

DEPARTMENT: Adm. & Personnel

BY: Hogan & Green

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RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes No)

Approve classification specification for County Surveyor, set salary at Range 295, allocate one 70 percent permanent part-time position to the Department of Public Works, delete one Associate Surveyor position and waive hiring freeze to allow recruitment for a County Surveyor to commence.

The new classification of County Surveyor was developed in conjunction with Mike Edwards and Jim Petropulos to address the need for a licensed surveyor to perform required tasks. The new classification operates at a higher level than the existing class of Associate Surveyor and carries more responsibility by virtue of the utilization of a surveyor's license. The technical duties of the classification focus on professional survey work, and supervisory duties are part of the responsibilities. For these reasons, it has been determined that the classification be assigned to the Managerial and Confidential Organization. This also supports having the allocated position at less than full-time—the previous Associate Surveyor spent a great deal of time on duties not directly related to professional survey work.

The recommended salary range is equivalent to that of a Senior Engineer. The part-time position will cost approximately the same amount as the full-time Associate Surveyor position.

The Associate Surveyor classification will be retained as an unallocated class in case the surveying workload grows in the future.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

COSTS: (<input checked="" type="checkbox"/>) Not Applicable A. Budgeted Current FY \$ B. Total Anticipated Costs \$ C. Required Additional Funding \$ D. Internal Transfers \$ SOURCE: () 4/5ths Vote Required \$ A. Unanticipated Revenues \$ B. Reserve for Contingencies \$ C. Source Description: _____ Balance in Reserve for Contingencies ,if approved: _____		SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively: County Surveyor Classification Specification Associate Surveyor Classification Specification Letter to MCMCO
CLERKS USE ONLY: Res. No. <u>00-205</u> Ord. No. _____ Vote - Ayes: <u>4</u> Noes: _____ Absent: <u>Reilly</u> Abstained: _____ () Approved () Denied () 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		ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on agenda as: <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> For Policy Determination <input type="checkbox"/> Submitted with Comment <input type="checkbox"/> Returned for Further Action Comment: _____ CAO's Initials: <u>[Signature]</u>

MARIPOSA COUNTY

JOB TITLE: County Surveyor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under administrative direction, plans, coordinates, supervises and participates in the full range of activities of the County Surveyor's operation. Duties related to public works projects and land development review may also be assigned. Employees in this classification direct and supervise the work of others. This class requires the application of complex technical and professional surveying knowledge and project administration skills.

SUPERVISOR: Public Works Director

TYPICAL DUTIES:

- Perform boundary analysis, research and checking of parcel maps, records of surveys, tract maps and other maps and documents for technical correctness and compliance with federal, state and local laws, regulations and guidelines
- Review proposed subdivision and land development projects and make recommendations to Planning Department staff and the Planning Commission regarding conditions and requirements consistent with the Subdivision Map Act and applicable Mariposa County ordinances and policies
- Review parcel maps and final subdivision maps prior to recording to ensure that all conditions have been met and that state laws and County ordinances have been followed; check maps for technical correctness and prepare drawings for the Assessor's Office and Public Works Department
- Answer a variety of complex questions and provide information to private engineers, surveyors, developers, County staff and members of the public regarding map check outcomes; property ownership and boundaries; monumentation and easement location; federal, state and

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MARIPOSA: County Surveyor

TYPICAL DUTIES: (cont'd)

- Perform other related duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices and procedures of land surveying, land development and mapping
- Federal and state laws related to land surveying and subdivision of land
- Principles of algebra, geometry and trigonometry as used in office and field survey analysis
- General principles and practices of civil engineering
- Computerized mapping and drafting technologies; other computer applications and software used to process field data
- Computerized word processing, database and spreadsheet applications
- Standard English grammar and usage
- Principles and practices of employee supervision

Ability to:

- Perform all types of land surveys
- Operate and maintain precision surveying instruments, engineering calculators and personal computers
- Interpret, explain and apply policies, procedures, laws and regulations
- Make complex mathematical computations
- Prepare written correspondence and technical reports

MARIPOSA: County Surveyor

Ability to: (cont'd)

- Assign, train, supervise and evaluate staff
- Make presentations to various groups and policy bodies
- Communicate clearly and concisely both orally and in writing
- Establish and maintain positive working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS:

Experience: Four years of increasingly responsible professional land surveying experience including one year in a supervisory capacity, and

License: Possession of either:

- (a) a valid land surveyor's license issued by the California State Board of Registration for Civil Engineers and Land Surveyors; or
- (b) a valid certificate of registration as a civil engineer issued before January 1, 1982 by the California State Board of Registration for Civil and Professional Engineers.

A bachelor's degree in civil engineering, land surveying or a closely related field is highly desirable.

Creation Date: 6/00 (B/S Res. No. 00-205)