Civil Service Commission

San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, September 27, 2017 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA

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. August 23, 2017

4. Specifications — Revised
   a. Water Systems Worker IV
   b. Wastewater Systems Worker IV
   c. Capital Projects Coordinator, Assistant-Associate-Senior

5. Reports
   Commission President
   Commission Counsel
   Commission Outside Counsel
   Commission Secretary

6. Commission Hearing Training by Counsel, Steve Simas ***** (SCHEDULED FOR 9:30 A.M.)*****

7. Adjournment
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 July 26, 2017 meeting minutes. Seeing none, he asked for a motion to approve. Vice President Ohannesian made the motion to approve. Commissioner Stewart seconded the motion. Motion passed. 5-0-0

4. Specification - Revised
a. Supervising Auditor/Appraiser-Human Resources Analyst, Taj D'Entremont, with Assessment Manager, Lesa Gofourth, 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 requested a motion to approve as amended. The motion was made by Commissioner Stewart, and seconded by Commissioner Nix. The motion passed. 5-0-0.

b. Assessment Analyst Trainee/II/III-Human Resources Analyst Taj D'Entremont with Assessment Manager, Lesa Gofourth, presented the revisions to this classification. Commissioners presented questions. The addition of a requirement for a high school diploma was requested. A suggestion was also made not to eliminate specific degree types in the position requirements, but rather list them as preferable. A typo in this revision will also be corrected. President Bergman requested public comment on this item. Seeing none, a motion to approve as amended was requested. The motion was made by Commissioner Nix, and seconded by Commissioner Nicholson. The motion passed 5-0-0.
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The Commission requested that the Appointing Authority be added to Cover Sheets for New and Revised specifications, and that the classification being addressed be highlighted on the department organization chart presented.

5. Specification - New
   a. Supervising Correctional Technician- Human Resources Analyst, Taj D'Entremont, with Undersheriff Tim Olivas, presented the new specification. President Bergman requested public comment. Seeing none, the Commissioners presented their questions. President Bergman asked for a motion to approve. A motion was made by Commissioner Stewart, and seconded by Commissioner Nix. The motion carried 5-0-0.

6. Specification - Revised
   a. Correctional Technician- Human Resources Analyst, Taj D'Entremont, with Undersheriff Tim Olivas, presented the revisions. President Bergman requested public comment. Seeing none, Commissioners presented their questions. President Bergman asked for a motion to approve. Commissioner Nix made the motion to approve, seconded by Vice President Ohannesian. The motion passed 5-0-0.

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.
   Human Resources Analyst, Taj D'Entremont, and Undersheriff Tim Olivas, presented a rule change request to Rule 11.03, to increase the probationary period for the Correctional Tech classification from six months to one year. President Bergman requested public comment, and seeing none, the Commission presented questions. After a recess, County Counsel, Tim McNulty, reported on the notice process for rule changes, and provided guidance on creating a contingency related to County Code, if the rule change is approved. Theresa Schultz, SLOCEA, offered public comment following Mr. McNulty's report, to notify the Commission that SLOCEA does support the rule change. Seeing no further public comment, President Bergman asked for a motion to approve, with the contingency advised by County Counsel. Commissioner Nicholson made the motion to approve, seconded by Commissioner Stewart. Roll was called. The motion passed 5-0-0.

8. Specifications - Revised
   a. Water Systems Worker Trainee/I/II/III- Human Resources Analyst, Frank Stapleton, with Mark Hutchinson, Deputy Director of Public Works, and Mark Chiaramonte, presented the revisions. President Bergman asked for public comment, and seeing none, the Commissioners presented questions. President Bergman requested a motion to approve. The motion was made by Vice President Ohannesian, and seconded by Commissioner Nix. The motion passed 5-0-0.
   b. Water Systems Worker IV- Human Resources Analyst, Frank Stapleton, with Mark Hutchinson, Deputy Director of Public Works, and Mark Chiaramonte, presented the revisions. Seeing no public comment, the Commission presented their questions. A suggestion was made to change the title of this specification that identifies it as Supervisory position. After discussion, Commission Secretary Tami Douglas-Schatz suggested that the Commission approve the specifications as presented in today's meeting, and bring the topic of a title change to Water Systems Worker IV back to a later Commission meeting for discussion. President Bergman stated that he did want the title change discussion to be brought back to the Commission for consideration. President Bergman asked for public
Civil Service Commission

comment. Human Resources Analyst, Mark Zeltmann, and SLOCEA representative, Theresa Schultz offered public comment. President Bergman requested a motion to approve the revisions to this specification, without a title change at this point. A motion was made by Vice President Ohannesian, and seconded by Commissioner Stewart. The motion passed 5-0-0.

c. Wastewater Systems Worker Trainee/I/II/III- Human Resources Analyst, Frank Stapleton, with Deputy Director of Public Works, Mark Hutchinson, and Chief Water Treatment Plant Operator, Mark Chiaramonte, presented the revisions. President Bergman requested public comment, and seeing none, opened questioning to Commissioners. President Bergman requested a motion to approve. The motion was made by Commissioner Nicholson, and seconded by Commissioner Nix. The motion passed 5-0-0.

d. Wastewater Systems Worker IV- Human Resources Analyst Frank Stapleton, with Deputy Director of Public Works, Mark Hutchinson, and Chief Water Treatment Plant Operator, Mark Chiaramonte, presented the revisions. President Bergman requested public comment, and seeing none, opened questioning to Commissioners. The same request was made that the topic of a title change for this specification be brought back to the Commission for consideration. President Bergman requested a motion to approve the revised specification. The motion was made by Vice President Ohannesian, and seconded by Commissioner Stewart. The motion passed 5-0-0.

9. Reports
Commission President - No report.
Commission Counsel - No report.
Commission Outside Counsel - absent.
Commission Secretary - Tami Douglas-Schatz provided an update on the meeting location for a Fair Hearing Presentation that will be given by Steve Simas, Outside Counsel. Ms. Douglas-Schatz also notified the Commission of the need to coordinate additional dates for potential hearings, based on a change in outside Counsel's availability.

Commissioner Stewart requested that the Fair Hearing Presentation be recorded, so that people who cannot attend the meeting at which it is scheduled, can review it later. The request will be forwarded to Mr. Simas, and be dependent on his approval. Ms. Stewart also requested that the presentation of future new, and revised, specifications include a brief description of the department. President Bergman clarified that an overview in the Analyst presentation would be helpful, and the information is not necessary as part of the staff report. A final request was made to include comparisons to other Counties, for reference to best practices, where applicable, when presenting specifications.

10. 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: September 27, 2017

FROM: Frank Stapleton, Human Resources Analyst

SUBJECT: Revised Class Specifications: Water Systems Worker IV, Wastewater Systems Worker IV

RECOMMENDATION:
It is recommended that the Commission approve the revisions to the Water Systems Worker IV and Wastewater Systems Worker IV specifications as proposed.

DISCUSSION:
On August 23, 2017, the Human Resources Department and Public Works Department presented revisions to the Water Systems Worker I-IV and Wastewater Systems Worker I-IV classifications. Your Commission approved the proposed revisions to the classifications as written. However during that discussion, it was requested that the Human Resources Department return to your Commission with a recommendation for a different naming convention for the Water and Waste Water Systems Worker IV classifications. This request was based on the fact that the Water and Waste Water Systems Worker IV's are not a part of a career series.

The County has 51 supervising classifications with some iteration of “supervisor” in the title. The majority of those classifications (62%) use the abbreviated naming convention “Supv” at the beginning of the classification title which is short for “Supervising”. Due to the supervisory duties required in the Water and Wastewater Systems Worker IV classifications, the Human Resources and Public Works Departments agree that the title “Supv” more accurately reflects the requirements for these positions.

In order to ensure consistency with the County's internal naming conventions and the Human Resources Department’s classification philosophy, the recommended changes to the Water and Wastewater Systems Worker IV classifications are represented in the table below:

<table>
<thead>
<tr>
<th>Current Classification Name</th>
<th>Proposed Classification Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Systems Worker IV</td>
<td>Supv Water Systems Worker</td>
</tr>
<tr>
<td>Wastewater Systems Worker IV</td>
<td>Supv Wastewater Systems Worker</td>
</tr>
</tbody>
</table>

County of San Luis Obispo Government Center
1055 Monterey Street | San Luis Obispo, CA 93408 | (P) 805-781-5959 | (F) 805-781-1044
info@slocounty.ca.gov | slocounty.ca.gov
OTHER AGENCY INVOLVEMENT:
The Public Works Department worked closely with the Human Resources Department in the development of this recommendation and support the recommendation as proposed.

Attachments:
Public Work – Organizational Chart
Water Systems Worker IV – Strikethrough Version
Water Systems Worker IV – Final Version
Waste Water Systems Worker IV – Strikethrough Version
Waste Water Systems Worker IV – Final Version
SUPV 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 the 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: 08-23-17
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

SUPV WATER SYSTEMS WORKER

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: 08-23-17
SUPV 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.

Adopted: 05-27-15
BOS Approved: 08-18-15
Revised: 08-23-17
SUPV WASTEWATER SYSTEMS WORKER

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.

Adopted: 05-27-15
BOS Approved: 08-18-15
Revised: 08-23-17
TO: Civil Service Commission

DATE: September 27, 2017

FROM: Frank Stapleton, Human Resources Analyst

SUBJECT: Revised Class Specifications: Assistant Capital Projects Coordinator, Associate Capital Projects Coordinator, Senior Capital Projects Coordinator.

RECOMMENDATION:
It is recommended that the Commission approve the revisions to the Assistant, Associate, and Senior Capital Projects Coordinator specifications as proposed, and the recommended classification title change to Projects Manager I/II/III.

DISCUSSION:
With 286 full-time equivalent employees, the Public Works Department is responsible for construction, maintenance and operations of the County's infrastructure and facilities. Within that area of responsibility, Capital Projects Coordinators are responsible for assuring the design and construction documents for assigned projects are biddable and buildable, and meet project goals and applicable standards.

Until approximately three years ago, Capital Projects Coordinator positions were allocated to and worked in the General Services Agency (GSA). In 2014, the County of San Luis Obispo Board of Supervisors voted to dissolve the GSA into smaller independent departments in order to give more attention to customers and to allow for more of a focus on County programs and services. As a result of this reorganization, Internet Technology, Parks and Recreation, and the Airport broke from the GSA to create their own independent departments. In addition to the formation of these new departments, the Public Works Department absorbed construction services, facilities maintenance and custodial services from the GSA and immediately began integrating those services into the Public Works organizational model.

In 2016, an independent desk audit conducted on the nine (9) incumbent Capital Projects Coordinators revealed that the current Capital Projects Coordinator titles and classification descriptions were out of date and did not reflect current Departmental or industry standards. While at GSA, the Capital Projects Coordinators' scope of projects was limited to vertical projects. When these positions moved to the Public Works Department, Capital
Projects Coordinators were tasked with a wider variety of design and construction projects. Furthermore, the Assistant, Associate and Senior Capital Projects Coordinator classification specifications had not been updated since December 15, 1999. These classification titles and class specifications require updating due to natural evolution of work duties since that time, and to accurately reflect the current nature of the work performed by incumbents in the classifications, particularly considering the recent integration of this job function into the Public Works Department.

While the majority of the changes proposed are simply updates to the existing classifications, there are two updates to this classification that should be explained in further detail. First, the minimum qualifications for the Associate Capital Projects Coordinator is currently one year of experience. The proposed revision for the journeyworker position (Projects Manager II) increases those minimum qualifications from one to two years of experience. This proposed experience requirement is necessary to ensure employees are prepared to satisfactorily perform the essential job duties, and to ensure consistency with similar positions in other counties.

The second update to these classifications proposes to blend all three existing Capital Projects Coordinator classifications into one career series. Currently, only the Assistant and Associate Capital Projects Coordinators are in a career series. The Senior Capital Projects Coordinator is not a part of the career series and requires a separate competitive recruitment in order to advance to that level. By creating a career series, incumbents will be able to advance to the highest level in the series without competing in a recruitment, provided they have already competed in a lower-level recruitment in the series. In addition, with this change the Public Works Department will be able to increase the number of advanced level projects managers, which will increase the quality of projects being completed in the County.

In summation, the recommendation before you proposes to (A) retitle and revise the Assistant, Associate and Senior Capital Projects Coordinator classifications so that they more accurately reflect the nature of the work being performed; (B) update the minimum qualifications and scope of work to be consistent with industry standards; and (C) combine these classifications into one career series.

A detailed comparison of the current and proposed job specifications can be found in Attachment A.

**OTHER AGENCY INVOLVEMENT:**
The Public Works Department, Administrative Office, and SLOCEA have been involved in the revisions of these specifications and concur with the specifications as proposed.

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County of San Luis Obispo Government Center
1055 Monterey Street | San Luis Obispo, CA 93408 | (P) 805-781-5959 | (F) 805-781-1044
info@slocounty.ca.gov | slocounty.ca.gov
Attachments:
Public Works – Organizational Chart
Attachment A – Comparison Chart
Assistant and Associate Capital Projects Coordinator – Current Specification
Senior Capital Projects Coordinator – Current Specification
Projects Manager I, II, III – Final Version
## Attachment A

### Comparison Chart:
Assistant, Associate and Sr. Capital Project Coordinator AND Projects Manager I/II/III

<table>
<thead>
<tr>
<th>Distinguishing Characteristics</th>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
</table>
| **Assistant Capital Project Coordinator** | • Entry level;  
  • Works under general supervision;  
  • Performs or assists in performance of duties;  
  • Performs in a trainee capacity to the journeyworker level. | **Projects Manager I** | • Entry level;  
  • Works under general supervision;  
  • Performs or assists in project manager duties;  
  • Performs in a trainee capacity to the journeyworker level. |
| **Associate Capital Project Coordinator** | • Journeyworker level;  
  • Works under direction (increased independence);  
  • May work as project coordinator in design of small, medium and large capital and maintenance projects;  
  • May be assigned supervisorial responsibilities on a project basis. | **Projects Manager II** | • Journeyworker level;  
  • Works under direction (increased independence);  
  • Acts as project manager for small and medium capital and maintenance projects;  
  • May be responsible for larger, more complex projects;  
  • **May assist in making presentations to the Board of Supervisors or other committees.** |
| **Sr. Capital Projects Coordinator** | • Advanced level;  
  • Works under general direction (greatest independence);  
  • Performs a variety of most difficult architectural and administrative tasks;  
  • Makes presentations to the Board of Supervisors;  
  • Supervises, trains and evaluates subordinate employees. | **Projects Manager III** | • Advanced level;  
  • Works under general direction (greatest independence);  
  • Primary decision-making responsibility for all assigned projects;  
  • Prepares and presents items to the Board of Supervisors or other committees;  
  • **May act as leadworker and provide technical or project management oversight to other staff as assigned.** |
### Attachment A

#### EDUCATION AND EXPERIENCE

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All levels</strong></td>
<td><strong>All levels</strong></td>
</tr>
<tr>
<td>Graduation from an accredited college with a Bachelor of Science degree in Architecture or Engineering or a related field. (Job-related experience may be substituted for the education requirement on a year-for-year basis.)</td>
<td>Graduation from an accredited college with a Bachelor of Science degree in Architecture, Civil Engineering, Construction Management, Business Administration, City &amp; Regional Planning, Organizational Leadership or a related field. (Job-related experience may be substituted for the education requirement on a year-for-year basis.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistant Capital Project Coordinator</th>
<th>Projects Manager I</th>
</tr>
</thead>
<tbody>
<tr>
<td>No experience required</td>
<td>No experience required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate Capital Project Coordinator</th>
<th>Projects Manager II</th>
</tr>
</thead>
<tbody>
<tr>
<td>One year of experience in facility design and/or construction or similar work at a professional/technical level.</td>
<td>Two (2) years of project management experience in building or infrastructure design and/or construction management, or work equivalent to Projects Manager I.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sr. Capital Projects Coordinator</th>
<th>Projects Manager III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Either A: Four years of experience in building design and construction management, <strong>one year of which must have been spent in the performance of supervisory responsibilities</strong>; Or B: Two years of experience performing duties equivalent to an Associate Capital Projects Coordinator.</td>
<td>Either A: Four (4) years of experience in building or infrastructure design and/or construction management that included at least one year of project management, OR B: Two (2) years of experience performing duties equivalent to a Projects Manager II.</td>
</tr>
</tbody>
</table>
HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

ASSISTANT CAPITAL PROJECTS COORDINATOR
& ASSOCIATE CAPITAL PROJECTS COORDINATOR

DEFINITION:
Classes in this series perform a variety of tasks within the Architectural Services Division of the Department of General Services, including the drafting, design and project coordination of County capital improvement, construction and remodeling projects; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:
Assistant Capital Projects Coordinator: This is the entry level position within the Capital Projects Coordinator series. Under general supervision, incumbents perform or assist in the performance of duties, including the preparation of designs, drawings, specifications, and preliminary cost estimates for construction and remodeling of County buildings. Incumbents perform in a trainee capacity to the journeyworker level.

Associate Capital Projects Coordinator: This is the journeyworker level within the Capital Projects Coordinator series. Under direction, incumbents may work independently as project coordinators in the design and administration of small, medium and large capital and maintenance projects; drafting construction and contract documents and coordinating project development and implementation; may be assigned supervisory responsibilities on a project basis.

REPRESENTATIVE DUTIES:
(Not in order of importance)
(Common to both classes)
Acts as project coordinator for a wide variety of capital and maintenance projects, performing architectural and/or engineering functions as required or hires and manages consultants to perform tasks. Prepares construction drawings and specifications or directs consultants and reviews consultation prepared documents. Creates construction cost estimates for a wide variety of projects. Administers bidding and prepares addenda. Manages construction of projects, acting as Owner=s representative. Performs facility studies and writes reports. Coordinates with various environmental grant agencies, and other outside agencies as required.

EMPLOYMENT STANDARDS:

Knowledge of:

Assistant Capital Projects Coordinator: The principles and techniques of architectural drafting and design; building materials; the Uniform, State and County Building Codes.

Associate Capital Projects Coordinator: The above; plus: construction methods and practices; project design development and coordination.

Ability to:

Assistant Capital Projects Coordinator: Prepare and review plans and specifications; draft and design moderately complex construction and remodeling projects; prepare preliminary cost estimates; collect, analyze and interpret data; establish and maintain effective working relationships with County officials, contractors,
owners and the general public, and inspect construction work for conformance to Codes and construction documents.

**Associate Capital Projects Coordinator:** The above, plus: draft and design large construction projects and/or hire and manage consultants and review their work; coordinate projects; prepare accurate cost estimates; prepare accurate shop and detail drawings; develop and administer contracts, negotiate with County officials, architects, contractors, outside agencies and the general public; prepare accurate and concise reports.

**EDUCATION AND EXPERIENCE:**

**Assistant Capital Projects Coordinator/Associate Capital Projects Coordinator:** Graduation from an accredited college with a Bachelor of Science degree in Architecture or Engineering or a related field. (Job-related experience may be substituted for the education requirement on a year-for-year basis.) AND **Assistant Capital Projects Coordinator:** No experience required. **Associate Capital Projects Coordinator:** One year of experience in facility design and/or construction or similar work at a professional/technical level.

**SPECIAL SUBCLASS RECRUITMENT:**

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: 12-17-80
Revised: 12-15-99
SENIOR CAPITAL PROJECTS COORDINATOR

DEFINITION:
Under general direction, organizes, supervises and administers various functions within the Architectural Services Bureau of the Department of General Services; performs a variety of the most difficult architectural and administrative tasks, including design and administration of County Capital Improvement, construction and remodeling projects; supervision and training of new employees; and does other related work as required.

REPRESENTATIVE DUTIES:
(Not in order of importance)

Supervises various functions within the Architectural Services Bureau in the Department of General Services; responsible for the implementation, administration and timely completion of County Capital Improvement Projects, including the coordination of program work schedules and the management of individual projects; prepares and supervises the preparation of working drawings, specifications and contract documents; reviews building plans for conformance with program, budget and legal requirements; prepares complex cost estimates and assists in the development of the operating budget; analyzes space utilization and building uses, prepares and/or reviews design and construction proposals; administers grants; acts as coordinating liaison with County officials, consultants, contractors, architects, engineers, and the public in the matter of facility projects; trains and evaluates subordinate employees; participates in the negotiation of contacts and change orders as necessary, subject to approval; prepares correspondence, reports and special studies; develops operational procedures within the Architectural Services Bureau, subject to approval; makes presentations to the Board of Supervisors.

EMPLOYMENT STANDARDS:

Knowledge of:
Architectural planning and design practices; building materials and construction methods; mechanical, electrical and structural engineering; building cost estimates; codes applicable to alterations and construction of public buildings; program development and management; administrative procedures and methods; principles and techniques of supervision; contract negotiation and budget control.

Ability to:
Review detailed plans and specifications; prepare contract documents for construction and remodeling projects; prepare cost estimates; collect, analyze and interpret data; develop, implement and administer construction and remodeling projects; supervise, train and evaluate the performance of others; analyze space requirements, draw logical conclusions and prepare concise and accurate reports; apply architectural techniques and methods to the solution of facility problems; communicate ideas effectively and make oral and written reports; negotiate and maintain effective working relationships with County officials, consultants, contractors as well as with other employees and the public.

EDUCATION/EXPERIENCE:
Graduation from an accredited college with a Bachelor of Science degree in Architecture, Engineering, or a closely related field. (Job-related experience may be substituted for the education requirement on a year-for-year basis.) AND Either A: Four years of experience in building design and construction management, one year of which must have been spent in the performance of supervisory responsibilities; Or B: Two years of experience performing duties equivalent to an Associate Capital Projects Coordinator.
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.

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

Adopted: 12-17-80
Revised: 12-15-99
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

PROJECTS MANAGER I, II, III
(Career Series)

DEFINITION:
Classes in this series perform a variety of tasks within the Public Works Department, including the planning, organization, communication and management of capital and maintenance projects to meet customer expectations within agreed upon time and budget constraints; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:
Projects Manager I: This is the entry level position in the series. Under general supervision, incumbents perform or assist in the performance of project manager duties for a wide variety of capital and maintenance projects, performing architectural and/or engineering functions as required, and/or hires and manages consultants to perform tasks. Incumbents perform in a trainee capacity to the journeyworker level.

Projects Manager II: This is the journeyworker level within the series. Under direction, incumbents act as project managers for a wide variety of capital and maintenance projects, performing architectural and/or engineering functions as required, or hires and manages consultants to perform tasks. Incumbents at this level are responsible for managing multiple small-to-mid level projects. May take responsibility for managing more complex, larger scope and sensitive projects that have a higher consequence of error. Prepares effective memoranda and Board of Supervisor correspondence. May assist in making presentations to the Board of Supervisors, committees, or commissions to facilitate project goals.

Projects Manager III: This is the advanced-level position in the series. Under general direction, incumbents have the primary responsibility for scope, schedule and budget decision making for any and all assigned projects, assuring the design and construction documents for assigned projects are
biddable and buildable, and meet project goals and applicable standards. Incumbents at this level prepare and present items to the Board of Supervisors, committees or commissions to facilitate project goals and objectives. In addition, incumbents may act as a leadworker and provide technical or project management oversight to other Project Managers or staff, as assigned.

**REPRESENTATIVE DUTIES:**
(Not in order of importance)

- Prepares project initiation documents and reports and manage capital improvement and maintenance projects process from concept through project close-out;
- Develops and schedules project development and steering committee meetings; creates agendas; provides updates and reports on project status and responds to inquiries and action items;
- Prepares construction drawings and specifications or directs consultants and reviews consultant prepared documents;
- Performs technical computations and critical thinking decision making;
- Creates project development and construction cost estimates for a wide variety of projects and delivery methods;
- Coordinates preparation of construction contract documents and administers public bidding, including responding to RFI's, preparation of addenda, evaluation of bid results, and recommendation for award;
- Assists Construction Manager / Resident Engineer during construction of projects;
- Analyzes problems, makes viable and sound technical recommendations, and ensures design features are Coordinates with environmental planning staff to facilitate preparation of environmental documentation and environmental permit processing;
- Ensures compliance with storm water run-off requirements and energy guidelines;
- Communicates with stakeholders by providing regular project status updates; engages with consultants by conducting regular meetings, routine communication and clarifying progress steps;
- Obtains final review of construction documentation by ensuring work is compliant with codes and ADA regulations; review drawings, cost estimates, specifications and finish materials;
conducted final review with customer, administration, maintenance and parks; ensures that all
permit applications have been submitted and develops plan check corrections;
• Tracks project issues, coordinates problem solving, conflict resolution, and performs follow-up
to ensure issues are resolved and properly communicated;
• Manages vendors and contractors to ensure they are performing to their statement of work
before they are authorized for payment; manages change requests and vendor invoices;
conducts site visits; develops punch lists and verifies completion of as-built drawings;
• Performs contract negotiations and updates to agreements; closes out project by processing
notice of completion to consultants and processes any requests for final payment;
• May train or mentor others in project management, such as answering questions and/or
performing analysis/audits of projects or vendor proposals.

EMPLOYMENT STANDARDS:

Knowledge of:

• Principles, practices and techniques used in managing capital and maintenance projects;
• Building and/or infrastructure materials and construction methods;
• Architectural and/or Civil Engineering planning and design practices;
• Mechanical, electrical, plumbing, structural, and Civil Engineering;
• Construction cost estimates;
• Codes applicable to alterations and construction of public buildings;
• Program development and management;
• Project management software such as Microsoft Project, Microsoft Office applications such as
Word and Excel, the Internet and other related computer applications such as Autocad;
• Administrative procedures and methods;
• Public bid process and contract negotiation;
• Principles and practices of technical problem solving;
• Public Works Department's strategic direction and goals.

Ability to:

• Plan, organize, prioritize and manage capital improvement projects;
• Review detailed plans and specifications;
• Prepare contract documents for construction and remodeling;
• Prepare cost estimates;
• Analyze space requirements and utility impacts;
• Provide project direction and train project staff;
• Manage resources within budget and policy parameters;
• Recognize and resolve problems, develop recommendations and solutions;
• Effectively facilitate meetings, create and deliver presentations and build consensus
• Work effectively in a dynamic, changing environment;
• Negotiate and influence mutually beneficial project objectives;
• Work effectively with others including those of diverse perspectives; possess strong interpersonal skills such as listening, speaking, advisory, mediation, reconciliation and consensus building;
• Maintain positive working relationships;
• Communicate effectively, both orally and in writing with resources managers, customers, vendors, peers, subordinates, other government agencies and the public;
• Foster a spirit of teamwork and advocacy when meeting with staff and members of departments;
• Travel to off-site meetings and project locations;
• Maintain a safe and orderly work area.

EDUCATION AND EXPERIENCE:
All levels: Graduation from an accredited college with a Bachelor of Science degree in Architecture, Civil Engineering, Construction Management, Business Administration, City & Regional Planning, Organizational Leadership or a related field. (Job-related experience may be substituted for the education requirement on a year-for-year basis.)

In addition:

Projects Manager I: No experience required.
Projects Manager II: Two (2) years of project management experience in building or infrastructure design and/or construction management, or work equivalent to Projects Manager I.
Projects Manager III: Either A: Four (4) years of experience in building or infrastructure design and/or construction management that included at least one year of project management, OR B: Two (2) years of experience performing duties equivalent to a Projects Manager II.

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. Project Management Professional (PMP) certification from the Project Management Institute (PMI) is desired.

SPECIAL SUBCLASS RECRUITMENT:
Recruitments for this classification may be conducted according to the special division or programs in which the vacancy exists and the requirements of the position, including any specialized licensure.

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: 12-17-80
Revised: 12-15-99
Revised: 00-00-00