis. This series is distinguished from Correctional Deputy in that the latter is responsible for law enforcement activities inside and outside of detention facilities.

DISTINGUISHING CHARACTERISTICS:
Correctional Technician I: This is the entry level position of the Correctional Technician series. Upon appointment to the position, new employees will undergo a comprehensive training program with frequent evaluation. After initial training incumbents are expected to independently perform the full scope of duties for the position.

Correctional Technician II: This is the journey level position of the series. Incumbents in this role are expected to be fully competent; work with minimum supervision; proficiently perform the full scope of duties for the position; and may assist in providing training support to staff in the Correctional Technician I position.

Correctional Technician III: This is the advanced level of the series and will be reserved for incumbents who are assigned training responsibilities. Incumbents in the Correctional Technician III position act...
as the lead-worker on an assigned work shift; provide formal training for those in the Correctional Technician I classification; will be available to effectively respond to questions that may arise throughout the work shift; and provide assistance to others in resolving a variety of issues.

REPRESENTATIVE DUTIES:
(Not in order of importance)

All Classifications:

• Record and confirm personal and criminal history information of detainees; complete booking records; keep detainee population statistics; and maintain records of release dates;

• Operate computer systems and utilize law enforcement data bases such as CLETS and other state and local systems to access and record information on previous arrests, outstanding warrants, court dates, and the status of detainees;

• Receive, secure, and store personal belongings of detainees, and return property upon release; may receive and receipt money collected from and/or deposited for detainees; maintain accurate accounting of detainee's funds and property requiring limited verbal inmate interaction;

• Coordinate appropriate paperwork associated with court appearances and release dates; respond to inquiries from staff, courts, and the public regarding the status of detainees;

• Collect and record cash, bail, and bail bonds received for the release of detainees;

• Assist in maintaining the security of assigned areas; monitor the movement and activity of detainees, staff, and visitors through direct visual contact and audio/video monitoring systems; grant entry to staff and visitors to secure areas of the jail as appropriate; call for additional assistance and notify appropriate personnel in emergency situations;

• Visually observe inmate visits in order to ensure safety and security in the custody environment; verbally assist with equipment issues; verbally correct inmates if inappropriate behavior occurs; notify sworn personnel if inappropriate behavior continues or requires physical intervention;

• Oversee the work of a small crew of inmates during cleaning and maintenance of facility;

• Visually observe inmate behavior as it relates to compliance with rules and regulations; report non-conforming inmate behavior to sworn personnel.
Correctional Technician III (In addition to the above):

- Conduct the orientation and training of staff; provide guidance and direction on departmental and regulatory policies, rules, and procedures;
- Author training evaluation reports for probationary employees;
- Assign, instruct, and review the work of others to ensure accuracy and compliance with applicable rules, policies, and procedures;
- Keep supervisors appraised of the training and performance of assigned staff; act as a liaison between Correctional Technician I and Supervising Correctional Technician.

EMPLOYMENT STANDARDS:

Knowledge of:

All Classifications:

- Personal computer applications, operations, and navigating web-based applications;
- Record keeping methods and procedures;
- Correct English usage, spelling, grammar and punctuation;
- Basic mathematical skills and cash handling procedures;
- Proper telephone procedures and etiquette;
- Computer terminals and common business software;
- Procedures used in maintaining the security of a correctional or housing facility.

Correctional Technician III (In addition to the above):

- Accepted methods of employee training and supervision;
- Proper employee evaluation techniques.

Ability to:

All Classifications:

- Effectively deal with irate individuals in difficult situations;
- Identify potentially dangerous situations and react quickly and calmly in emergency situations;
- Learn procedures used in maintaining security of a detention facility;
• Perform several tasks simultaneously amid noise and interruption;
• Maintain accurate records;
• Establish and maintain positive and effective working relationships with staff, the public, and outside agencies;
• Operate a computer and assigned office equipment;
• Type at a speed of 35 net wpm;
• Communicate effectively, both verbally and in writing with staff, the public, elected officials, and outside agencies;
• Foster a spirit of teamwork and interact professionally and courteously with the public and County staff;
• Perform basic mathematic calculations;
• Understand court paperwork and legal documents;
• Maintain confidentiality.

Correctional Technician III (In addition to the above):

• Organize and direct the work of others for effective results;
• Establish and meet deadlines;
• Write clear and concise training evaluations;
• Maintain confidentiality with regard to training and personnel matters.

EDUCATION AND EXPERIENCE:

Correctional Technician I: Either a): Graduation from high school or possession of a General Education Development (GED) Certificate; and two years of work experience as an Administrative Assistant II or equivalent; OR b) completion of two years (60 semester units or 90 quarter units) of college-level coursework at an accredited college or university in criminal justice, business administration, public administration, or a closely related field; OR c) any combination of work experience and college coursework to total two years.

Correctional Technician II: In addition to the above, one year of experience as a Correctional Technician I or equivalent is required.
Correctional Technician III: In addition to the above, one year of experience as a Correctional Technician II or equivalent is required.

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

OTHER CONDITIONS OF EMPLOYMENT:
Must be willing to work varying and/or rotating shifts, weekends and holidays.

Character: Good moral character as determined by a thorough background investigation. No conviction by any state, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State Prison.

PHYSICAL/PSYCHOLOGICAL EXAM:
In accordance with Sheriff's Office policy, 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 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 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: 03-28-90
BOS Approved: 00-00-00
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SENIOR CORRECTIONAL TECHNICIAN

DEFINITION:
Under general supervision, is the lead-worker on assigned work shifts; orients, trains and reviews the work of staff as assigned; performs a variety of clerical and technical duties in the booking, processing and monitoring of detainees in support of Correctional Officers and does other related work as required. Incumbents may be assigned to reception, booking, control rooms or other areas of the County Jail, but do not have physical contact with detainees.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- As directed, assigns, instructs and reviews the work of others to ensure accuracy and compliance with applicable rules, policies, and procedures; authors training evaluation reports for probationary employees.
- Keeps supervisors apprised of the training and performance of assigned staff; acts as a liaison between Correctional Technicians and direct supervisor.
- Confirms personal and criminal history information of detainees; completes booking records; keeps detainee body count statistics; maintains records of release dates.
- Operates computer systems and law enforcement databases to access and record information on previous arrests, outstanding warrants, court dates, and the status of detainees.
- Secures and stores personal belongings of detainees; may receive and receipt money collected from and/or deposited for detainees; maintains accurate accounting of detainee’s funds and property.
- Coordinates appropriate paperwork regarding court appearances and release dates; responds to inquiries from staff, courts, and general public regarding the status of detainees.
- Conducts the orientation and training of staff; provides guidance and direction on departmental and regulatory policies, rules, and procedures.
- May collect and record cash bail and bail bonds for the release of detainees.
- Assists in maintaining the security of assigned areas; monitors the movement and activity of detainees and staff through direct visual contact and audio/video monitoring systems; notifies appropriate personnel in emergency situations.

EMPLOYMENT STANDARDS:

Knowledge of:
- Accepted methods of employee training and supervision
- Proper employee evaluation techniques
- Computer terminals and common business software
- Record keeping methods and procedures
- Correct English usage, spelling, grammar and punctuation
- Basic mathematical skills & cash handling procedures
- Procedures used in maintaining the security of a correctional or housing facility
- Proper telephone procedures and etiquette

Ability to:
- Organize and direct the work of others for effective results
- Establish and meet deadlines
- Write clear and concise training evaluations
- Maintain confidentiality on personnel matters
- Effectively deal with irate individuals in difficult situations
- Identify potentially dangerous situations and react quickly and calmly in emergency situations
Perform several tasks simultaneously amid noise and interruption
Maintain accurate records
Foster a spirit of team work and interact professionally and courteously with public and County staff
Communicate effectively, both verbally and in writing with staff, public, elected officials and outside agencies
Perform basic mathematic calculations
Understand court paperwork and legal documents
Establish and maintain effective working relationships with Sheriff’s Department staff, bond agencies, attorneys, and other law enforcement agencies
Operate a computer and assigned office equipment
Type at a speed of 35 net wpm

EDUCATION/EXPERIENCE:
Graduation from high school or a GED certificate. In addition: Two years of experience as a Correctional Technician or equivalent is required.

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

OTHER CONDITIONS OF EMPLOYMENT:
May be required to work varying and/or rotating shifts, weekends and holidays.

Age: All applicants must be 18 years of age or older with the following exception: Persons 17 years of age, but less than 18, may apply but may not be appointed until they reach 18 years of age. Proof of minimum age requirements may be required.
Character: Good moral character as determined by a thorough background investigation, which may include, a psychological exam and/or Computer Voice Stress Analysis (CVSA). No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.
Citizenship: All applicants must be United States citizens or permanent resident aliens who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

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

Adopted: 08-08-07
TO: 	Civil Service Commission

DATE: 	August 23, 2017

FROM: 	Taj D’Entremont, Human Resources Analyst

SUBJECT: 	Recommendation to Change Civil Service Rule 11.03 to increase the initial probationary period for Correctional Technician career series to 1 year.

RECOMMENDATION:
It is recommended that the Commission adopt the proposed rule language as set out in the attachments, increasing the initial probationary period for the Correctional Technician career series from 6 months to 1 year.

DISCUSSION:
Correctional Technicians perform a critical role in support of jail operations and security. Incumbents serve as custody support staff in the San Luis Obispo County jail and are responsible for coordinating and overseeing reception and visiting, securing and storing belongings of detainees, coordinating and updating critical court paperwork of inmates, collecting and recording cash and deposits to inmate’s accounts, and monitoring and overseeing inmate’s movements and the security of correctional staff interacting with inmates inside the jail. Work is performed in an intensive environment and contains a multitude of complexities with a high consequence of error due to legislation surrounding jail operations and detaining inmates.

Because the duties of the position are so complex, upon appointment new employees undergo a comprehensive training period that is 16 weeks in duration. Following this training period, the employee enters into an on the job training program that lasts an additional 20 weeks. It is only after the training period, totaling approximately 8-1/2 months, is successfully completed that the employee begins working independently in their role.

Given the duration of training in the position, a probationary period of 1 year would be a much more reasonable timeframe to allow an employee to become proficient in their duties and for the supervisor to have ample time to observe the individual working independently in their role.
The proposed probationary period adjustment is consistent with those of other positions throughout the county that have comprehensive training programs similar in nature to the Correctional Technician, due to complexities that exist in their role. Many of these are in the Sheriff's Office. Trends in employee performance have shown that a probationary period of 1 year in these types of positions has proven most effective in enabling employees to be successful.

**OTHER AGENCY INVOLVEMENT:**
The Sheriff's Office and SLOCEA have been involved in the development of this rule change proposal concur with it as written.

**Attachments:**
Proposed Rule Change – Strike Out Version
Proposed Rule Change – Final Version
Proposed Rule Change
August 23, 2017
Strike Out Version

11.03 DURATION OF PROBATIONARY PERIODS:

Except as provided below, the probationary period for all classified positions shall be the equivalent of six months of full time paid service commencing with the date of appointment. All Department Heads within the classified service, Deputy Sheriff, Sheriff’s Dispatcher, Sheriff’s Correctional Deputy, Sheriff’s Senior Correctional Deputy (lateral transfer), Correctional Technician class series, Juvenile Services Officer I, Juvenile Services Officer II (lateral transfer), Deputy Probation Officer I, Deputy Probation Officer II (lateral transfer), Employment Resource Specialist I, Social Worker I, and Social Services Investigator shall serve a probationary period of the equivalent of one year of full time paid service. The probationary period shall not include any period of leave with pay exceeding 20 business days. A person having received a noncompetitive appointment to the higher classification after an upward reclassification of his/her currently held position shall be deemed to have satisfactorily served a probationary period in that position consistent with Rule 5.05(a). [Ord. 2.40.080(j)] (7/22/92) (8/26/98) (03/17/05) (09/28/11) (10/23/13) (07/27/16)
Proposed Rule Change
August 23, 2017
Final Version

11.03 DURATION OF PROBATIONARY PERIODS:

Except as provided below, the probationary period for all classified positions shall be the equivalent of six months of full time paid service commencing with the date of appointment. All Department Heads within the classified service, Deputy Sheriff, Sheriff's Dispatcher, Sheriff's Correctional Deputy, Sheriff's Senior Correctional Deputy (lateral transfer), Correctional Technician class series, Juvenile Services Officer I, Juvenile Services Officer II (lateral transfer), Deputy Probation Officer I, Deputy Probation Officer II (lateral transfer), Employment Resource Specialist I, Social Worker I, and Social Services Investigator shall serve a probationary period of the equivalent of one year of full time paid service. The probationary period shall not include any period of leave with pay exceeding 20 business days. A person having received a noncompetitive appointment to the higher classification after an upward reclassification of his/her currently held position shall be deemed to have satisfactorily served a probationary period in that position consistent with Rule 5.05(a). [Ord. 2.40.080(j)] (7/22/92) (8/26/98) (03/17/05) (09/28/11) (10/23/13) (07/27/16)
TO: Civil Service Commission

DATE: August 23, 2017

FROM: Frank Stapleton, Human Resources Analyst

SUBJECT: Revised Class Specifications: Water Systems Worker Trainee/I/II/III/IV and Wastewater Systems Worker Trainee/I/II/III/IV

RECOMMENDATION:
It is recommended that the Commission approve the revised Water Systems Worker and Wastewater Systems Worker class specifications as proposed.

DISCUSSION:
The Water and Wastewater Systems Workers provide a wide variety of unskilled, semi-skilled and skilled work in all phases of the operation, maintenance, repair and light construction activities associated with potable water treatment, wastewater treatment, water distribution, collection and disposal systems; and perform other related work as required per the State Water Resources Control Board (SWRCB) regulatory board permits (Title 23 of the California Code of Regulations).

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 class specifications as follows:

Water Systems Worker Trainee/I/II/III/IV classification series:
• The Water Systems Worker IV level has been removed from the specification and a standalone Water Systems Worker IV specification has been created. The IV level is supervisory and is not a part of the career series.
• Standardized clarifying language has been added under "Other Conditions of Employment" related to respiratory fitness requirements.
• Formatting changes have been incorporated into the revisions.
• Minimum Qualifications have been amended to require licensure at time of appointment rather than at time of application, to allow a broader pool of applicants to compete in the recruitment process.
Wastewater Systems Worker Trainee/I/II/III/IV classification series:

- The Wastewater Systems Worker IV level has been removed from the specification and a standalone Wastewater Systems Worker IV specification has been created. The IV level is supervisory and is not a part of the Wastewater career series.
- Standardized clarifying language has been added under “Other Conditions of Employment” related to respiratory fitness requirements.
- Language regarding the Department of Transportation’s mandatory drug testing has been removed, as this is not a requirement for these positions.
- Formatting changes have been incorporated into the revisions.
- Minimum Qualifications have been amended to require licensure at time of appointment rather than at time of application, to allow a broader pool of applicants to compete in the recruitment process.
- Minimum licensure requirements for the IV level have been lowered from SWRCB Wastewater Treatment Plant Operator Grade IV, to SWRCB Wastewater Treatment Plant Operator Grade III. The Grade III license is the minimum license required to run County wastewater operations within this classification.

OTHER AGENCY INVOLVEMENT:
The Public Works Department and SLOCEA have been involved in the revisions of these specifications and concurs with the specifications as proposed.

Attachments:
- Public Work – Water and Wastewater Organizational Chart
- Water Systems Worker Trainee, I, II, III, IV – Strikeout Version
- Water Systems Worker Trainee, I, II, III – Final Version
- Water Systems Worker IV – Final Version
- Wastewater Systems Worker Trainee, I, II, III, IV – Strikeout Version
- Wastewater Systems Worker Trainee, I, II, III – Final Version
- Wastewater Systems Worker IV – Final Version
SAN LUIS OBISPO COUNTY PUBLIC WORKS DEPARTMENT
Proposed Utilities Division Organizational Chart
Revised 7/27/2017

Water Superintendent
  (Mark Chiaramonte)

Wastewater Superintendent
  (Alex Simental)

Cayucos WTP CPO 3
  Distribution System
  (Kyle James)

  Lopez WTP
  CPO 4
  (Craig Kesler)

  Lopez Distribution
  System & Maintenance
  WSW IV
  (Joe Phillips)

  Santa Margarita
  Shandon
  Salinas Project
  State Water
  Turnouts
  Operations Center
  WSW IV (CPO)
  (Charlie Berna)

  Admin Assistant
  (Jenny Williamson)

  Nacimiento
  WSW IV (CPO)
  (Vacant)

  Admin Assistant
  (Debbie Guajardo)

  LOWRF &
  Reclamation
  CPO 4
  (Harbans Singh-Kaler)

  Admin Assistant
  (Danielle Daughtery)

  Admin Assistant
  (Jenny Williamson)

  2 WSW III/III
  (Justin Smith WSW III)
  (Vacant)

  1 Shift WSW III
  (Rotating)

  7 WSW III/III
  (Mike Gutormson WSW III)
  (Jeremy Caldera WSW III)
  (Kevin Ferrell WSW III)
  (Danny Mann WSW I)
  (Channing Scudder WSW I)
  (Dan Koury WSW III)
  (Brian McLean WSW III)

  3 WSW III/III
  (Leanne Siebert WSW I)
  (David Tracy WSW II)
  (Nick Johnson WSW II)

  5 Shift WWSW III
  (Sarah Hooper WWSWIV)
  (Joe Nunez WWSW III)
  (Eric Zatt WWSW III)
  (Daniel O'Connor WWSW III)
  (Luis Gonzalez WWSWIII)

  4 WWSW III/III
  (Bert Grajeda WWSW)
  (Vacant)
  (Vacant)

Oak Shores WTP
  Country Club WTP
  Oak Shores Collection System
  Country Club Collection System
  Nipomo Collection System
  Galaxy Park
  Los Osos Collection System
  WWSW IV (CPO)
  (Vacant)

Location of facilities to be considered

Does not include three (3) dams
WATER SYSTEMS WORKER TRAINEE, I, II, III, & IV

(Career Series)

DEFINITION:
Classes in this series perform a wide variety of unskilled, semi-skilled and skilled work in all phases of the operation, maintenance, repair, and light construction activities associated with potable water treatment, wastewater treatment, water distribution, collection and disposal systems; and perform other related work as required. Incumbents may work in one or more of the following areas: (a) potable water treatment operations; (b) wastewater treatment operations; or (c) water distribution operations, water supply and wastewater collection and dam and flood control operations.

DISTINGUISHING CHARACTERISTICS:
Water Systems Worker Trainee: This is the trainee-level position in the series. Incumbents work under close supervision, performing a limited range of routine, unskilled and semi-skilled operational and maintenance assignments in a safe manner while becoming familiar with overall facility operations, locations and equipment.

Water Systems Worker I: This is the entry-level position in the series. Incumbents work under close supervision, performing a variety of unskilled and semi-skilled operational and maintenance assignments in a safe manner, while developing an understanding of potable water treatment, wastewater treatment, and water distribution operations; learns to operate and maintain a variety of plant equipment and machinery; utilizes a variety of hand and power tools, performs routine water sampling and testing.
Water Systems Worker II: This is the journey-level position in the series. Incumbents work under general supervision, performing a wide variety of unskilled, semi-skilled and skilled operational and maintenance assignments in a safe manner; performs complex assignments within established guidelines; operates and maintains a wide variety of plant equipment and machinery; utilizes a wide variety of hand and power tools; performs water sampling and testing, interprets test results and takes corrective action. May be designated as "Operator" and/or "Shift Operator" as defined by the Department of Health Services (Title 22 and 23 of the California Code of Regulations).

Water Systems Worker III: This is the advanced journey-level position in the series. Incumbents work under general supervision as a lead worker, performing the most complex work assignments, and exercise judgment within established guidelines. Incumbents possess comprehensive knowledge of plant operations and maintenance protocols. Assists in training, directing and supervising the work of subordinate staff, has responsibility for efficient plant and system operations. May be designated as "Operator" and/or "Shift Operator" as defined by the Department of Health Services (Title 22 and 23 of the California Code of Regulations).

Water Systems Worker IV: Under general direction is the Chief Operator for a Water or Wastewater Treatment facility or aggregate of facilities. Supervises plant operations; evaluates and assigns personnel; sets up preventive maintenance programs and schedules; coordinates maintenance with operations activities; and assists in budget preparations; does other related work as required.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Operates pumps, motors, valves, gates, meters and other hydraulic structures to regulate water quality, quantity and distribution; including dam and flood control systems.
• Installs, calibrates, inspects, repairs and performs routine maintenance on pumps, motors, valves, fire hydrants, pipes and related equipment; assists in the installation of water and sewer mains.

• Maintains knowledge of, regulations and operations of potable water treatment, wastewater treatment and distribution through continuing education requirements and maintaining appropriate certifications for job class.

• Operates various hand and power tools, motorized vehicles, forklifts, tractors, boats and other equipment as required

• Collects water samples, performs laboratory tests and makes recommended adjustments as required.

• Inspects and maintains all water and wastewater unit processes at assigned facilities including; filters, clarifiers, digesters, aerators, flocculators and lift stations.

• Reads, monitors and records information resulting from water sample testing, process controls, automated control systems and telemetry devices.

• Records observations of plant equipment and environmental factors that may affect plant operation and performance.

• Reads water meters and turns-on and turns-off service as directed.

• Performs general housekeeping and grounds maintenance at assigned facilities.

• Follows all safety procedures and properly uses personal protective equipment, including...
• Responds to requests for on-call, holiday, weekend, after-hours support for plant operations.

• Provides training and direction to subordinate staff as required.

• Makes chemical adjustments, changes flow rates and other adjustments to regulate water quality and quantity.

• Establishes and maintains effective working relationships with those contacted in the course of employment.

EMPLOYMENT STANDARDS:

Knowledge of:

• Operation of pumps, motors, valves, meters and hydraulic equipment

• Basic equipment maintenance and repair

• General plumbing, electrical and construction methods

• Water sampling and laboratory testing

• Data collection systems and computer software

• Regulations and practices of water treatment, distribution and wastewater treatment facilities

• Water system equipment, procedures and terminology
• Reading comprehension and basic mathematical computations

• Accepted methods of employee training and leadership

• Safety guidelines and procedures

**Ability to:**

• Operate and maintain a variety of pumps, motors, valves, meters and related equipment

• Complete standardized reports to record plant operations and conditions

• Inspect and repair plant equipment

• Operate a variety of hand and power tools

• Perform routine laboratory tests and interpret results

• Understand and follow written and verbal instructions

• Operate trucks, forklifts and other related equipment

• Handle hazardous chemicals safely and within established guidelines

• Operate automated control systems, telemetry equipment, computers and assigned software

• Establish and maintain effective relationships with others
EDUCATION AND EXPERIENCE:

All levels: Graduation from high school or possession of a general educational development (GED) certificate.

Water Systems Worker Trainee: No experience required.

Water Systems Worker I: One year of experience as Water Systems Worker Trainee or equivalent position.

Water Systems Worker II: One year of experience as Water Systems Worker I or equivalent position.

Water Systems Worker III: One year of experience as a Water Systems Worker II or equivalent position.

Water Systems Worker IV: Two years of experience as a Water Systems Worker III or equivalent position.

LICENSES/CERTIFICATES:

Definitions:

T1, T2, T3 = Potable water treatment certification - levels 1, 2, 3  
D1, D2 = Distribution water treatment certification - levels 1, 2

Water Systems Worker Trainee: No certificate required. Within 12 months of appointment must possess either a T1 or D1 operator certification.

Water Systems Worker I: Possession of both T1 and D1 Operator Certifications at time of appointment.

Water Systems Worker II: Possession of both T2 and D2 Operator Certifications at time of appointment.

Water Systems Worker III: Possession of both T3 and D2 Operator Certifications at time of appointment.
Water Systems Worker IV: Possession of an appropriate certificate in either Wastewater or Water Treatment Plant or systems operation or eligibility to obtain an operator-in-training certificate at the grade level required.

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.

Some positions in this classification may be assigned to facilities which require additional certification. Each recruitment will indicate the license or certification, program responsibility and specific experience required to fill an existing vacancy based upon the needs of the County.

OTHER CONDITIONS OF EMPLOYMENT:

Must be willing and able to work alternating shifts and weekend work to provide coverage after normal workday or irregular and on-call emergency requests on nights, weekends, and holidays.

Must successfully pass initial and recurring self-contained breathing apparatus respiratory fitness test.

Based upon work location or assignment, incumbents may be required to keep hair and facial hair consistent with the ability to ensure proper use of safety equipment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. 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.
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

WATER SYSTEMS WORKER TRAINEE, I, II, III
(Career Series)

DEFINITION:
Classes in this series perform a wide variety of unskilled, semi-skilled and skilled work in all phases of
the operation, maintenance, repair, and light construction activities associated with potable water
treatment, wastewater treatment, water distribution, collection and disposal systems; and perform
other related work as required. Incumbents may work in one or more of the following areas: (a) potable
water treatment operations; (b) wastewater treatment operations; or (c) water distribution operations,
water supply and wastewater collection and dam and flood control operations

DISTINGUISHING CHARACTERISTICS:
Water Systems Worker Trainee: This is the trainee-level position in the series. Incumbents work under
close supervision, performing a limited range of routine, unskilled and semi-skilled operational and
maintenance assignments in a safe manner while becoming familiar with overall facility operations,
locations and equipment.

Water Systems Worker I: This is the entry-level position in the series. Incumbents work under close
supervision, performing a variety of unskilled and semi-skilled operational and maintenance
assignments in a safe manner, while developing an understanding of potable water treatment,
wastewater treatment, and water distribution operations; learns to operate and maintain a variety of
plant equipment and machinery; utilizes a variety of hand and power tools, performs routine water
sampling and testing.

Water Systems Worker II: This is the journey-level position in the series. Incumbents work under general
supervision, performing a wide variety of unskilled, semi-skilled and skilled operational and
maintenance assignments in a safe manner; performs complex assignments within established
guidelines; operates and maintains a wide variety of plant equipment and machinery; utilizes a wide
variety of hand and power tools; performs water sampling and testing, interprets test results and takes
corrective action. May be designated as “Operator” and/or “Shift Operator” as defined by the
Department of Health Services (Title 22 and 23 of the California Code of Regulations).

Water Systems Worker III: This is the advanced journey-level position in the series. Incumbents work
under general supervision as a lead worker, performing the most complex work assignments, and
exercise judgment within established guidelines. Incumbents possess comprehensive knowledge of
plant operations and maintenance protocols. Assists in training, directing and supervising the work of
subordinate staff, has responsibility for efficient plant and system operations. May be designated as
“Operator” and/or “Shift Operator” as defined by the Department of Health Services (Title 22 and 23 of
the California Code of Regulations).

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Operates pumps, motors, valves, gates, meters and other hydraulic structures to regulate water
  quality, quantity and distribution; including dam and flood control systems.
- Installs, calibrates, inspects, repairs and performs routine maintenance on pumps, motors,
  valves, fire hydrants, pipes and related equipment; assists in the installation of water and sewer
  mains.
- Maintains knowledge of, regulations and operations of potable water treatment, wastewater
  treatment and distribution through continuing education requirements and maintaining
  appropriate certifications for job class.
- Operates various hand and power tools, motorized vehicles, forklifts, tractors, boats and other
  equipment as required.
- Collects water samples, performs laboratory tests and makes recommended adjustments as required.
- Inspects and maintains all water and wastewater unit processes at assigned facilities including; filters, clarifiers, digesters, aerators, flocculators and lift stations.
- Reads, monitors and records information resulting from water sample testing, process controls, automated control systems and telemetry devices.
- Records observations of plant equipment and environmental factors that may affect plant operation and performance.
- Reads water meters and turns-on and turns-off service as directed.
- Performs general housekeeping and grounds maintenance at assigned facilities.
- Follows all safety procedures and properly uses personal protective equipment, including respiratory devices, as required.
- Responds to requests for on-call, holiday, weekend, after-hours support for plant operations.
- Provides training and direction to subordinate staff as required.
- Makes chemical adjustments, changes flow rates and other adjustments to regulate water quality and quantity.
- Establishes and maintains effective working relationships with those contacted in the course of employment.

EMPLOYMENT STANDARDS:

Knowledge of:

- Operation of pumps, motors, valves, meters and hydraulic equipment
- Basic equipment maintenance and repair
- General plumbing, electrical and construction methods
- Water sampling and laboratory testing
- Data collection systems and computer software
- Regulations and practices of water treatment, distribution and wastewater treatment facilities
• Water system equipment, procedures and terminology
• Reading comprehension and basic mathematical computations
• Accepted methods of employee training and leadership
• Safety guidelines and procedures

**Ability to:**

• Operate and maintain a variety of pumps, motors, valves, meters and related equipment
• Complete standardized reports to record plant operations and conditions
• Inspect and repair plant equipment
• Operate a variety of hand and power tools
• Perform routine laboratory tests and interpret results
• Understand and follow written and verbal instructions
• Operate trucks, forklifts and other related equipment
• Handle hazardous chemicals safely and within established guidelines
• Operate automated control systems, telemetry equipment, computers and assigned software
• Establish and maintain effective relationships with others

**EDUCATION AND EXPERIENCE:**

All levels: Graduation from high school or possession of a general educational development (GED) certificate.

Water Systems Worker Trainee: No experience required.

Water Systems Worker I: One year of experience as Water Systems Worker Trainee or equivalent position.

Water Systems Worker II: One year of experience as Water Systems Worker I or equivalent position.
**Water Systems Worker III:** One year of experience as a Water Systems Worker II or equivalent position.

**LICENSES/CERTIFICATES:**

Definitions:

- T1, T2, T3 = Potable water treatment certification – levels 1, 2, 3
- D1, D2 = Distribution water treatment certification – levels 1, 2

**Water Systems Worker Trainee:** No certificate required. Within 12 months of appointment must possess either a T1 or D1 operator certification.

**Water Systems Worker I:** Possession of both T1 and D1 Operator Certifications at time of appointment.

**Water Systems Worker II:** Possession of both T2 and D2 Operator Certifications at time of appointment.

**Water Systems Worker III:** Possession of both T3 and D2 Operator Certifications at time of appointment.

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.

Some positions in this classification may be assigned to facilities which require additional certification. Each recruitment will indicate the license or certification, program responsibility and specific experience required to fill an existing vacancy based upon the needs of the County.

**OTHER CONDITIONS OF EMPLOYMENT:**

Must be willing and able to work alternating shifts and weekend work to provide coverage after normal workday or irregular and on-call emergency requests on nights, weekends, and holidays.

Must successfully pass initial and recurring respiratory fitness test.
Based upon work location or assignment, incumbents may be required to keep hair and facial hair consistent with the ability to ensure proper use of safety equipment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. 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.

Adopted: 06-25-75
Revised: 09-23-98
Revised: 01-24-07
Revised: 04-27-16
Revised: 00-00-00
WATER SYSTEMS WORKER IV

DEFINITION:
Under general direction, is the designated "Lead/Chief Operator" of an operational area(s) responsible for system operations, maintenance, and regulatory compliance at assigned water systems; provides operational oversight and systems operations/performance recommendations of water supply and distribution systems; supervises and evaluates the performance of "Shift Operators" and may perform other related duties as required. Incumbents may work in one or more of the following areas: (a) potable water treatment/well operations, (b) water distribution operations (operational oversight), (c) water supply: potable well systems, raw water supply, and dam and flood control operations.

DISTINGUISHING CHARACTERISTICS:
The Water Systems Worker IV is distinguished from the Water Systems Worker Career Series in that the former supervises operations; evaluates and assigns personnel; sets up preventative maintenance programs and schedules; coordinates maintenance with operations activities; and assists in budget preparations; does other work as required.

The Water Systems Worker IV is distinguished from the Chief Plant Operator Gr3 and Gr4 positions in that the former is a designated Lead providing operational oversight and systems operations/performance recommendations of water supply and distribution systems which may work in one or more of the following areas: (a) potable water treatment/well operations, (b) water distribution operations (operational oversight), (c) water supply: potable well systems, raw water supply, and dam and flood control operations. In addition, this position is not the "Chief Operator" of a surface water treatment plant, but may be designated as "Chief Operator" and/or "Shift Operator" as defined by the Department of Health Services (Title 22 and 23 of the California Code of Regulations).

REPRESENTATIVE DUTIES:
(Not in order of importance)
• Operates pumps, motors, valves, gates, meters and instrumentation/computer equipment to control, regulate and document the treatment, quality and quantity of drinking water production and potable distribution systems as well as raw water conveyance systems including dam and flood control systems

• Uses a wide variety of hand and power tools and appropriate safety equipment in performing system operation, maintenance and repair work

• Maintains facilities, grounds and equipment, records facility operations and hydrologic data

• Plans, organizes and directs the work of subordinate staff performing water collection sampling, distribution system control, monitoring, chemical adjustments, operations and maintenance of system supply wells and local reservoir supply water quality monitoring

• Supervises and evaluates the performance of "Shift Operators;" interviews and recommends appointments, transfers, reassignments, terminations and disciplinary actions; coordinates staff work assignments and reviews work to assure compliance with established standards, requirements and procedures

• Schedules labor, equipment and materials to meet operational needs and reports to supervisor on work in progress; seeks advice from, and closely interacts with water quality staff

• Writes reports, keeps records, establishes maintenance schedules; assists in annual budget preparation; provides information, as requested, to various other departmental staff

• Prepares and submits departmental and local reports; may prepare and submit State reports in conformance with State requirements

• Collects water samples for laboratory and field water quality analysis; performs simple physical and chemical water quality analysis

• Provides operational oversight and system operations recommendations for water well and local reservoir supply facilities, which provide raw water supply, and for distribution systems which receive potable water

• May attend and participate in citizen's advisory group and commission meetings relating to County Utilities Division program
• Maintains timely communication with the Water Systems Superintendent, Utilities Division Manager, Water Quality Manager, and other County support staff, as well as the applicable Federal, State and local agencies; maintains professional relationships both in a supervisory role and in dealing with the public

EMPLOYMENT STANDARDS:

Knowledge of:

• Good working knowledge of mathematics; general mechanical concepts, principles, methods, materials, and equipment used in the operation and maintenance of water production/treatment and water distribution systems, and water supply facilities (water wells and water supply reservoirs)

• Basic mechanical and electrical characteristics of pumps, motors, valves, control panels, telemetry systems, and other water measuring devices

• Good working knowledge of computer software applications

• Applicable Federal and State laws and regulations; and County codes and ordinances; and departmental policies pertinent to water operations, water distribution systems, dam and flood control facilities, and water supply facilities (water wells and water supply reservoirs)

• Applicable safety rules of water operations, water distribution systems, dam and flood control facilities, and water supply facilities

• Chemical processes used in water treatment, distribution systems, water supply reservoirs, and water quality laboratory procedures

• Simple physical, chemical and bacteriological tests as related to water treatment and distribution system operations

• Principles and practices of supervision and training

• County and departmental purchasing and budgeting procedures

Ability to:

• Independently operate and maintain one or more water supply/treatment and distribution systems; provide recommendations for optimal, effective and efficient system operations

• Understand and comply with all applicable Federal and State regulations, County codes and ordinances and departmental policies pertinent to the operation of a water system (wells and small water treatment systems), water distribution systems and raw water conveyance systems,
dam and flood control systems; and appropriately interact with those agencies when required as the "Lead/Chief Operator" of record

- Perform tasks which may involve moderate to heavy physical labor or exertion and/or hazardous working conditions
- Operate and maintain a wide variety of hand power tools used in water operations and water distribution systems
- Perform routine and specialized laboratory tests and sampling, analyze results and take effective corrective action when necessary
- Maintain accurate records; ability to operate computer equipment/software
- Follow oral and written instructions; write reports; communicate effectively both orally and in writing with County staff and members of the public, community organizations and elected officials
- Establish and maintain effective working relationships; work cooperatively with others; cultivate and maintain effective working relationships with members of the public and community organizations, business and environmental leaders, County staff and representatives of other governmental agencies
- Work effectively with others, including those of diverse perspectives and/or limited background and possess strong interpersonal skills such as listening, speaking, advisory, mediation, reconciliation and related skills
- Supervise and evaluate the performance of "Shift Operators"
- Perform assigned tasks in a safe manner
- Maintain a safe working environment

**EDUCATION AND EXPERIENCE:**
Graduation from high school or general educational development certificate (GED), preferably with an Associate's Degree; **AND** three years of progressively responsible experience in the operation of a water system or distribution system.
LICENSES AND CERTIFICATES:

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

A valid California State Water Resources Control Board Water Treatment Operator Grade T3 certification AND A valid California State Water Resources Control Board Water Distribution System Operator Grade D2 certification are required at time of appointment. Possession of a Grade D3 certificate is highly desirable. Sustained/certification, including any required continuing education units, is mandatory for continued employment. Failure to obtain the required certification within the time stated will result in removal from the position unless a time extension is approved by the appointing authority.

OTHER CONDITIONS OF EMPLOYMENT:

Must be willing and able to work alternating shifts and weekend work to provide coverage after normal workday or irregular and on-call emergency requests on nights, weekends, and holidays. May be subject to formal standby or around-the-clock operations as situations warrant.

Must successfully pass initial and recurring respiratory fitness test.

Based upon work location or assignment, incumbents may be required to keep hair and any facial hair consistent with the ability to ensure proper use of safety equipment.

NOTE: This position is the "Lead/Chief Operator" of record and supervises "Shift Operators" as defined by the California State Water Resources Control Board, (Title 22 of the California Code of Regulations) and is responsible for the efficient operations and maintenance of assigned water systems and other related facilities including well systems that require a California State Water Resources Control Board Water Treatment Operator Grade T-2 certification and the position may be required to provide operational oversight and perform control activities affecting the quality and quantity of water for distribution system(s) receiving treated water that requires a California State Water Resources Control Board Water Distribution System Operator Grade D2 certification.
SPECIAL SUBCLASS RECRUITMENT:

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position, including Class A licensure or different certification requirements.

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

Adopted: 06-25-75
Revised: 00-00-00
WASTE WATER SYSTEMS WORKER TRAINEE, I, II, III, & IV

(Career Series)

DEFINITION:
Classes in this series perform a wide variety of unskilled, semi-skilled and skilled work in all phases of the operation, maintenance, repair, and light construction activities associated with waste water collection systems, waste water treatment, and waste water disposal systems; and perform other related work as required per the State Water Resources Control Board (SWRCB) regulatory board permits (Title 23 of the California Code of Regulations).

Incumbents may work in one or more of the following areas: (a) waste water collection systems; (b) waste water treatment operations; (c) disposal, discharge and/or reclamation; and/or (d) waste water storage operations, pump stations, force mains, and associated systems to ensure regulatory discharge and/or reclaimed water discharge requirements are met.

DISTINGUISHING CHARACTERISTICS:

Waste Water Systems Worker Trainee: This is the trainee-level position in the series. Incumbents work under close supervision, performing a limited range of routine, unskilled and semi-skilled operational and maintenance assignments in a safe manner while becoming familiar with overall facility operations, locations and equipment. Incumbents are expected to promote to the next higher level Waste Water Systems Worker I after acquiring necessary experience and training and demonstrating satisfactory job performance. Appointment at this level will not be extended beyond two years.

Waste Water Systems Worker I: This is the entry-level position in the series. Incumbents work under close supervision, performing a variety of unskilled and semi-skilled operational and maintenance assignments in a safe manner, while developing an understanding of waste water operations and
systems and reclamation; learn to operate and maintain a variety of plant equipment and machinery; utilize a variety of hand and power tools; perform routine water sampling and testing. May be designated as "operator-in-charge" as defined by the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

Waste Water Systems Worker II: This is the journey-level position in the series. Incumbents work under general supervision, performing a wide variety of unskilled, semi-skilled and skilled operational and maintenance assignments in a safe manner; perform complex assignments within established guidelines; operate and maintain a wide variety of plant equipment and machinery; utilize a wide variety of hand and power tools; perform water sampling and testing, interpret test results and take corrective action. May be designated as "operator-in-charge" as defined by the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

Waste Water Systems Worker III: This is the advanced journey-level position in the series. Incumbents work under general supervision as a lead worker, performing the most complex work assignments, and exercise judgment within established guidelines. Incumbents possess comprehensive knowledge of plant operations and maintenance protocols; assist in training, directing and supervising the work of subordinate staff; have responsibility for efficient plant and system operations. May be designated as "operator-in-charge" as defined by the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

Waste Water Systems Worker IV: Under general direction is the Chief Operator for a Wastewater Treatment facility. Supervises plant operations; evaluates and assigns personnel; sets up preventive maintenance programs and schedules; coordinates maintenance with operations activities; and assists in budget preparations; does other related work as required.

REPRESENTATIVE DUTIES:

(Not in order of importance)
• Operates pumps, motors, valves, gates, meters and other hydraulic structures to regulate water quality, quantity and discharge
• Installs, calibrates, inspects, repairs and performs routine maintenance on pumps, motors, valves, pipes and related equipment; assists in the installation of building sewers, collectors and sewer mains
• Maintains knowledge of, regulations and operations of waste water treatment and discharge through continuing education requirements and maintaining appropriate certifications for job class
• Operates various hand and power tools, motorized vehicles, forklifts, tractors, boats and other equipment as required
• Collects water samples, performs laboratory tests and makes recommended adjustments as required
• Inspects and maintains all waste water unit processes at assigned facilities
• Inspects and maintains waste water collection, conveyance, discharge and reclamation systems at assigned facilities
• Reads, monitors and records information resulting from water sample testing, process controls, automated control systems and Supervisory Control and Data Acquisition (SCADA) system
• Records observations of plant equipment and environmental factors that may affect plant operation and performance
• Performs general housekeeping and grounds maintenance at assigned facilities
• Follows all safety procedures and properly uses personal protective equipment, including respiratory devices, as required
• Responds to requests for on-call, holiday, weekend, after-hours support for plant operations
• Provides training and direction to subordinate staff as required
• Makes chemical adjustments, changes flow rates and other adjustments to maintain treatment of waste water
• Establishes and maintains effective working relationships with those contacted in the course of employment

EMPLOYMENT STANDARDS:

Knowledge of:

• Operation of pumps, motors, valves, meters and hydraulic equipment
• Basic equipment maintenance and repair
• General plumbing, electrical and construction methods
• Water sampling and laboratory testing
• Data collection systems and computer software
• Regulations and practices of waste water collection, treatment, operations, storage, disposal, discharge and reclamation systems, to ensure discharge requirements are met
• Waste water system equipment, procedures and terminology
• Reading comprehension and basic mathematical computations
• Accepted methods of employee training and leadership
• Safety guidelines and procedures
• Basic mechanical and electrical characteristics of pumps, motors, valves, control panels, Supervisory Control and Data Acquisition (SCADA) systems, and other waste water measuring devices

Ability to:

• Operate and maintain a variety of pumps, motors, valves, meters and related equipment
• Complete standardized reports to record plant operations and conditions
• Inspect and repair plant equipment
• Operate a variety of hand and power tools
• Perform routine laboratory tests and interpret results
• Understand and follow written and verbal instructions
• Operate trucks, forklifts and other related equipment
• Handle hazardous chemicals safely and within established guidelines
• Operate automated control systems, telemetry equipment, computers and assigned software
• Establish and maintain effective relationships with others

EDUCATION AND EXPERIENCE:
All levels: Graduation from high school or possession of a general educational development (GED) certificate.

Waste Water Systems Worker Trainee: No experience required

Waste Water Systems Worker I: One year of qualifying experience as a waste water treatment plant operator or equivalent in accordance with the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

Waste Water Systems Worker II: Two years of experience as Waste Water Systems Worker I or equivalent in accordance with the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

Waste Water Systems Worker III: Three years of experience as a Waste Water Systems Worker II or equivalent in accordance with the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

Waste Water Systems Worker IV: Four years of experience as a Waste Water Systems Worker III or equivalent in accordance with the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

LICENSES AND 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.

Waste Water Systems Worker Trainee: No certificate required. Within 24 months of appointment must possess a valid SWRCB Waste Water Treatment Plant Operator Grade I Certification.
Waste Water Systems Worker I: Possession of a valid SWRCB Waste Water Treatment Plant Operator Grade I Certification or equivalent. Within 24 months of appointment must possess a SWRCB Waste Water Treatment Plant Operator Grade II Certification, which must be maintained throughout employment.

Waste Water Systems Worker II: Possession of a valid SWRCB Waste Water Treatment Plant Operator Grade II Certification or equivalent. Within 36 months of appointment must possess a SWRCB Waste Water Treatment Plant Operator Grade III Certification, which must be maintained throughout employment.

Waste Water Systems Worker III: Possession of a valid SWRCB Waste Water Treatment Plant Operator Grade III or higher Certification or equivalent, which must be maintained throughout employment.

Waste Water Systems Worker IV: Possession of a valid SWRCB Waste Water Treatment Plant Operator Grade IV or higher Certification or equivalent, which must be maintained throughout employment.

All Levels: A valid Class “C” driver license is required at the time of application.

OTHER CONDITIONS OF EMPLOYMENT:

Positions in this classification are subject to the United States Department of Transportation (DOT) Alcohol/Drug testing requirements. Selected applicants will be required to pass a Pre-Employment drug test prior to appointment and shall be subject to Random, Post-Accident, Reasonable Suspicion, Return-To-Duty, and Follow-Up testing during employment.

Must be willing and able to work alternating shifts and weekend work to provide coverage after normal workday or irregular and on-call emergency requests on nights, weekends, and holidays.

Must successfully pass initial and recurring respirator fitness test.

Based upon work location or assignment, incumbents must may be required to keep hair and facial hair consistent with the ability to ensure proper use of safety equipment.

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.

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WASTE WATER SYSTEMS WORKER TRAINEE, I, II, III
(Career Series)

DEFINITION:
Classes in this series perform a wide variety of unskilled, semi-skilled and skilled work in all phases of the operation, maintenance, repair, and light construction activities associated with waste water collection systems, waste water treatment, and waste water disposal systems; and perform other related work as required per the State Water Resources Control Board (SWRCB) regulatory board permits (Title 23 of the California Code of Regulations).

Incumbents may work in one or more of the following areas: (a) waste water collection systems; (b) waste water treatment operations; (c) disposal, discharge and/or reclamation; and/or (d) waste water storage operations, pump stations, force mains, and associated systems to ensure regulatory discharge and/or reclaimed water discharge requirements are met.

DISTINGUISHING CHARACTERISTICS:
Waste Water Systems Worker Trainee: This is the trainee-level position in the series. Incumbents work under close supervision, performing a limited range of routine, unskilled and semi-skilled operational and maintenance assignments in a safe manner while becoming familiar with overall facility operations, locations and equipment. Incumbents are expected to promote to the next higher level Waste Water Systems Worker I after acquiring necessary experience and training and demonstrating satisfactory job performance. Appointment at this level will not be extended beyond two years.

Waste Water Systems Worker I: This is the entry-level position in the series. Incumbents work under close supervision, performing a variety of unskilled and semi-skilled operational and maintenance assignments in a safe manner, while developing an understanding of waste water operations and
systems and reclamation; learn to operate and maintain a variety of plant equipment and machinery; utilize a variety of hand and power tools; perform routine water sampling and testing. May be designated as "operator-in-charge" as defined by the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

Waste Water Systems Worker II: This is the journey-level position in the series. Incumbents work under general supervision, performing a wide variety of unskilled, semi-skilled and skilled operational and maintenance assignments in a safe manner; perform complex assignments within established guidelines; operate and maintain a wide variety of plant equipment and machinery; utilize a wide variety of hand and power tools; perform water sampling and testing, interpret test results and take corrective action. May be designated as "operator-in-charge" as defined by the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

Waste Water Systems Worker III: This is the advanced journey-level position in the series. Incumbents work under general supervision as a lead worker, performing the most complex work assignments, and exercise judgment within established guidelines. Incumbents possess comprehensive knowledge of plant operations and maintenance protocols; assist in training, directing and supervising the work of subordinate staff; have responsibility for efficient plant and system operations. May be designated as "operator-in-charge" as defined by the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Operates pumps, motors, valves, gates, meters and other hydraulic structures to regulate water quality, quantity and discharge
- Installs, calibrates, inspects, repairs and performs routine maintenance on pumps, motors, valves, pipes and related equipment; assists in the installation of building sewers, collectors and sewer mains
• Maintains knowledge of, regulations and operations of waste water treatment and discharge through continuing education requirements and maintaining appropriate certifications for job class
• Operates various hand and power tools, motorized vehicles, forklifts, tractors, boats and other equipment as required
• Collects water samples, performs laboratory tests and makes recommended adjustments as required
• Inspects and maintains all waste water unit processes at assigned facilities
• Inspects and maintains waste water collection, conveyance, discharge and reclamation systems at assigned facilities
• Reads, monitors and records information resulting from water sample testing, process controls, automated control systems and Supervisory Control and Data Acquisition (SCADA) system
• Records observations of plant equipment and environmental factors that may affect plant operation and performance
• Performs general housekeeping and grounds maintenance at assigned facilities
• Follows all safety procedures and properly uses personal protective equipment, including respiratory devices, as required
• Responds to requests for on-call, holiday, weekend, after-hours support for plant operations
• Provides training and direction to subordinate staff as required
• Makes chemical adjustments, changes flow rates and other adjustments to maintain treatment of waste water
• Establishes and maintains effective working relationships with those contacted in the course of employment

EMPLOYMENT STANDARDS:

Knowledge of:
• Operation of pumps, motors, valves, meters and hydraulic equipment
• Basic equipment maintenance and repair
• General plumbing, electrical and construction methods
• Water sampling and laboratory testing
• Data collection systems and computer software
• Regulations and practices of waste water collection, treatment, operations, storage, disposal, discharge and reclamation systems, to ensure discharge requirements are met
• Waste water system equipment, procedures and terminology
• Reading comprehension and basic mathematical computations
• Accepted methods of employee training and leadership
• Safety guidelines and procedures
• Basic mechanical and electrical characteristics of pumps, motors, valves, control panels, Supervisory Control and Data Acquisition (SCADA) systems, and other waste water measuring devices

Ability to:

• Operate and maintain a variety of pumps, motors, valves, meters and related equipment
• Complete standardized reports to record plant operations and conditions
• Inspect and repair plant equipment
• Operate a variety of hand and power tools
• Perform routine laboratory tests and interpret results
• Understand and follow written and verbal instructions
• Operate trucks, forklifts and other related equipment
• Handle hazardous chemicals safely and within established guidelines
• Operate automated control systems, telemetry equipment, computers and assigned software
• Establish and maintain effective relationships with others

EDUCATION AND EXPERIENCE:

All levels: Graduation from high school or possession of a general educational development (GED) certificate.

Waste Water Systems Worker Trainee: No experience required
Waste Water Systems Worker I: One year of qualifying experience as a waste water treatment plant operator or equivalent in accordance with the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

Waste Water Systems Worker II: Two years of experience as Waste Water Systems Worker I or equivalent in accordance with the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

Waste Water Systems Worker III: Three years of experience as a Waste Water Systems Worker II or equivalent in accordance with the SWRCB (Chapter 26, Title 23 of the California Code of Regulations).

LICENSES AND 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.

Waste Water Systems Worker Trainee: No certificate required. Within 24 months of appointment must possess a valid SWRCB Waste Water Treatment Plant Operator Grade I Certification.

Waste Water Systems Worker I: Possession of a valid SWRCB Waste Water Treatment Plant Operator Grade I Certification or equivalent. Within 24 months of appointment must possess a SWRCB Waste Water Treatment Plant Operator Grade II Certification, which must be maintained throughout employment.

Waste Water Systems Worker II: Possession of a valid SWRCB Waste Water Treatment Plant Operator Grade II Certification or equivalent. Within 36 months of appointment must possess a SWRCB Waste Water Treatment Plant Operator Grade III Certification, which must be maintained throughout employment.

Waste Water Systems Worker III: Possession of a valid SWRCB Waste Water Treatment Plant Operator Grade III or higher Certification or equivalent, which must be maintained throughout employment.
OTHER CONDITIONS OF EMPLOYMENT:

Must be willing and able to work alternating shifts and weekend work to provide coverage after normal workday or irregular and on-call emergency requests on nights, weekends, and holidays.

Must successfully pass initial and recurring respirator fitness test.

Based upon work location or assignment, incumbents may be required to keep hair and facial hair consistent with the ability to ensure proper use of safety equipment.

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.

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WASTEWATER SYSTEMS WORKER IV

DEFINITION:
Under general direction, is the designated "Lead/Chief Operator" of an operational area(s) responsible for system operations, maintenance, and regulatory compliance at assigned wastewater systems; provides operational oversight and systems operations/performance recommendations of wastewater treatment and collection systems; supervises and evaluates the performance of "Shift Operators" and may perform other related duties as required. Incumbents may work in one or more of the following areas: (a) wastewater treatment, (b) wastewater collection operations (operational oversight), (c) recycled water supply.

DISTINGUISHING CHARACTERISTICS:
The Wastewater Systems Worker IV is distinguished from the Wastewater Systems Worker Career Series in that the former supervises operations, evaluates and assigns personnel, sets up preventative maintenance programs and schedules, coordinates maintenance with operations activities, and assists in budget preparations.

REPRESENTATIVE DUTIES:
(Not in order of importance)
• Operates pumps, motors, valves, gates, meters and instrumentation/computer equipment to control, regulate and document the treatment, quality of wastewater effluent, recycled water distribution systems, and lift stations.
• Uses a wide variety of hand and power tools and appropriate safety equipment in performing system operation, maintenance and repair work
• Maintains facilities, grounds and equipment, records facility operations data
• Plans, organizes and directs the work of subordinate staff performing wastewater collection sampling, jetting of lines, cleaning lift stations, monitoring, chemical adjustments, operations and maintenance of system reservoir supply of recycled water.

• Supervises and evaluates the performance of "Shift Operators;" interviews and recommends appointments, transfers, reassignments, terminations and disciplinary actions; coordinates staff work assignments and reviews work to assure compliance with established standards, requirements and procedures.

• Schedules labor, equipment and materials to meet operational needs and reports to supervisor on work in progress; seeks advice from, and closely interacts with utilities staff.

• Writes reports, keeps records, establishes maintenance schedules; assists in annual budget preparation; provides information, as requested, to various other departmental staff.

• Prepares and submits departmental and local reports; may prepare and submit State reports in conformance with State requirements.

• Collects samples for laboratory and field water quality analysis; performs simple physical and chemical water quality analysis.

• May attend and participate in citizen's advisory group and commission meetings relating to County Utilities Division program.

• Maintains timely communication with the Wastewater Systems Superintendent, Utilities Division Manager, Water Quality Manager, and other County support staff, as well as the applicable Federal, State and local agencies; maintains professional relationships both in a supervisory role and in dealing with the public.

• May be designated Chief Plant Operator of Wastewater Treatment Facilities.

EMPLOYMENT STANDARDS:

Knowledge of:

• Good working knowledge of mathematics; general mechanical concepts, principles, methods, materials, and equipment used in the operation and maintenance of wastewater treatment and collection systems.
• Basic mechanical and electrical characteristics of pumps, motors, valves, control panels, telemetry systems, and other water measuring devices
• Good working knowledge of computer software applications
• Applicable Federal and State laws and regulations; and County codes and ordinances; and departmental policies pertinent to wastewater operations
• Applicable safety rules of wastewater operations, wastewater collection systems, and recycled water distribution
• Biological and chemical processes used in wastewater treatment
• Simple physical, chemical and bacteriological tests as related to wastewater treatment and collection system operations
• Principles and practices of supervision and training
• County and departmental purchasing and budgeting procedures

Ability to:
• Independently operate and maintain one or more wastewater treatment facility and/or collection systems; provide recommendations for optimal, effective and efficient system operations
• Understand and comply with all applicable Federal and State regulations, County codes and ordinances and departmental policies pertinent to the treatment of wastewater and appropriately interact with those agencies when required as the "Lead/Chief Operator" of record
• Perform tasks which may involve moderate to heavy physical labor or exertion and/or hazardous working conditions
• Operate and maintain a wide variety of hand power tools used in water operations and collection systems
• Perform routine and specialized laboratory tests and sampling, analyze results and take effective corrective action when necessary
• Maintain accurate records; ability to operate computer equipment/software
• Follow oral and written instructions; write reports; communicate effectively both orally and in writing with County staff and members of the public, community organizations and elected officials
• Establish and maintain effective working relationships; work cooperatively with others; cultivate and maintain effective working relationships with members of the public and community organizations, business and environmental leaders, County staff and representatives of other governmental agencies

• Work effectively with others, including those of diverse perspectives and/or limited background and possess strong interpersonal skills such as listening, speaking, advisory, mediation, reconciliation and related skills

• Supervise and evaluate the performance of "Shift Operators"

• Perform assigned tasks in a safe manner

• Maintain a safe working environment

EDUCATION AND EXPERIENCE:
Graduation from high school or general educational development certificate (GED), preferably with an Associate's Degree, **AND** Three years of progressively responsible experience in the operation of a wastewater plant or collection system.

LICENSES AND CERTIFICATES:
A valid driver license is required at the time of application. A valid Class "C" CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

A valid California State Water Resources Control Board Wastewater Treatment Operator Grade W3 certification or higher is required at time of appointment. Sustained/certification, including any required continuing education units, is mandatory for continued employment. Failure to obtain the required certification within the time stated will result in removal from the position unless a time extension is approved by the appointing authority.

OTHER CONDITIONS OF EMPLOYMENT:
Must be willing and able to work alternating shifts and weekend work to provide coverage after normal workday or irregular and on-call emergency requests on nights, weekends, and holidays. May be subject to formal standby or around-the-clock operations as situations warrant.
Must successfully pass initial and recurring respiratory fitness test.

Based upon work location or assignment, incumbents may be required to keep hair and any facial hair consistent with the ability to ensure proper use of safety equipment.

**NOTE:** This position may be the "Lead/Chief Operator" of record and supervises "Shift Operators" as defined by the California State Water Resources Control Board, (Title 23 of the California Code of Regulations) and is responsible for the efficient operations and maintenance of assigned wastewater systems and other related facilities including systems that require a California State Water Resources Control Board Wastewater Treatment Operator certification.

**SPECIAL SUBCLASS RECRUITMENT:**
Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position, including Class A licensure or different certification requirements.

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.

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