

DEPARTMENT: Personnel

BY: Richard J. Benson

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve an amendment to the job description for the Director of Public Works by removing the registered civil engineer requirement and making it a desirable qualification and approve other minor changes to the job description. By amending the minimum qualifications, a candidate who has a strong administrative and management background could be considered, even if the candidate is not a registered civil engineer.

Mariposa County Code section 2.36.010 states that the Public Works Director shall serve as the "county engineer" and the "road commissioner." Section 2006 of the Streets and Highway Code states that "the road commissioner shall be a registered civil engineer." In the event the candidate selected for the Director of Public Works position is not a registered civil engineer, it will be necessary for the Board to appoint a qualified engineer as the road commissioner to be in compliance with Streets and Highway Code section 2006. This means that the County Code will need to be amended to allow such an appointment. Should the Board approve this proposed amendment to the job description, a separate action will be brought to the Board to approve a revision to the County Code to allow the Board to appoint any qualified engineer to be the road commissioner.

BACKGROUND AND HISTORY OF BOARD ACTIONS

From time to time, the Board of Supervisors has approved amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If the Board does not approve this action, the minimum qualifications will remain as currently drafted which includes the requirement that the Director of Public Works be a registered civil engineer.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		
Source:		Job description
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other		_____

CLERK'S USE ONLY:

Res. No.: 11-436 Ord. No. _____
 Vote - Ayes: 3 Noes: 0
 Absent: 0 Abstained: _____
 Approved
 Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments: _____

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

CAO: [Signature]

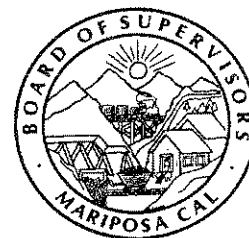


COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

JIM ALLEN, CHAIR
JANET BIBBY, VICE-CHAIR
LEE STETSON
LYLE TURPIN
KEVIN CANN

DISTRICT V
DISTRICT III
DISTRICT I
DISTRICT II
DISTRICT IV



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICHARD J. BENSON, CAO

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: Approve an Amendment to the Job Description for the Director of Public Works by Removing the Registered Civil Engineer Requirement and Making it a Desirable Qualification, and Approve other Minor Changes to the Job Description

RES. 11-436

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on September 6, 2011

ACTION AND VOTE:

- 6 **Administration**
- Approve an Amendment to the Job Description for the Director of Public Works by Removing the Registered Civil Engineer Requirement and Making it a Desirable Qualification, and Approve other Minor Changes to the Job Description
- BOARD ACTION:** Rick Benson initiated discussion, and he recommended that a degree in public administration be added under the minimum qualifications. Supervisor Bibby asked for information on which counties have a requirement for the Director to be an engineer and for salary comparison information. She asked how situations would be handled if the Director is not an engineer and has a differing of opinion on a project from a staff member who is the engineer. Supervisor Cann stated he feels it is more important to have a manager as a Director than someone who is an engineer. Discussion was held. Peter Rei, Interim Public Works Director, responded to questions from the Board relative to his thoughts and experiences – he feels the question is whether we can attract a candidate pool that will do the management that the Board wants and whether they have to be an engineer. He cited examples with changes in Calaveras, Amador and Tuolumne counties and their experiences. He noted the salary is an issue, and he further noted that there is a huge amount of things here being asked of the Director to manage. Supervisor Stetson noted that the change would allow flexibility and would keep the engineering experience as preferred.
- Input from the public was provided by the following:
- Ruth Catalan stated she does not agree with the change, she feels it is “dumming down” and that the requirements should be more stringent if changes are made. She agrees that there is a lot on the Public Works Director’s plate and suggested that consideration be given to having an administrative assistant. She feels it is important for the Director to be an engineer to oversee the engineers, and she referred to the “engineer” and “road commissioner” requirements. She would like to

see this come back with more information on salaries and feels there are grammatical errors in the description.

Eleanor Keuning stated she agrees with Ruth Catalan and Supervisor Bibby in asking for salary information and requirements and costs; i.e., if the engineer work is contracted; and asked what other rural counties are doing.

Discussion was held. Rick Benson noted that reorganization is an option, but would be more costly, increasing the salary for the Director would result in a better applicant pool, and he noted there are options for breaking off a division, i.e., solid waste. Peter Rei provided input relative to options with the road commissioner designation. Supervisor Bibby suggested that consideration be given to offering continuing management education to the managers. (M)Cann, (S)Stetson, Res. 11-436 was adopted approving the revised job description with the change in the minimum educational requirements to allow for a degree in public administration. Further discussion was held, and Supervisor Bibby asked about the possibility of adding a premium for having the engineering degree. Ayes: Stetson, Cann, Allen; Noes: Bibby; Excused: Turpin. Supervisor Cann initiated further discussion relative to consideration of a premium for the Civil Engineering degree. Rick Benson advised that it is the intent to begin recruitment for the Director position, and the Board concurred.

Cc: Peter Rei, Interim Public Works Director
File

DIRECTOR OF PUBLIC WORKS

DEFINITION

To plan, coordinate, direct and supervise the administration and operation of the Public Works Department; to oversee the programs and activities of multiple department divisions through subordinate managers; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over subordinate managers of Public Works divisions.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, organizes, administers and supervises all programs and activities of the Public Works Department and its divisions, including the Road Division, County Engineer / Surveyor Office, Solid Waste and Recycling Division, County Airport Facilities Maintenance Division, Fleet Division, Parks and Recreation, Transportation Planning, and Special Districts.

Develops, recommends, implements and evaluates cost-effective, innovative department programs, policies and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate staffing levels; allocates resources accordingly.

Prepares and administers department budgets; reviews and approves expenditures.

Selects, trains, supervises, motivates and evaluates the performance of department personnel; provides for staff training; implements disciplinary and termination processes as necessary.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Oversees and ensures proper management of all major Public Works projects.

May review and approve engineering documents, including bid plans and specifications.

May perform professional engineering design and calculations.

Has responsibility for the development and administration of contracts related to department functions and operations; reviews and approves various contracts for construction, various services and consultation.

Administers the County's road system; determines improvements needed and develops an effective and efficient road work program in conjunction with the Road Superintendent.

Coordinates department activities and services with other County and municipal departments and other agencies as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding department policies, programs and projects.

Keeps abreast of new developments and legislation affecting department operations and administration.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer and Board of Supervisors.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

Attends training, meetings, workshops, conferences, etc., as necessary to enhance job knowledge and skills.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

County government organization, policies and procedures.

Organizational and management practices as applied to the analysis and evaluation of public works programs, policies and operational needs.

Principles and techniques of planning, implementing and financing public works projects.

Recent developments, current literature and sources of information related to public works operations and administration.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Basic mathematics.

Safe work practices.

Public / community relations techniques.

If a licensed engineer:

Principles of civil engineering design and engineering mathematics.

Ability to:

Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Plan, organize and direct the operations of a comprehensive public works department.

Select, train, plan, organize and supervise the work of subordinate staff.

Schedule staff work assignments to ensure that required time lines and departmental goals and objectives are met.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, professional, technical and personnel problems.

Prepare clear and concise administrative reports.

Prepare and administer budgets.

Perform mathematical computations quickly and with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Effectively resolve conflicts and difficult and sensitive issues. Meet the physical requirements necessary to safely and effectively perform assigned duties.

If a licensed engineer:

Supervise and perform professional engineering design and calculations.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, grease/oil, odors. Worker is subject to unusual fatigue from irregular working hours.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field inspections; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Six years of administrative experience in public works, construction management or a closely related field, including at least two years in a management or supervisory position at a level equivalent to an Assistant Director of Public Works in Mariposa County.

Education:

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in civil engineering, public administration, or closely related fields.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Registration as a Professional Civil Engineer in California is desirable.

Must pass a pre-employment physical.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.