RESOLUTION - ACTION REQUESTED 2017-539

MEETING: August 8, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Revise Deputy Director of Public Works Class Spec; Approve New Salary Range

RECOMMENDATION AND JUSTIFICATION:
Revise the Deputy Director of Public Works Class Specification and Approve a New Monthly Salary Range of 7,597.66 to 9,235.00.

A marked-up copy of an obsolete class called Assistant Director of Public Works - Support Services was provided by the Public Works Department which reflected the kinds of duties that which the position would be responsible. When the changes were reviewed, it was clear that the revised Assistant Director classification was very close in duties and scope to the current Deputy Director of Public Works classification.

A discussion with the Public Works Director also helped clarify the differences between an Assistant Director and a Deputy Director. The following are some generally accepted guidelines:

1. If an Assistant Director is used, there is usually only one whereas there can be more than one Deputy Director position if the size of the department warrants it.
2. An Assistant Director, by virtue of its title and class, automatically serves as the Director in his/her absence. However, a Deputy Director must be specifically assigned that role when the Director is to be absent.
3. An Assistant Director should have authority over the entire department whereas Deputy Directors are assigned a group of divisions to oversee.

With these general parameters, it is clear that the Director of Public Works wants two Deputy Director positions so this classification specification was revised to fully meet the department’s needs.

The current salary of the Deputy Director of Public Works (monthly; $8,106.47 to $9,853.46) is too high for a Deputy Director level as it was not changed when the classification was reduced from an Assistant Director to a Deputy Director. It is currently higher than the Undersheriff and several Department heads.

To set a more appropriate salary, the salaries for the Division Heads in Public Works
were reviewed to make sure that compaction would not be created when the new salary is set. The two highest paid division heads are the County Engineer ($9,397 per month at Step 5) and the County Surveyor ($8,526 per month at Step 5). It will be very difficult to set a salary that will not cause a problem with the County Engineer so it is recommended that once the two Deputy Directors are hired, that the County Engineer continues to report directly to the Director of Public Works. With this move, a new top salary of $9,235 per month could be set which is the same salary as the Chief Probation Officer. This proposed salary is slightly lower than the Planning Director. And, it does not create a compaction problem with the County Surveyor, the next higher direct report to the Deputy Director level after the County Engineer (there will be an 8.3% difference).

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Deputy Director of Public Works classification was created by Board Resolution No. 15-366. From time to time, the Board of Supervisors approves changes to classifications when needed.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
This recommendation is made at the request of the County’s Public Works Director, and in conjunction with consultant Bronda Silva of the consulting firm Municipal Resource Group, and is consistent with the budget request that he made to, and that was approved by, the Board of Supervisors.

ATTACHMENTS:
Deputy Director of Public Works-draft (PDF)

CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, County Administrative Officer 6/20/2017

RESULT: ADOPTED [UNANIMOUS]
MOVER: Miles Menetrey, District V Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Rosemarie Smallcombe, Marshall Long, Kevin Cann, Miles Menetrey
EXCUSED: Merlin Jones
DEPUTY DIRECTOR OF PUBLIC WORKS

DEFINITION
To perform responsible work in planning, organizing, coordinating and direction of services to assigned divisions and functions within the Public Works Department; to assist in budget development and control for assigned functions, and to perform related duties, oversight, and responsibilities as required.

This is a management position collaborating, assisting and serving the Director to accomplish the Department's goals and objectives.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Director of Public Works.

Exercises supervision over professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Collaborates with the Director and assists in the planning, organization and direction of activities of assigned divisions within the Department of Public Works.

Assists the director and oversees division managers and supervisors in the selection, training, evaluation, and discipline of personnel.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and operations; recommends and administers policies and procedures.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within division and departmental policy, appropriate service and staffing levels.

Meets with staff as directed to identify and resolve problems.

Assists the Director and division managers and supervisors in the selection, training, evaluation and recommended discipline of personnel.

Assists the Director in the administration and management of all Local Transportation Commission; acts on behalf of the Director for all Local Transportation Commission business in his/her absence.

Assists the Director in planning, organizing, and directing the Department in the fiscal and administrative activities of the assigned divisions of the Public Works Department.

Assists the Director in the development and administration of the annual budget; forecasts funds
needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; makes adjustments.

Assists the Director in planning, organization and direction of the Department in construction, maintenance and repair of County-owned and operated facilities.

Reviews and analyzes policies, procedures, organization, services, finances and other support activities; recommends policy statements and directives for the Director's approval; prepares comprehensive reports.

Prepares agenda items and makes public presentations to the Board of Supervisors, Planning Commission, and several advisory committees administered by the Department.

Prepares and reviews correspondence, reports, and other materials.

Performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Organizational and management practices as applied to analysis and evaluation of department programs, policies, procedures, organizational structure, and operational needs.

Principles of project planning, development, coordination, and direction for operations functions and services.

Principles and practices of municipal budget preparation, monitoring, and administration.

Principles, practices, equipment, and methods used in public works maintenance, construction, and operations work.

Federal, state, and local laws specifications, rules, and regulations relating to the functions and operations of the department.

General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs, including organizing, budgeting, staff development, and supervision.

Principles, practices, methods and techniques of public administration and management; federal, state, local laws specifications, and rules and regulations relating to construction and maintenance of public works facilities.

Principles and practices utilized in the planning and construction of major capital improvement projects.
General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs, including organizing, budgeting, staff development, and supervision.

Principles, practices, methods and techniques of public administration and management.

Principles and practices of supervision and training.

Operations, plans, policies, procedures, rules, and regulations common to local government.

**Ability to:**
Interpret and apply various state statutes, ordinances, and codes that pertain to public work functions to ensure that activities are carried out in accordance with the law.

Direct, control, and evaluate a group of subordinates and maintain consistency with program objectives and standards of the department.

Initiate, plan, organize, evaluate, and coordinate work assignments with a minimum of direction and control.

Plan, organize, and direct the budget, construction, and maintenance of public works projects.

Interpret and apply pertinent laws, rules, and regulations.

Prepare and enforce department procedures relating to personnel, training, budget, and organization.

Evaluate divisional policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve divisional operations.

Understand and interpret to others the aims, concepts, principles, and practices of public works engineering and the operations.

Communicate and interpret with personnel at all organizational levels.

Instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business interests.

**TYPICAL WORKING CONDITIONS**
Work is performed indoors and in a field environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work indoors and in a field environment. Requires the ability to walk,
stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

**MINIMUM QUALIFICATIONS**

**Experience:**
Five years of increasingly responsible professional experience in public works or construction management with at least two years in a management or supervisory position equivalent to a Deputy Director of Public Works.

**Education:**
A bachelor’s degree from an accredited college or university with major in civil engineering, business or public administration, or closely related field.

**Substitution:**
Additional qualifying experience may be substituted for the education on a year-for-year basis.

**Additional Requirements:**
Possession of a valid California driver’s license. Under certain circumstance, the Human Resources 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.

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.

Creation Date: 07/15 (B/S Res. 15-366)
Revision Date: 07/17 (B/S Res. 17-539)