



Legislation Details (With Text)

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File created: 8/3/2017 **In control:** Board of Supervisors
On agenda: 8/15/2017 **Final action:** 8/15/2017
Title: Human Resources and Transportation Departments recommending the Board approve revisions to the Deputy Director of Maintenance & Operations and the Deputy Director, Engineering job specifications, reflecting text changes only with no recommended change to the established salary.

FUNDING: No change to net County cost.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Deputy Director Maint & Ops Revised Job Spec 8-15-17, 2. B - Deputy Director Maint & Ops Tracked Changes 8-15-17, 3. C - Deputy Director Eng Revised Job Spec 8-15-17, 4. D - Deputy Director Eng Tracked Changes 8-15-17

Date	Ver.	Action By	Action	Result
8/15/2017	1	Board of Supervisors	Approved	Pass

Human Resources and Transportation Departments recommending the Board approve revisions to the Deputy Director of Maintenance & Operations and the Deputy Director, Engineering job specifications, reflecting text changes only with no recommended change to the established salary.

FUNDING: No change to net County cost.

DEPARTMENT RECOMMENDATION

Human Resources and Transportation recommending the Board approve revisions to the Deputy Director of Maintenance & Operations and the Deputy Director, Engineering job specifications, including modifying the minimum qualifying education and/or experience required, reflecting text changes only with no recommended change to the established salary.

DISCUSSION / BACKGROUND

The Human Resources Department, in conjunction with the Transportation Department, is recommending changes to the previously established Deputy Director of Maintenance & Operations and the Deputy Director, Engineering job specifications.

In July 2017, Transportation and Community Development Services asked that Human Resources review the existing minimum qualifying Education & Experience requirements of the Deputy Director of Maintenance & Operations and the Deputy Director, Engineering classifications to determine whether they were appropriate. The department has an anticipated vacancy in the near future for Deputy Director of Maintenance & Operations.

Human Resources analyzed the specification against identified industry standards for qualifications which are typically accepted ways of obtaining the required knowledge and skills. From the analysis it

was found that the minimum qualifying Education & Experience Requirements for the County's job specification for Deputy Director of Maintenance & Operations could be modified to be consistent with the industry standard. It was also determined that there was a disparity between the minimum qualifying experience between the two deputy director classifications.

The current Deputy Director of Maintenance & Operations job specification requires candidates to have the equivalent of a four year degree and "five years of management level experience in road maintenance and construction work with division level responsibility." The recommendation is to change this to require an equivalent to an associate degree and "three (3) years of management experience in road maintenance and construction work, or six (6) years of supervisory experience in road maintenance and construction work. " Additional management or supervisory level work experience may be substituted for the required education on a year for year basis. Such changes will more appropriately align with industry standards, and Transportation feels this change would enable the department to attract and recruit a greater pool of applicants.

The current Deputy Director, Engineering job specification requires candidates have "three years of supervisory experience in transportation planning and/or public works project development, design and construction engineering." The recommendation is to change this to require three years of management level experience, commensurate with the Deputy Director of Maintenance & Operations. As the Deputy Director, Engineering is also required to have the equivalent of a four year degree and possess a valid California Registration as a Professional Civil Engineer, as an alternate qualifying path and typically accepted way of obtaining the required knowledge and skills, or at least six years of supervisory transportation planning and/or public works project development, design and/or construction engineering.

ALTERNATIVES

The Board could choose to leave the current classification specifications unmodified.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Transportation Department
Community Development Services

CAO RECOMMENDATION

It is recommended that the Board approve this item to assist the department in attracting and recruiting a greater pool of applicants for Deputy Director of Maintenance & Operations and the Deputy Director, Engineering.

FINANCIAL IMPACT

There is no financial impact as salaries are not affected.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance and Infrastructure

CONTACT

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