

DEPARTMENT: Personnel/Administration

BY: Rick Benson

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Deny request to promote an Engineering Technician II to an Engineering Technician III.

BACKGROUND AND HISTORY OF BOARD ACTIONS Please see attached staff report.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: If your Board approves, the promotion will be allowed to take place.

Financial Impact? ( ) Yes ( ) 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: \$		CAO memo
Source:		
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.: 11-515 Ord. No. \_\_\_\_\_  
 Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 ( ) Approved  
 (x) Minute Order Attached ( ) No Action Necessary

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

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended  
 No Opinion  
 Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CAO: RJB



# 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

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TO: RICHARD J. BENSON, CAO  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW/ho*  
SUBJECT: Deny Request to Promote an Engineering Technician II to an Engineering Technician III

RES. 11-515

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on October 18, 2011

#### ACTION AND VOTE:

5

#### **Administration**

Deny Request to Promote an Engineering Technician II to an Engineering Technician III

**BOARD ACTION:** Rick Benson reviewed the Board's recent action with the hiring freeze and advised of his review of this request and recommendation for denial. He also advised of additional information that was received from SEIU on late Monday and noted that their representative was unable to be present. Discussion was held relative to the criteria for the Engineering Technician I, II and III and promotions; status of staffing in the Department; and whether a desk audit was performed. Peter Rei, Interim Public Works Director, provided input on the request and the work that is being performed by the Engineering Technician II. Supervisor Bibby requested that more information be provided in the future on these types of requests and that there be a review of whether subject employees are working out of class.

Input from the public was provided by the following:

Cheryl Jay presented information on her background with Public Works and the work she has been doing. She noted that a previous Public Works Director requested a promotion to the III level for her, but it was denied because she did not meet the five years in the II position. Discussion was held with Cheryl relative to the duties she performs and her understanding of the parameters for going from the II to the III level.

(M)Cann, (S)Bibby, Res. 11-515 was adopted approving the promotion request to an Engineering Technician III level. Supervisor Bibby stated she would like to see a desk audit for these types of requests versus this public discussion. Supervisor Allen stated he feels that Administration/Personnel needs to review the I, II, and III levels and develop promotional criteria beyond the years of service criteria with the Public Works Director, and the Board concurred. Ayes: Unanimous. Rick Benson commented on the Board's review of these items and noted that the issue of working

out of class was never raised in the information he received; and he advised that he does not have staff time to do a desk audit for every request.

Cc: Sandi Laird, Personnel  
Bill Davis, Auditor  
Peter Rei, Interim Public Works Director  
File

# MARIPOSA COUNTY


Richard J. Benson  
County Administrative Officer



5100 Bullion Street  
P.O. Box 784  
Mariposa, CA 95338  
209-966-3222  
1-800-736-1252  
FAX 209-966-5147  
rbenson@mariposacounty.org

October 7, 2011

TO: Board of Supervisors  
FROM: Rick Benson, County Administrative Officer  
SUBJECT: Promotion Request



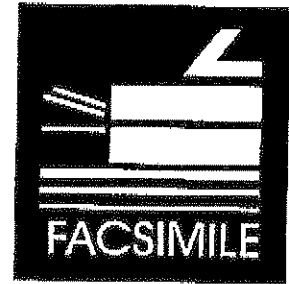
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This office has received a request from the Public Works Department to promote an Engineering Technician II to an Engineering Technician III.

At your Board meeting of October 4, 2011 a policy was established that all promotions be brought to your Board for consideration. It was noted at that time that due to budget constraints it was important that all promotions and hiring decisions which affect the budget must be carefully considered.

The department has not demonstrated a need to have an additional Engineering Technician III. Essentially, the reason the promotion is being considered is that the incumbent is now qualified for the higher position based on the amount of time spent as an Engineering Technician II. The department also reports that the individual "works very diligently and does a very good job."

Proper business practices dictate that staffing and position levels should be based upon the needs of the organization. Automatic promotions cause organizations to become top heavy and incur higher costs than necessary. It is recommended that this promotion be denied.



DATE: 10-17-11  
 TO: Margie Williams FAX: (209) 966-5147  
 C/O: Clerk of Board - Mariposa County  
 FROM: Debbie Macias

Cover Page + 4 page(s)

Urgent    For Review    Please Comment    Please Reply    Please Recycle

Message: \_\_\_\_\_

Please distribute to the Board members  
on my behalf for tomorrow's  
 cc: meeting. Thank You.

**NOTE: IF FACSIMILE IS MISDIRECTED**

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Bakersfield, CA 93301

661-321-4160 • Fax: 661-325-7814

**HOLLISTER OFFICE**

831-636-3455 • Fax: 831-636-0787



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INTERNATIONAL UNION  
CTW-CLC**

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[www.seiu521.org](http://www.seiu521.org)



October 17, 2011

Sent Via Facsimile: (209) 966-5147

Margie Williams, Clerk of the Board  
Mariposa County Board of Supervisors  
P.O. Box 784  
Mariposa, CA 95338

RE: Board of Supervisor's Meeting October 18, 2011  
Subject: Agenda Item #5 Promotion Request for Cheryl Jay

Dear Board Members,

On behalf of Engineer Technician II, Cheryl Jay and the Department of Public Works, I am writing to encourage you to accept the recommendation from Interim Public Works Director, Peter M. Rei to promote Ms. Jay to Engineer Technician III.

After careful consideration of the facts in this matter, it is clear that the incumbent, Ms. Jay, not only meets the minimum requirements but also possesses the knowledge and ability to perform all Engineering Technician Level III duties and responsibilities.

I respectfully disagree with Mr. Benson that the promotion of this incumbent would cause the organization to become "top heavy". This position is not a "supervisory or management" position. This is a clear matter of an incumbent who has diligently accepted increased duties and responsibilities for the benefit of the department. I further disagree that a promotion of this position would incur higher costs "than necessary". It is absolutely necessary to maintain a staff of highly qualify individuals.

Over the years, I think you would agree that it is not always easy to attract and retain qualified individuals to Mariposa County. Therefore, in the interest of retaining a well-deserving, hard working incumbent, I concur with the recommendation of the department head and I strongly encourage your support to promote a highly qualified individual to the just level of compensation deserved as defined in her job description.

Sincerely,

Debbie Macias  
Lead Organizer, SEIU Local 521

Cc: Pamela Hawkins, Chief Steward  
Attachments

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

AGENDA  
ACTION FORM

DATE: October 18, 2011  
AGENDA ITEM NO. 5

DEPARTMENT: Personnel/Administration

BY: Rick Benson  
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Deny request to promote an Engineering Technician II to an Engineering Technician III.

BACKGROUND AND HISTORY OF BOARD ACTIONS Please see attached staff report.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: If your Board approves, the promotion will be allowed to take place.

Financial Impact? ( ) Yes ( ) 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: \$ _____		CAO memo
Source:		_____
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.: \_\_\_\_\_ Ord. No. \_\_\_\_\_  
 Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ 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

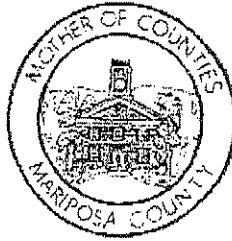
By: \_\_\_\_\_  
 Deputy

CAO: *[Signature]*

*P.O. Box  
784*

**MARIPOSA COUNTY**

Richard J. Benson  
County Administrative Officer



5100 Bullion Street  
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FAX 209-966-5147  
rbenson@mariposacounty.org

October 7, 2011

TO: Board of Supervisors  
FROM: Rick Benson, County Administrative Officer  
SUBJECT: Promotion Request

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Proper business practices dictate that staffing and position levels should be based upon the needs of the organization. Automatic promotions cause organizations to become top heavy and incur higher costs than necessary. It is recommended that this promotion be denied.



# COUNTY OF MARIPOSA



Peter M. Rei  
Interim Director

4639 Ben Hur Road  
Mariposa, CA 95338  
Phone: (209) 966-5356  
Fax: (209) 966-2828

## DEPARTMENT OF PUBLIC WORKS

Divisions of:

- |                       |                   |
|-----------------------|-------------------|
| Administration        | Airport           |
| Cemeteries            | County Surveyor   |
| Design & Construction | Engineering       |
| Facilities            | Parks & Rec.      |
| Roads                 | Solid Waste       |
| Transportation        | Fleet Maintenance |

October 5, 2011



TO: Rick Benson, County Administrative Officer

FROM: Peter M. Rei, Interim Public Works Director *Peter M. Rei*

SUBJECT: Promotion for Cheryl Jay

Cheryl Jay has been employed with the Department of Public Works since August 1, 1988. She began her employment as an Account Clerk II and was re-classified as an Account Clerk III on December 20, 1994. On September 3, 2003 Ms. Jay was promoted to an Engineering Technician Trainee. On October 1, 2004, she was promoted to an Engineering Technician I and was promoted to an Engineering Technician II on October 6, 2006.

The job description for an Engineering Technician III states that five years experience equivalent to an Engineering Technician II is required prior to a promotion being considered. As of October 6, 2006, Ms. Jay has maintained permanent status as an Engineering Technician II.

I have met with both her past and present supervisor and they both speak very highly of Ms. Jay's work efforts and they report that she is a very dedicated employee. My impression is that she works very diligently and does a very good job. Both supervisors also reported that she has been recently trained to perform construction inspection on road projects which is a skill needed in the Engineering Technician III job description.

It is my opinion that Ms. Jay meets the qualifications to be promoted from an Engineering Technician II to an Engineering Technician III; therefore I am recommending the promotion become effective on October 6, 2011.

# COUNTY of MARIPOSA



**Peter Rei**  
*Interim Director*

4639 Ben Hur Road  
Mariposa, CA 95338  
Phone: (209) 966-5356  
Fax: (209) 966-2828

October 17, 2011

## DEPARTMENT OF PUBLIC WORKS

Divisions of:

- |                       |                   |
|-----------------------|-------------------|
| Administration        | Airport           |
| Cemeteries            | County Surveyor   |
| Design & Construction | Engineering       |
| Facilities            | Parks & Rec.      |
| Roads                 | Solid Waste       |
| Transportation        | Fleet Maintenance |



**TO:** Peter Rei, Interim Public Works Director

**FROM:** Cheryl Jay, Engineering Technician II

**SUBJECT:** Job Duties

Following are some of the most recent projects in which I've been assigned to inspect pavement operations and provide oversight of the road crew:

- |                             |                             |                             |
|-----------------------------|-----------------------------|-----------------------------|
| • Ben Hur Road (07-04)      | Scrub Seal/Overlay          | July 2009 - September 2009  |
| • YARTS Park & Ride (09-06) | Construction of Parking lot | December 2009 - August 2011 |
| • Cole Road (06-21)         | Reconstruction/Pave         | June 2010 - October 2010    |
| • Greeley Hill (09-05)      | Chip Seal                   | June 2011 - July 2011       |
| • Hornitos (09-05)          | Chip Seal                   | June 2011 - July 2011       |
| • Triangle Road (09-05)     | Chip Seal                   | June 2011 - July 2011       |
| • Ashworth Road (09-05)     | Chip Seal                   | June 2011 - July 2011       |
| • Smith Station (07-18)     | Scrub Seal/Overlay          | Fill In (One day in August) |
| • Triangle Road (07-06)     | Overlay                     | July 2011 - August 2011     |
| • Silver Bar Road (08-14)   | Reconstruction/Pave         | September 2011 - Present    |

In addition, I also inspect major and minor subdivision road construction for land developments to ensure compliance with County standards and conditions of approval. There are many other duties I have, and currently are, performing that are inclusive in the Engineering Technician III job description.

County of Mariposa

## ENGINEERING TECHNICIAN I/II/III

### DEFINITION

To perform a variety of technical field and office engineering work related to surveys, materials testing, office calculations, drafting, and design.

**Engineering Technician I:** Employees in this classification receive close supervision with a framework of standard policies and procedures. Employees in this class function at the entry level.

**Engineering Technician II:** Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this class function at the journey level and may perform more difficult engineering and paraprofessional duties.

**Engineering Technician III:** Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this class function at the advanced journey level and may supervise other technicians on a project basis and train subordinate engineering technicians. May provide construction management and oversight under the direction of an engineer; and to assist on a survey crew. The Engineering Technician III will also be required to increase skill levels in at least one area of engineering technology as assigned, to include one of the following: traffic technology, surveying, construction management/public works construction inspector or computer assisted drafting technology. Increased skill level may be obtained by County-sponsored course work, on-the-job training or self-instruction on the job or any combination thereof.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Surveyor or Assistant Directors of Public Works

### EXAMPLES OF ESSENTIAL FUNCTIONS

#### **Engineering Technician I**

Learns and performs survey work that includes establishment of lines, angles, distances, and elevations for topographic, property, and construction surveys.

Learns and performs engineering and surveying calculations as required.

Learns and performs drafting as related to survey work, construction drawings, exhibits, etc.

Assists in the public works inspection process.

Learns and operates equipment on an engineering field survey party.

Under direction and supervision, develops and enters data for computerized databases.

County of Mariposa  
Engineering Technician I/II/III  
Page 2

Learns and performs samples extraction and laboratory and field testing of construction materials, including use of the nuclear soils gauge.

**Engineering Technician II**

Performs survey work including level, chain and/or transit.

Designs, lays in, profiles and balances vertical and horizontal road realignments and/or public works projects site designs, as assigned.

Conducts maps and deeds research; plotting for right-of-way, construction or maintenance projects.

Checks grade during road or other public works construction projects.

Performs higher level duties in a training capacity.

Under supervision, uses a computer to perform a variety of survey and design-related calculations.

Under direction and supervision, prepares records, reports and legal documents.

Keeps accurate field notes and makes sketches of survey work performed.

Performs drafting as related to survey and design work on public works plans, profiles, sections and details.

Operates electronic surveying equipment, such as total station and data collector, and performs computer input of survey data.

Responsible for assuring field vehicles, equipment and supplies are adequate for planned field tasks.

Performs field interviews and record-keeping for contract transit operators.

Assists in the oversight and management of contract transit operators and coordinates with County transit program.

Performs sample extraction and laboratory and field tests of construction materials, including soils compaction tests using nuclear soils gauge

Maintains radiation records for all users of the nuclear soils gauge.

**Engineering Technician III**

Inspects major and minor subdivision road construction for land developments for compliance with County standards and conditions of approval

County of Mariposa  
Engineering Technician I/II/III  
Page 3

Participates in and assist in survey work using a variety of survey instruments and keeping survey notes; supervises computer-aided drafting activities

Prepares drafting plans and profile sheets, "p"-line work sheets, profile work sheets, super-elevation calculations, and right-of-way plats and public works project site layout, grading plans, profile and details

Issues, inspects and oversees private and commercial encroachment permits on County and/or Zone of Benefit roads

Inspects work completed under the County Grading Ordinance and Improvement Standards

Inspects fuel modification when required on subdivision roads

Maintains accurate records and reports

Coordinate soils, laboratory and material testing with a qualified consulting firm

Supervises consultants and assists in construction materials sample extraction and complex field and laboratory tests

Under the direction of an engineer, uses a computer to perform a variety of survey-related tasks and design of public works infrastructure

Prepares accurate and complex records, reports, and legal documents

Performs hydrology, hydraulic and other engineering calculations, such as the determination of culvert sizes under engineering direction

Assists with field reviews and record keeping for contract transit operators

Oversees and manages contract transit operators and coordinates with County transit program

Manages zone-of-benefit road maintenance program

Inspects pavement operations and provide construction oversight of road crew

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

**Engineering Technician I and II**  
general mathematics (including high school algebra and geometry) and drafting

County of Mariposa  
Engineering Technician I/II/III  
Page 4

survey and drafting procedures

survey instrumentation and functions

survey and design, techniques, instrumentation and functions.

the principles of algebra, geometry, and trigonometry

surveying and drafting procedures

computer automated surveying techniques, including total station, data collectors and computer data entry

personal computer operating systems including CAD software, word processing and data base

soils and concrete material testing methods

record and report preparation techniques

modern office practices and technology, including the use of computers for word processing, spreadsheet preparation and database management

English usage, spelling, grammar and punctuation

**Engineering Technician III ( in addition)**

the uses, physical characteristics, sampling and testing of construction materials including Caltrans testing methods for soils, concrete and asphalt

the principles of complex engineering computations

the methods, materials, tools, equipment, and supervision of construction engineering

public works construction plans and specifications

engineering plans and specifications

principles of supervision and training

**Ability to:**

communicate effectively in both oral and written forms

understand and execute written and oral instructions

County of Mariposa  
Engineering Technician I/II/III  
Page 5

establish and maintain positive work relationships with those contacted in the performance of required duties

**Engineering Technician I**

learn the operation of surveying instruments

under direction and supervision, learn the operation of computer software

assist in preparation of accurate and complete notes, sketches, plans, and reports

perform drafting work

perform mathematical calculations quickly and accurately

**Engineering Technician II**

operate precision surveying instruments

prepare accurate and complete notes, sketches, plans and reports

perform drafting work and to assist in the preparation of engineering designs

performs mathematical calculations quickly and accurately

operate total station, data collector, and perform computer data entry/calculations

work with computer operation systems, CAD software, word processing, and data base software

**Engineering Technician III (in addition)**

supervise and train others

operate computer software including drafting and engineering design program, spreadsheet and word processing

under engineering supervision, use a computer to design public works infrastructure

supervise and assist in the performance of tests and analysis of construction material samples

**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 and equipment hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, odors, skin irritants, working at heights.

County of Mariposa  
Engineering Technician I/II/III  
Page 6

### 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 work; traverse uneven terrain; 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

All levels require high school graduation or a GED and possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**Engineering Technician I:** One year experience in field engineering, land surveying, construction and/or computer drafting. One year of technical school training in the areas of land surveying, construction technology, computer-aided drafting/design or equivalent technical fields beyond the high school level may be substituted for the required experience....or

**Engineering Technician II:** Three years of technical engineering experience in the areas of land surveying, construction inspection, calculations/drafting of construction projects or computer-aided drafting, 2 years of which must have been in engineering or survey work comparable to an Engineering Technician I. Graduation from an accredited 2-year college with technical training in the areas of land surveying, construction technology, engineering technology, computer-aided drafting/design or equivalent may be substituted for 2 years of the above experience requirement, OR graduation from a 4-year college or university with major course work in civil engineering, architecture, construction management or a closely-related field....or

**Engineering Technician III:** Five years of experience equivalent to an Engineering Technician II or Traffic Technician II position; OR graduation from an accredited 2-year college with a minimum of 30 units of coursework in the areas of land surveying, construction technology, engineering technology, computer-aided drafting/design or equivalent technical fields and three years of experience equivalent to an Engineering Technician II or Traffic Technician II position; OR graduation from an accredited 4-year college with a degree in civil engineering or a closely-related field and 6 months of experience equivalent to an Engineering Technician II or Traffic Technician II position.