1. Call to Order / Flag Salute / Roll Call

2. Election of Officers

3. 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.

4. Minutes
   The following draft minutes are submitted for approval:
   a. December 20, 2017

5. Revised Specifications
   a. Department Administrator
   b. Environmental Resource Specialist

6. Reports
   Commission President
   Commission Counsel
   Commission Outside Counsel
   Commission Secretary

7. 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, December 20, 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: Commission Secretary, Tami Douglas-Schatz; Commission Clerk, Alisa Scantlin

Counsel: County Counsel, Tim McNulty

Absent:

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. With Commission approval, Commission Secretary Tami Douglas-Schatz distributed item #7 which was inadvertently left out of the packet for today's meeting.

3. Minutes
   a) President Bergman asked for any amendments to the November 15, 2017 meeting minutes. Seeing none, he asked for a motion to approve. Commissioner Nix made the motion to approve. Commissioner Stewart seconded the motion. Motion passed 5-0-0.

4. Health Agency Specifications
   a) New Specifications
      Mark Zeltman, Human Resource Analyst Class & Comp, Frank Stapleton, Human Resources Analyst, Anne Robin, Behavioral Health Administrator, and Frank Warren, Division Manager, Mental Health Services, presented the revised specification. President Bergman requested public comment. Theresa Schultz, Senior Labor Representative, SLOCEA, supported the efforts to addressing the specification changes. President Bergman asked for additional public comment. Seeing no further public comment President Bergman opened for questions from Commissioners. A change was requested regarding the Behavioral Health duties relating to updating records. President Bergman asked for a motion to approve as modified. Commissioner Stewart made the motion to approve. Commissioner Nicholson seconded. Motion passed 5-0-0.

   b) Revised Specifications
      Mark Zeltman, Human Resource Analyst Class & Comp, Frank Stapleton, Human Resources Analyst, Anne Robin, Behavioral Health Administrator, and Frank Warren, Division Manager, Mental Health Services, presented the new specification. President Bergman requested
Civil Service Commission

comments from Commissioners. Seeing none, he reopened for public comment. President Bergman requested a motion to approve as written. Commissioner Nix motioned. Commissioner Stewart seconded. Motion passed 5-0-0.

5. Sheriff's Department Revised Specifications
   a. Sheriff's Dispatcher
   b. Sheriff's Dispatcher Supervisor
   Taj D'Entremont, Human Resources Analyst, and Commander J. Donovan, Sheriff-Coroner Office, presented the revised specifications. President Bergman requested public comment. Seeing none, he opened for questions from Commissioners. A wording change was requested to a duty statement. President Bergman asked for a motion to approve as amended. Commissioner Nix motioned to approve. Commissioner Nicholson seconded. Motion passed 5-0-0.

6. Civil Service Commission Annual Report
   The annual report of the Commission was received and filed.

7. Receive and File: Previously approved revised specification, Deputy Director - Airports

8. Reports
   Commission President had nothing to report.
   Commission Counsel had nothing to report.
   Commission Secretary, Tami Douglas-Schatz, nothing to report.

9. 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.
MEMORANDUM

To: Civil Service Commission
From: Mark Zeltmann, Human Resources Analyst
Date: February 28, 2018
Subject: Revised Class Specification – Department Administrator
Proposed Title – Division Manager, Finance and Administration
Department – county-wide classification in the Public Works Department, the Department of Social Services, and the Sheriff’s Office
Appointing Authority – multiple

RECOMMENDATION:
It is recommended that the Commission approve a title change and specification revisions to Department Administrator.

BACKGROUND:
The Department Administrator class was created in 2004 to plan, organize and direct the operations and activities of designated programs and functions in support of a large department. The scope and focus of responsibility varies by department and position, and may include finance, technology, personnel management, contracting, project management, vendor management, purchasing or administrative support.

Currently, there are four Department Administrator positions in the County: two in Public Works, one in the Department of Social Services, and one in the Sheriff's Office. All four of these positions plan and direct administrative and/or fiscal programs and functions in support of a large department, including fiscal management, personnel, technology, administrative support, and other related technical, professional and clerical functions and activities.

DISCUSSION:
A comparison of the Department Administrator classification with Division Manager classifications across the County revealed that the Department Administrator
positions operate at a similar level as the department's other division managers in terms of scope, impact, responsibility, and leadership.

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<th>Title</th>
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<td>DEPARTMENT ADMINISTRATOR</td>
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<td>DIV MGR- PUBLIC HEALTH NURSING SERVICES</td>
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<td>DIV MGR-AUDITOR CONTROLLER</td>
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<td>DIV MGR-BUILDING (CHF BLD OFCL)</td>
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<td>DIV MGR-DISTRICT ATTORNEY</td>
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<td>DIV MGR-WATER RESOURCES</td>
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<td>Division Manager - Administrative Office</td>
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<td>DIVISION MANAGER-PUBLIC WORKS</td>
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A comparison with other counties reveals that titles for comparable classes consistently include Manager instead of Administrator.

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<tr>
<th>Survey Agency</th>
<th>Title</th>
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<tbody>
<tr>
<td>El Dorado County</td>
<td>Fiscal Administration Manager</td>
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<tr>
<td>Fresno County</td>
<td>Public Works and Planning Business Manager</td>
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<td>Kern County</td>
<td>General Services Manager</td>
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<td>Marin County</td>
<td>Administrative Services Manager</td>
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<td>Monterey County</td>
<td>Finance Manager III</td>
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<td>Napa County</td>
<td>Public Works Administrative Manager</td>
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<td>Placer County</td>
<td>Administrative Services Manager</td>
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<td>Santa Cruz County</td>
<td>Department Fiscal Officer</td>
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<td>Sonoma County</td>
<td>Department Accounting Manager</td>
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<tr>
<td>Ventura County</td>
<td>Manager - Fiscal/Administrative Services IV</td>
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<tr>
<td>Ventura County</td>
<td>Senior Manager, Accounting</td>
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<tr>
<td>Ventura County</td>
<td>Staff/Services Manager III</td>
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This inconsistency can cause confusion for internal and external job applicants, as well as for County management and Human Resources since the Department Administrator title is not reflective of the role and importance of the classification and is not indicative of its hierarchical level.
Accordingly, a title change from Department Administrator to Division Manager, Finance and Administration is recommended. The proposed title is more reflective of the job’s essential duties and consistent with similar positions at the County, as well as other organizations.

In addition to the proposed title change, the proposed specification revisions include several minimal updates that increase specificity and clarity, as well as adopt current specification formatting standards.

A more significant proposed revision is to eliminate the education requirement for college accounting coursework. While fundamental accounting knowledge and skills are required for all sub-class positions in this classification, an applicant may have acquired the requisite accounting knowledge and skill without completing significant accounting coursework. Conversely, sub-classes focused on fiscal management require significant accounting education; therefore, additional education requirements will be advertised in job postings for fiscal management sub-classes and may include accounting or finance degrees and/or certifications as needed. This approach is consistent with our philosophy of establishing minimum qualifications that minimize unnecessary barriers to entry.

**OTHER AGENCY INVOLVEMENT:**

The County Administrative Office, Public Works Department, Department of Social Services, and Sheriff’s Office have reviewed and commented on the proposed classification specifications.

**ATTACHMENTS:**

1. Current spec: Department Administrator_track changes
2. Proposed spec: Division Manager – Finance and Administration
3. Organization Chart: Public Works - Finance and Administration Divisions
4. Organization Chart: Department of Social Services (partial view)
5. Organization Chart: Sheriff’s Office – Support Staff Branch
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

DEPARTMENT ADMINISTRATOR DIVISION MANAGER – FINANCE AND ADMINISTRATION

DEFINITION:
Under general direction, plans, organizes and directs the operations and activities of designated programs and functions in support of a large department; coordinates and directs designated office, personnel, finance, personnel, technology, administrative support, fiscal and other related technical, professional and clerical functions and activities to support departmental initiatives and assure smooth and efficient department operations; and supervises and evaluates the performance of assigned staff; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:
Incumbents in the Department Administrator classification operate at a division manager level and may supervise Administrative Services Officer I’s, II’s or Administrative Services Managers as well as other professional, technical and clerical staff as assigned. The class is typically allocated to departments with the largest budgets with diverse funding and a large number of staff.

REPRESENTATIVE DUTIES:
(Not in order of importance)

• Plan, organize and direct the operations and activities of designated programs and functions in support of a large department; establish and maintain timelines and priorities; assure program and function activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures; recommend adequate resource and personnel levels to meet program and function needs.

• Coordinate and direct designated fiscal, operational, personnel, administrative support and other related technical, professional and clerical functions and activities to assure smooth and efficient department operations; collaborate with other administrators, personnel and outside agencies in the development and implementation of department projects, goals, objectives, services and...
activities; assure proper and timely resolution of issues and problems related to assigned programs and functions; attend and conduct meetings as assigned; prepare and deliver oral presentations concerning assigned programs and functions.

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

- Provide consultation concerning assigned programs, functions and related activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, practices, laws, codes, ordinances, regulations, standards, requirements, policies and procedures.

- Plan, organize and direct fiscal operations and activities to meet department needs as assigned; oversee the review, evaluation, maintenance and adjustment of related funds, budgets and accounts; assure accurate accounting of funds including income and expenditures; direct activities to assure proper collection of revenue and disbursement of payments.

- Monitor and evaluate designated department operations and activities for financial effectiveness and operational efficiency; respond to staff input concerning departmental needs; participate in the development and implementation of systems, policies and procedures to enhance financial effectiveness and operational efficiency of assigned department.

- Plan, organize and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of assigned funds and budgets as required; review and analyze financial statements, records and reports to assure compliance with established guidelines, procedures and Generally Accepted Accounting Principles.

- Direct and participate in the development and preparation of the annual budget for the assigned department; review and evaluate related budgetary and financial data; control and authorize expenditures in accordance with established limitations.

- Performs related duties as required
EMPLOYMENT STANDARDS:

Knowledge of:

- Management of designated programs and functions in support of a large department
- Office, personnel, administrative support, fiscal and other related technical, professional and clerical activities related to assigned programs and functions
- County and State standards and requirements concerning assigned programs and functions
- Principles of governmental accounting, financing and budgeting and fiscal management
- General practices and procedures involved in the review, evaluation, maintenance and adjustment of funds, budgets and accounts
- Principles and practices of administration, personnel management and training
- Budget preparation and control
- Effective oral and written communication and interpersonal skills
- Operation and maintenance of a computer and assigned software

Ability to:

- Plan, organize and direct the operations and activities of designated programs and functions in support of a large department for an effective and efficient outcome
- Direct, supervise and evaluate the performance of assigned staff
- Collaborate with other administrators, personnel and outside agencies in the development and implementation of program and function projects, goals, objectives, services and activities
- Plan, organize and direct financial budgeting, record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of program funds and budgets as assigned
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Work independently
EDUCATION AND EXPERIENCE:
Graduation from an accredited four-year college or university with a bachelor’s degree in business administration, public administration, accounting or a closely related field, including 8 semester units or 12 quarter units of accounting. (Job-related, professional level experience may substitute for the required education, except for the required accounting units, on a year-for-year basis.) In addition, five years of increasingly responsible, professional-level experience involving work with business management and a variety of administrative operations, including two years’ experience must have been in a supervisory position. (Job-related, professional-level experience may substitute for the required education, except for the required accounting units, on a year-for-year basis.)

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

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

Adopted: 4-28-04

BOS Approved: 6-22-04

Revised:
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

DIVISION MANAGER – FINANCE AND ADMINISTRATION

DEFINITION:
Under general direction, plans, organizes and directs the operations and activities of designated programs and functions in support of a large department; coordinates and directs designated finance, personnel technology, administrative support, and other related technical, professional and clerical functions and activities to support departmental initiatives and assure smooth and efficient department operations; and supervises and evaluates the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS:
Incumbents in the Department Administrator classification operate at a division manager level and may supervise Administrative Services Officer I’s, II’s or Administrative Services Managers as well as other professional, technical and clerical staff as assigned. The class is typically allocated to departments with the largest budgets with diverse funding and a large number of staff.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Plan, organize and direct the operations and activities of designated programs and functions in support of a large department; establish and maintain timelines and priorities; assure program and function activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures; recommend adequate resource and personnel levels to meet program and function needs.

- Coordinate and direct designated fiscal, operational, personnel, administrative support and other related technical, professional and clerical functions and activities to assure smooth and efficient department operations; collaborate with other administrators, personnel and outside agencies in the development and implementation of department projects, goals, objectives, services and activities; assure proper and timely resolution of issues and problems related to...
assigned programs and functions; attend and conduct meetings as assigned; prepare and deliver
oral presentations concerning assigned programs and functions.

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

- Provide consultation concerning assigned programs, functions and related activities; respond to
inquiries, resolve issues and conflicts and provide detailed and technical information concerning
related standards, practices, laws, codes, ordinances, regulations, standards, requirements,
policies and procedures.

- Plan, organize and direct fiscal operations and activities to meet department needs as assigned;
oversee the review, evaluation, maintenance and adjustment of related funds, budgets and
accounts; assure accurate accounting of funds including income and expenditures; direct
activities to assure proper collection of revenue and disbursement of payments.

- Monitor and evaluate designated department operations and activities for financial
effectiveness and operational efficiency; respond to staff input concerning departmental needs;
participate in the development and implementation of systems, policies and procedures to
enhance financial effectiveness and operational efficiency of assigned department.

- Plan, organize and direct financial record-keeping, reporting and related auditing functions to
assure accurate and timely accounting and reporting of assigned funds and budgets as required;
review and analyze financial statements, records and reports to assure compliance with
established guidelines, procedures and Generally Accepted Accounting Principles.

- Direct and participate in the development and preparation of the annual budget for the assigned
department; review and evaluate related budgetary and financial data; control and authorize
expenditures in accordance with established limitations.

- Performs related duties as required
EMPLOYMENT STANDARDS:

Knowledge of:

- Management of designated programs and functions in support of a large department
- Office, personnel, administrative support, fiscal and other related technical, professional and clerical activities related to assigned programs and functions
- County and State standards and requirements concerning assigned programs and functions
- Principles of governmental accounting, financing and budgeting and fiscal management
- General practices and procedures involved in the review, evaluation, maintenance and adjustment of funds, budgets and accounts
- Principles and practices of administration, personnel management and training
- Budget preparation and control
- Effective oral and written communication and interpersonal skills
- Operation and maintenance of assigned software

Ability to:

- Plan, organize and direct the operations and activities of designated programs and functions in support of a large department for an effective and efficient outcome
- Direct, supervise and evaluate the performance of assigned staff
- Collaborate with other administrators, personnel and outside agencies in the development and implementation of program and function projects, goals, objectives, services and activities
- Plan, organize and direct financial budgeting, record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of program funds and budgets as assigned
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Work independently
EDUCATION AND EXPERIENCE:
Graduation from an accredited four-year college or university with a bachelor's degree in business administration, public administration, accounting or a closely related field. In addition, five years of increasingly responsible, professional-level experience involving work with business management and a variety of administrative operations, including two years' experience in a supervisory position. Job-related, professional-level experience may substitute for the required education on a year-for-year basis.

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

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 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: 4-28-04
BOS Approved: 6-22-04
Revised:
TO: Civil Service Commission

DATE: February 28, 2018

FROM: Mark Zeltmann, Human Resources Analyst

SUBJECT: **Revised Class Specification:** Environmental Resource Specialist  
**Proposed Title:** Environmental Specialist I/II/III  
**Departments:** Public Works; Planning and Building  
**Appointing Authorities:** John Diodati, Interim Public Works Director; Marvin Rose, Interim Planning and Building Director

**RECOMMENDATION:**
It is recommended that the Commission approve the revisions to the Environmental Resource Specialist specification as proposed, and the recommended classification title change to Environmental Specialist I/II/III.

**BACKGROUND:**
Since the creation of the Environmental Resources Specialist (ERS) specification in 1999 and until 2002, ERS positions were allocated to and worked in the Planning and Building Department. In July 2002, the Public Works Department established an Environmental Programs Division. Consistent with existing County practice at the time, this new division was staffed with existing job classes in order to avoid a proliferation of unnecessary job classes. Of the different job classifications available in the County, the ERS classification was the closest fit to the nature of environmental work being performed in the Public Works Department.

**DISCUSSION:**
While the representative duties, knowledge, skills and abilities for the ERS include some of the tasks currently performed by Public Works environmental staff, the specification is lacking in several key areas. The existing ERS specification is focused on environmental specialties (biologist, archaeologist, etc.) which only comprise approximately 50 percent of the ERS work
assigned to Public Works. The specification does not describe the process of interacting with environmental regulatory agencies for the planning, evaluating, permitting, and implementing of Public Works projects.

In addition, a single-level class does not meet the needs of the Public Works and Planning departments for efficient work distribution, recruitment and succession planning. The volume and range of environmental review work has expanded to the extent that there are opportunities for dividing duties and distributing projects based on the level of complexity and the knowledge, skills, and abilities of the staff. Furthermore, the departments have been unable to effectively recruit entry or intermediate level professionals due to the advanced minimum qualifications required to perform the more complex duties of the function. This has resulted in recruitments with small pools of over-qualified candidates with high salary expectations. The proposed revisions are to expand the ERS classification to a three-level career series, which is consistent and aligns with other class series for specialized professions at the County and elsewhere.

PROPOSED CLASS SERIES STRUCTURE
The proposed structure adds two levels below the current advanced level (which becomes level III) to add an intermediate level (level II) and an entry level (level I). This career series provides for an entry level (level I), where employees typically have a college degree in a related science but have little or no experience. In this limited role, they work under direct supervision, learning to perform the job duties and assisting other ERS and project managers. At the journey level (level II), employees are expected to perform the full range of job duties under general direction and assume project management responsibilities. At level III, the advanced journey level, employees are expected to work independently, as directed, performing the most complex and specialized assignments, and may lead and supervise junior staff. All of the current Environment Resource Specialist incumbents will be retitled Environmental Specialist III – the proposed structure would not change their level.

RESULT
A career series structure allows for recruiting entry level and less experienced professionals, gives employees a career ladder to higher level environmental positions at the County, and enhances succession planning. This will enable the County to recruit entry level professionals and develop them for more advanced roles. It will also increase career opportunities for County
employees who would otherwise be ineligible to apply for this class due to the current experience requirements.

**SUMMARY**
In summary, the recommendation proposes to (a) retitle and revise the Environmental Resource Specialist classification to more accurately reflect the nature of the work being performed; (b) update the minimum qualifications and scope of work to be consistent with departmental needs; and (c) create a three-level career series to enhance staffing flexibility and succession planning.

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

**Attachments:**
1. Current Spec – ENVIR RESOURCE SPECIALIST_track changes
2. Proposed Spec – ENVIR SPECIALIST I-II-III
3. Organizational Chart – Public Works Environmental Division
4. Organizational Chart – Department of Planning & Building (partial)
ENVIRONMENTAL RESOURCE SPECIALIST I/II/III

(Career Series)

DEFINITION:
Classes in this series apply planning and natural resource science to promote environmentally sound operations and projects, sustainable management of natural resources, and adherence to environmental planning and regulatory requirements. These positions bridge natural resource disciplines including, but not limited to: geology, soils, hydrology, plant and wildlife ecology, resource law, cultural resources, and public policy. Environmental Specialists bring analytical skills to bear on decisions about the appropriate use of land and natural resources; the appropriate application of local, State, and Federal planning; environmental and resource laws and policies; and provide expertise in environmental processes to department management and staff.
Under general direction performs a variety of tasks in support of programs assigned to the Department of Planning and Building including: evaluates project environmental impacts, prepares technical and staff reports, specifications and graphics to portray environmental impact significance, and provide specialized assistance related to environmental issues (e.g. biology, archaeology, geology); research and planning activities related to development projects and land use permits, and does other related work as required.

DISTINGUISHING CHARACTERISTICS:
The Environmental Specialist I classification is the entry level in this series. Under supervision, assists with professional environmental planning work in all program areas, including: conducting and recording environmental field surveys; preparing environmental documents and environmental regulatory permit applications; performing construction monitoring; preparing technical and staff reports; providing specialized assistance related to environmental planning issues; performing activities related to public and private projects; and assisting in environmental site restoration, monitoring, and reporting. Employees in this class provide assistance to project managers related to environmental issues and regulatory processes.
The Environmental Specialist II classification is the journey worker level in the series. Under general supervision, performs the full range of environmental planning work in all program areas; and provides project leadership as assigned.

**REPRESENTATIVE DUTIES:**

*(Not in order of importance)*

- Interprets and applies the full range of local, State, and Federal planning and environmental statutes, regulations, and policies as they relate to public works operations and capital projects, as well as other policy, land use or land division projects processed by the County.
- Participates on project development teams to incorporate compliance with local, State and Federal planning and environmental statutes, regulations, and policies into the project development process; assists project and department managers in interpreting and incorporating environmental requirements into the department’s decision-making processes.
- Performs environmental field surveys in the areas of geology, soils, hydrology, plant and wildlife ecology, and cultural resources, as qualified, in conformance with local, State and Federal protocols.
- Collects and summarizes environmental information (e.g., biology, archaeology, geology) as required for public works projects and programs in the areas of transportation, flood control, water, and wastewater systems and as required for other policy, land use or land division projects processed by the County.
- Prepares environmental technical reports in compliance with the full range of local, State, and Federal regulations pertinent to various environmental programs, including but not limited to the California Environmental Quality Act, National Environmental Policy Act, Federal Clean Water Act, State and Federal Endangered Species Acts, the California Water Code, and the National Historic Preservation Act. Prepares and negotiates the full range of local, State, and Federal environmental regulatory permits. Represents the Department and Division during negotiations with state and federal agency staff.
- Prepares and processes environmental review documents pursuant to the National Environmental Policy Act and the California Environmental Quality Act, including but not limited to...

- Ensures compliance with all facets and requirements of public notice, public hearings, staff report preparation, preparation and adoption of legal findings, and disposition of postings and notices relevant to State and Federal environmental review processes.
- Administers consultant contracts, including developing scopes, schedules, and budgets; prepares detailed work task descriptions as needed; reviews and approves consultant work products; reviews and approves consultant invoices; manages the contract budget; and acts as the environmental team leader to ensure communication between consultants and the project development team.
- Prepares and makes presentations at public hearings and meetings before local, State and Federal boards and commissions, community meetings, and project meetings. Effectively conducts and facilitates public hearings and meetings, orally reviewing case findings and recommendations, and soliciting and responding to comments. May represent the Project Manager, the Department, and/or the County of San Luis Obispo at such hearings and meetings.
- Manages controversial development and policy projects.
- Meets and confers with a wide variety of individuals, organizations and agencies in the public and private sectors, including: applicants; general public; consultants, and representatives of Federal, State and local agencies.
- Makes recommendations to the Environmental Coordinator regarding the disposition of cases and represents the Environmental Coordinator as directed.
- May keep supervisor appraised of department/program operations, staffing and resource needs; may distribute work assignments and/or provide input on staff performance.
- Performs related duties as required.

**TYPICAL TASKS:**

Assist in the assessment and processing of projects to determine compliance with California Environmental Quality Act (CEQA) and other environmental and land use laws, regulations and policies; evaluates project environmental impacts, prepares technical and staff reports, specifications and
graphics to portray environmental impact significance, and provide specialized assistance related to
environmental issues (e.g., biology, archaeology, geology); develop language to insure clarity,
standardization, and conformity to policy guidelines for the use in reports, specifications and manuals;
participates in public hearings and meetings, orally reviewing case findings and recommendations,
soliciting and responding to comments; makes recommendations to the Environmental Coordinator
regarding the disposition of cases; meets and confers with a wide variety of individuals, organizations and
agencies in the public and private sectors, including applicants, general public, consultants and
representatives of federal, state and local agencies; assist in the review and preparation of Environmental
Impact Reports for publication; develops, compiles and indexes inventories of a wide variety of
environmental resource data from existing records and field surveys; represents the Environmental
Coordinator as directed.

EMPLOYMENT STANDARDS:

Knowledge of:

- A range of environmental management, planning, and life science principles with respect to one
  or more of the following: geology; soils; hydrology; plant and wildlife ecology; resource law;
cultural resources; and public policy (or similar fields)
- Field survey techniques and protocols pertinent to environmental resources, including but not
  limited to certification requirements for State and federally listed plants and animals
- Local, State, and Federal statutes, regulations, and policies related to planning and
  environmental management with special emphasis on the National Environmental Policy Act,
  California Environmental Quality Act, Federal Clean Water Act, State and Federal Endangered
  Species Acts, the California Water Code, the National Historic Preservation Act, and related
  statutes, regulations, and guidelines, as well as knowledge of Subdivision Map Act and Zoning
  and Planning Law (Government Code)
- Technical report writing as required in environmental reports prepared in response to field
  surveys and document preparation protocols specified in local, State, and Federal environmental
  and planning regulations
- Computer applications and techniques such as word processing, spreadsheet development and analysis, presentation programs, scheduling programs, and Geographic Information Systems
- General principles and procedures relative to the delivery of public works operations and projects, in the areas of transportation, flood control, water, and wastewater systems, as well as general principles and procedures to process general policy, land use and land division projects
- Teamwork and teambuilding techniques and skills necessary to function as a key member of project development teams
- Precedent setting court cases relating to land use and environmental law
- Accepted methods of employee training, supervision and work planning
- Project budgeting principles

- Systems of the physical and life sciences (e.g. biology, archeology, geology); planning and engineering principles and practices pertinent to environmental impact determinations; basic drafting and drawing techniques; technical report writing; computer applications and techniques; basic mathematics and statistical computation; federal, state and local laws and regulations related to environmental and land use planning with special emphasis on CEQA.

**Ability to:**

- Collect and analyze data
- Interpret and apply environmental regulations to specific project plans and field circumstances
- Learn and apply policies and procedures in all program areas
- Prepare concise and accurate plans, reports and graphic displays
- Present staff reports before boards and commissions
- Apply interpersonal skills using tact, patience and courtesy with a focus on oral and written communication with professionals, the public, and community representatives and the ability to administer conflict resolution techniques
- Establish and maintain effective working relationships
- Conduct informal negotiations with other County departments, outside agencies, and private consultants
- Act as a liaison between various regulatory agencies and the department served
- Work with the public
Follow oral and written directions

Keep and maintain records

Coordinate the work of others and communicate program and/or division needs to supervisors

Learn and apply policies and procedures in all program areas; prepares concise and accurate plans, reports, and graphic displays; present staff reports before boards and commissions; establish and maintain effective working relationships; work with the public; follow oral and written directions; keep and maintain records.

EDUCATION/EXPERIENCE:

Environmental Specialist I: Graduation from an accredited four-year college or university with a Bachelor's degree in environmental, physical or life science (e.g. biology, archeology, geology), planning, natural resources management or a closely related field. Job related experience may be substituted for the required education on a year-for-year basis.

Environmental Specialist II: In addition to the above, one year of professional level experience in environmental analysis and/or land use planning.

Environmental Specialist III: In addition to the requirements for level II, two years of professional level experience in environmental analysis and/or land-use planning. A Master's degree in the above related fields may be substituted for one year of the required experience.

Graduation from an accredited institution with a Bachelor's degree in either a physical or life science (e.g., biology, archeology, geology), or a closely related field. (Job related experience may be substituted for the required education on a year-for-year basis.) AND; two years of experience in environmental impact assessment work. (A state approved specialized professional license or certification; or a Master's Degree in the above fields; or Bachelor Degrees in two fields such as in life science and in environmental planning or closely related field is desirable and may be substituted for one year of the required experience).

LICENSE:

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.

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SPECIAL SUBCLASS RECRUITMENT:

Recruitment for the positions in this series may be conducted according to the special requirements for each position. Requirements may be broadened to include experience more specific to the particular vacancy, 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 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. 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: 04-28-99
Revised: 11-15-17
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

ENVIRONMENTAL SPECIALIST I/II/III

(Career Series)

DEFINITION:

Classes in this series apply planning and natural resource science to promote environmentally sound operations and projects, sustainable management of natural resources, and adherence to environmental planning and regulatory requirements. These positions bridge natural resource disciplines including, but not limited to: geology, soils, hydrology, plant and wildlife ecology, resource law, cultural resources, and public policy. Environmental Specialists bring analytical skills to bear on decisions about the appropriate use of land and natural resources; the appropriate application of local, State, and Federal planning; environmental and resource laws and policies; and provide expertise in environmental processes to department management and staff.

DISTINGUISHING CHARACTERISTICS:

The Environmental Specialist I classification is the entry level in this series. Under general supervision, performs or assists with professional environmental planning work in all program areas, including: conducting and recording environmental field surveys; preparing environmental documents and environmental regulatory permit applications; performing construction monitoring; preparing technical and staff reports; providing specialized assistance related to environmental planning issues; performing activities related to public and private projects; and assisting in environmental site restoration, monitoring, and reporting. Employees in this class provide assistance to project managers related to environmental issues and regulatory processes.

The Environmental Specialist II classification is the journey worker level in the series. Under direction, independently performs the full range of environmental planning work in all program areas; and provides project leadership as assigned.
The Environmental Specialist III classification is the advanced journey worker level in the series. Under direction, independently performs the most complex and specialized assignments. Serves as a project manager and directly supervises project staff, including consultant and contract staff. Incumbents have considerable latitude for independent judgment and action and perform the more responsible, varied, complex or specialized work. Represents the Department at public meetings. May supervise, train, coach, and review the work of more junior staff.

**REPRESENTATIVE DUTIES:**

(Not in order of importance)

- Interprets and applies the full range of local, State, and Federal planning and environmental statutes, regulations, and policies as they relate to public works operations and capital projects, as well as other policy, land use or land division projects processed by the County.

- Participates on project development teams to incorporate compliance with local, State and Federal planning and environmental statutes, regulations, and policies into the project development process; assists project and department managers in interpreting and incorporating environmental requirements into the department’s decision-making processes.

- Performs environmental field surveys in the areas of geology, soils, hydrology, plant and wildlife ecology, and cultural resources, as qualified, in conformance with local, State and Federal protocols.

- Collects and summarizes environmental information (e.g. biology, archaeology, geology) as required for public works projects and programs in the areas of transportation, flood control, water, and wastewater systems and as required for other policy, land use or land division projects processed by the County.

- Prepares environmental technical reports in compliance with the full range of local, State, and Federal regulations pertinent to various environmental programs, including but not limited to the: California Environmental Quality Act, National Environmental Policy Act, Federal Clean Water Act, State and Federal Endangered Species Acts, the California Water Code, and the National Historic Preservation Act. Prepares and negotiates the full range of local, State, and Federal environmental regulatory permits. Represents the Department and Division during negotiations with state and federal agency staff.
• Prepares and processes environmental review documents pursuant to the National Environmental Policy Act and the California Environmental Quality Act, including but not limited to Environmental Impact Statements/Reports, Environmental Assessments/Initial Studies, Findings of No Significant Impacts/Negative Declarations, and Categorical Exclusions/Exemptions.

• Ensures compliance with all facets and requirements of public notice, public hearings, staff report preparation, preparation and adoption of legal findings, and disposition of postings and notices relevant to State and Federal environmental review processes.

• Administers consultant contracts, including developing scopes, schedules, and budgets; prepares detailed work task descriptions as needed; reviews and approves consultant work products; reviews and approves consultant invoices; manages the contract budget; and acts as the environmental team leader to ensure communication between consultants and the project development team.

• Prepares and makes presentations at public hearings and meetings before local, State and Federal boards and commissions, community meetings, and project meetings. Effectively conducts and facilitates public hearings and meetings, orally reviewing case findings and recommendations, and soliciting and responding to comments. May represent the Project Manager, the Department, and/or the County of San Luis Obispo at such hearings and meetings.

• Manages controversial development and policy projects.

• Meets and confers with a wide variety of individuals, organizations and agencies in the public and private sectors, including: applicants; general public; consultants; and representatives of Federal, State and local agencies.

• Makes recommendations to the Environmental Coordinator regarding the disposition of cases and represents the Environmental Coordinator as directed.

• May keep supervisor apprised of department/program operations, staffing and resource needs; may distribute work assignments and/or provide input on staff performance.

• Performs related duties as required.
EMPLOYMENT STANDARDS:

Knowledge of:

- A range of environmental management, planning, and life science principles with respect to
  one or more of the following: geology; soils; hydrology; plant and wildlife ecology; resource law;
  cultural resources; and public policy (or similar fields)
- Field survey techniques and protocols pertinent to environmental resources, including but not
  limited to certification requirements for State and federally listed plants and animals
- Local, State, and Federal statutes, regulations, and policies related to planning and
  environmental management with special emphasis on the National Environmental Policy Act,
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  Species Acts, the California Water Code, the National Historic Preservation Act, and related
  statutes, regulations, and guidelines, as well as knowledge of Subdivision Map Act and Zoning
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- Technical report writing as required in environmental reports prepared in response to field
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- Computer applications and techniques such as word processing, spreadsheet development and
  analysis, presentation programs, scheduling programs, and Geographic Information Systems
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  projects, in the areas of transportation, flood control, water, and wastewater systems, as well as
  general principles and procedures to process general policy, land use and land division projects
- Teamwork and teambuilding techniques and skills necessary to function as a key member of
  project development teams
- Precedent setting court cases relating to land use and environmental law
- Accepted methods of employee training, supervision and work planning
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Ability to:

- Collect and analyze data
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• Learn and apply policies and procedures in all program areas
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• Keep and maintain records
• Coordinate the work of others and communicate program and/or division needs to supervisors

EDUCATION/EXPERIENCE:

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Environmental Specialist III: In addition to the requirements for level II, two years of professional level experience in environmental analysis and/or land-use planning. A Master's degree in the above related fields may be substituted for one year of the required experience.

LICENSE:

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.

**SPECIAL SUBCLASS RECRUITMENT:**

Recruitment for the positions in this series 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 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: 04-28-99
Revised: 00-00-00