

# SONOMA COUNTY CIVIL SERVICE COMMISSION AGENDA

Patricia Sabo, Chair  
John Hadzess, Vice Chair  
Anthony Withington  
Jerry Dunn

Janell Crane, HR Director  
Spencer Keyword, Deputy HR Director  
Yuka Kamiishi, Executive Assistant

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**Thursday, March 21, 2024  
3:30 PM**

**HR Large Training Room/Virtual**  
575 Administration Drive 117C  
Santa Rosa, CA 95403

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Members of the public can attend, watch, or listen to the meeting using one of the three following methods:

1. **ATTEND IN PERSON:**

Human Resources Large Training Room  
575 Administration Drive, Suite 117C, Santa Rosa, CA 95403  
Limited seating is available for public participants.

2. **WATCH/LISTEN TO MEETING IN ZOOM:**

Participate by computer, tablet, or smartphone application. Go to:  
<https://sonomacounty.zoom.us/j/91490400942?pwd=UIQrbjluOHVtRHJGRVJpSDAwR2RQdz09>  
Webinar ID: 914 9040 0942  
Passcode: 176761

3. **LISTEN THROUGH ZOOM BY TELEPHONE:**

Dial +1 669 900 9128  
Webinar ID: 914 9040 0942  
Passcode: 176761

Please note the meeting may be recorded for transcription purposes.

**ACCOMODATION REQUEST:** If you need an accommodation or an alternative format to assist you in observing and commenting on this meeting, please contact the Commission Secretary at (707) 565-6195 or by email [yuka.kamiishi@sonoma-county.org](mailto:yuka.kamiishi@sonoma-county.org) prior to 72 hours of the meeting to ensure arrangements for accommodation.

**CIVIL SERVICE COMMISSION AGENDA**  
**March 21, 2024**

**PUBLIC COMMENT:** Public Comment may be made live, in person, in the Commission meeting room. Available time for comments is determined by the Commission Chair based on agenda scheduling demands and the total number of speakers. To guarantee that your comment is received and considered by the Commission, you may attend the meeting in person or submit your comment in writing in advance of the meeting to [yuka.kamiishi@sonoma-county.org](mailto:yuka.kamiishi@sonoma-county.org) before 2:00 PM on the day of the meeting. Please provide your name, the agenda items on which you wish to speak, and your comment in the email. These comments will be emailed to all Civil Service Commission members.

**DURING THE MEETING:** Members of the public who wish to comment may do so according to the following procedure. Commenters will be requested to line up by the podium when the Commission Chair announces Public Comment to commence. Upon completion of a comment, the individual should quietly take a seat or exit the meeting room. No standing unless in the queue to speak or exiting the meeting room. To comment on any subsequent items, this process is to be repeated.

**COMMITMENT TO CIVILITY:** The Civil Service Commission has adopted rules of procedures that include a commitment to civility. To assure civility in its public meetings, the public is encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. Commissioners, County staff, and members of the public are expected to establish and maintain a cordial and respectful atmosphere during discussions and foster meaningful dialogue free of personal attacks. Members of the public must also adhere to the speaking time limit if one is indicated by the Chair.

**MATERIALS:**

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Human Resources office at below location during normal business hours.

County of Sonoma Human Resources  
575 Administration Drive, Suite 116B  
Santa Rosa, CA 95403

**3:30 P.M. CALL TO ORDER**

**I. Call to Order**

**II. Approval of Minutes from January 18, 2024 and February 15, 2024**

**III. Director's Report**

**IV. Agenda Items**

**A. Civil Service Commission Appointment and Reappointment Process**

Janell Crane, Human Resources Director

**V. Reports**

**A. Engineer Series, Professional Geologist, and Air Quality Engineer – Permit Sonoma, Transportation & Public Works (Public Infrastructure), and Northern Sonoma County Air Pollution Control District – Classification Study Report**

David Phillips, Human Resources Analyst

**Recommendation:** Approve revisions to the Junior Engineer, Assistant Engineer, Engineer, Senior Engineer, Air Quality Engineer, Assistant Air Quality Engineer, and Professional Geologist specifications, and adopt the new Assistant Geologist and Senior Professional Geologist classifications.

**VI. Appeals**

**VII. Other Scheduling Matters**

**VIII. Commissioners Closed Session**

**IX. Reconvene from Closed Session**

**X. Commissioners Open Session**

**XI. Public Comment**

Any member of the public may address the Commission on a matter not listed on the agenda but within the subject matter jurisdiction of the Commission. Please state your name and who you represent, if applicable. Comments may be limited to 3 minutes, or as determined at

**CIVIL SERVICE COMMISSION AGENDA**  
**March 21, 2024**

the discretion of the Chair. Under State Law, matters presented during public appearances cannot be discussed or acted upon by the Civil Service Commissioners.

**XII. Adjourn**

The next Civil Service Commission meeting will be **Thursday, April 4, 2024** at 3:30 p.m., in the HR Large Training Room at 575 Administration Drive, Suite 117C, Santa Rosa, CA 95403. The Agenda deadline for this meeting is 2:00 p.m., Thursday, March 28, 2024.

DATE: March 21, 2024

TO: Civil Service Commission

SUBJECT: Specification Updates & Establishing New Classifications  
ENGINEER SERIES  
AIR QUALITY ENGINEER SERIES  
PROFESSIONAL GEOLOGIST  
NEW CLASSIFICATIONS OF ASSISTANT GEOLOGIST AND SENIOR PROFESSIONAL  
GEOLOGIST

As agreed in Labor Management Committee discussions, Human Resources conducted a position review study of incumbents in the Engineer series used by Permit Sonoma and Transportation & Public Works Departments, along with the incumbents in the Air Quality Engineer, Professional Geologist, and Licensed Land Surveyor classes. A kick-off meeting was held in April 2019, Position Description Questionnaires were completed by incumbents, and desk audit interviews were subsequently conducted in July 2019.

Human Resources released a report in December 2019, finding that all of the studied positions were appropriately classified, but also found the job specifications were in need of updates as the Engineer series and Air Quality Engineer spec were last revised in 2002, and the Professional Geologist spec was last revised in 2012. HR also determined that an Assistant Geologist classification was appropriate and created a specification for that level. HR also subsequently revised the Assistant Air Quality Engineer specification which was vacant at the time of desk audit interviews. The meet and confer process got delayed by the COVID-19 epidemic but eventually HR and Western Council of Engineers (WCE) met and conferred multiple times from March 2021 through February 2024.

In July 2023, Permit Sonoma requested that HR create a new Senior level Geologist classification. HR found that a Senior Professional Geologist classification would be appropriate as it would provide the department with supervisory level class for that series. HR and WCE came to agreement on the two new class specifications and the proposed specification updates in the meet and confer process noted above.

In 2019, HR also had received a request from the Water Agency to create an Associate Land Surveyor specification. HR developed a new class specification for that level and updated the existing Licensed Land Surveyor specification. Based on discussions with management, Human Resources determined that more internal discussion was needed regarding the Licensed Land Surveyor series, and that it would be best to separate that part of the study and bring the specifications in the Licensed Land Surveyor series to the Civil Service Commission at a

subsequent date to avoid delaying the rest of the study from moving forward. WCE agreed with this approach to bifurcate the study to allow more time for discussion on that aspect of the study.

Since the initial classification study report was released, there have staffing changes in both departments for incumbents these respective series. Some incumbents have left or been promoted, and some new staff have been brought on. However, the primary purpose of these positions remains the same with the proposed updates to the specifications helping to better reflect the scope of work and associated knowledge and abilities needed for the work performed.

Human Resources and WCE reached agreement and concluded the meet and confer process on the recommendations being presented today on February 8, 2024.

Therefore, Human Resources staff recommends the Commission approve revisions to the Junior Engineer, Assistant Engineer, Engineer, Senior Engineer, Air Quality Engineer, Assistant Air Quality Engineer, and Professional Geologist specifications, and adopt the new Assistant Geologist and Senior Professional Geologist classifications.

David Phillips  
Human Resources Analyst III

# Classification Study Report

Engineer Series  
Professional Geologist  
Air Quality Engineer

**December 20, 2019**  
**Finalized March 5, 2024**

**David Phillips**  
Human Resources Analyst III  
County of Sonoma

[David.Phillips@sonoma-county.org](mailto:David.Phillips@sonoma-county.org)  
(707) 565-2147

# CLASSIFICATION STUDY BACKGROUND AND PROCESS

Before starting the most recent round of negotiations between the County of Sonoma and the Western Conference of Engineers (WCE), a Labor Management Committee met to discuss outstanding classification and compensation issues. As a result of these discussions, Human Resources agreed to conduct a study of positions in the (County) Engineer series, and Professional Geologist classifications. Human Resources also agreed to study the Air Quality Engineer classification shortly after the study was launched.

Human Resources held an orientation meeting on April 18, 2019 with employees in the studied classifications and WCE to discuss study objectives, procedures, the timeline, to answer questions, and distribute PDQs.

After the PDQs were completed by employees and reviewed by supervisors and Human Resources staff, interviews with all employees in the studied classifications and departmental management were conducted in July, 2019.

## CLASSIFICATION ANALYSIS

### Engineer Series

The Engineer series consists of four classifications, including three alternately staffed classifications of an entry-level Junior Engineer, second level Assistant Engineer, and the full working level, professional licensed Engineer, which functions as a Project Manager. The fourth level in the series, Senior Engineer, is a supervisory classification, which functions as the head of an engineering section within a major division. The Engineer series is currently used by the Permit & Resource Management Department (Permit Sonoma) and Transportation & Public Works Department (TPW).

The series was last updated in May 2002 when the word “Civil” was removed from the classification titles so that more than one discipline of engineering may be included; additional duties were added to reflect other assignments, such as traffic engineering, mechanical engineering, and electrical engineering; a valid license as a professional Traffic, Civil, or Mechanical Engineer (depending on assignment) were included in addition to Civil Engineer; and the Knowledge and Abilities section was reorganized and updated.

### Junior Engineer

Junior Engineer is the entry, unlicensed level in the classification series. Positions in this classification learn to perform a wide variety of beginning level professional engineering work. Incumbents assist with the design and planning of projects in all areas of engineering services. They are expected to work initially under close supervision, but afterwards to carry out assignments of progressively increasing difficulty with greater independence.

### **Transportation and Public Works**

At the time of the study, TPW had one position filled at the Junior Engineer level.

- Mike Owyang



Mr. Owyang was hired into the Junior Engineer classification in May 2018. His position is assigned to the Road Design Section of TPW under the supervision of a Senior Engineer, Steve Urbanek. Based on his PDQ and interview, the primary duties of Mr. Owyang's position are assisting an Engineer in planning, designing, and preparing calculations, drawings, and specifications for road construction and emergency disaster projects. Approximately 70% of the position's time is spent designing projects, preparing specifications, and bid documents; 15% of time is spent conducting site surveys to collect additional data through computations, texts, charts, and sketches; the rest of the time is spent inspecting construction of projects and responding to inquiries from contractors and the public.

At the time of the study, Mr. Owyang did not possess licensure as a Professional Engineer with the State of California as required by the Engineer classification.

**As a result of the study, Human Resources determined that Mr. Owyang's position is appropriately classified as a Junior Engineer.**

## **Assistant Engineer**

Assistant Engineer is the second level in the Engineer class series and incumbents must possess an Engineer-in-Training certificate to meet the required qualifications. Positions in this classification perform a wide variety of field or office engineering work of average difficulty; and prepare plans, specifications, and cost estimates for county construction projects. Assistant Engineers are expected to perform a wide variety of professional engineer work of average difficulty and carry out assignments with independent judgment and discretion. They usually work under the supervision of a licensed professional engineer.

### **Permit Sonoma**

At the time of the study, Permit Sonoma had two positions filled at the Assistant Engineer level.

#### **➤ Keith Hannah and Steve Snow**

Mr. Hannah was alternately promoted from Junior Engineer to Assistant Engineer in September 2015. Mr. Snow was alternately promoted from Junior Engineer to Assistant Engineer in February 2019. Their positions are assigned to the Engineering Section of Permit Sonoma under the supervision of a Senior Engineer, Reg Cullen. Based on Mr. Snow's PDQ and interview, the primary duties of these positions are to conduct plan check review of grading and storm-water permit constructions plans, which encompasses approximately 49% of the time. The rest of the time is spent reviewing planning project referrals, calculating traffic mitigation fees, reviewing encroachment and sewer permit applications, making flood zone determinations, responding to stream flow data requests, and related matters. Approximately 15% of time is spent answering public questions during assigned time in the public facing engineering cubicle.

At the time of the study, Mr. Snow did not possess licensure as a Professional Engineer with the State of California as required by the Engineer classification.

While Mr. Hannah did not submit a PDQ form, both he and his supervisor participated in the informational interview process. As a result of those discussions, Human Resources found that his

position was performing duties of the same scope as Mr. Snow, and that Mr. Hannah also did not possess licensure as a Professional Engineer at the time of the study.

**As a result of the study, Human Resources determined that positions held by Mr. Hannah and Mr. Snow are appropriately classified as Assistant Engineers.**

### **Transportation and Public Works**

At the time of the study, TPW had one position filled at the Assistant Engineer level.

#### ➤ **Olguin Caban**

Mr. Caban was alternately promoted from Junior Engineer to Assistant Engineer in December 2010. His position is assigned to the Road Design Section of TPW under the supervision of a Senior Engineer, Steve Urbanek. Based on the PDQ and interview, the primary duties of this position are as follows:

Approximately 25% of time is spent on assembling road inventory information and collecting road field data for quantity calculations and other documentation. Approximately 25% of time is spent completing plan preparation sheets using Autodesk Civil 3D, including information on road layout, construction details, quantity summaries, and detour plans. Approximately 15% of time is spent preparing Engineer's Estimate, Bidder's Book, notices, and special provisions for roadway construction projects.

Approximately 10% of time is spent developing project descriptions, designs, and costs, and analyzing various project elements. The remaining percentage of time is spent attending various technical meetings, providing project information to Permit Sonoma's Environmental Section, providing answers to stakeholders, and helping subordinate engineering and technical staff with department and design procedures.

At the time of the study, Mr. Caban did not possess licensure as a Professional Engineer with the State of California as required by the Engineer classification.

**As a result of the study, Human Resources determined that Mr. Caban's position is appropriately classified as an Assistant Engineer.**

## **Engineer**

Engineer is the full working level in the class series and requires licensure as a Professional Engineer with the State of California. Positions in this classification perform a wide variety of difficult field and office professional engineering work and oversee work on a project basis, including training and directing subordinate professional and technical staff assigned on such projects. Engineers oversee and participate in the design and construction of a wide variety of complex engineering projects. They exercise considerable discretion and judgment in carrying out project related duties and may assign and review the work of subordinate engineers and technical staff in the completion of project assignments. Supervision is received from a Senior Engineer or higher level classification.

### **Permit Sonoma**

At the time of the study, Permit Sonoma had three positions filled at the Engineer level. Two of these positions are assigned to the Plan Check Section and one position is assigned to the Survey and Land Development Section.

➤ **Derek Chow and Bryan Waters**

Mr. Chow alternately promoted from Assistant Engineer to Engineer in July 2012. Mr. Waters was hired as an Engineer in May 2006. Their positions are assigned to the Plan Check Section of Permit Sonoma under the supervision of a Senior Engineer, Kevin Berger. Based on the PDQs and interviews, the primary duties of Mr. Chow and Mr. Waters are to review building permit construction plans, justify calculations, and review technical reports for compliance with the structural design requirements of the California Building Code. They perform site visits to review structural design and damage, and serve as a subject matter experts for other Permit Sonoma staff and the public. Approximately:

- 50% of time is spent reviewing building plans for structural design and building code compliance.
- 20% of time is spent staffing the Building Plan Check customer service cubicle for processing over-the-counter permits and answering questions related to the building code and permit applications.
- 10% of time is spent performing field inspections for on-going construction, non-permitted construction, hazardous buildings, site suitability, disabled access compliance, and damage assessment.

The remaining percentage of time is spent training subordinate staff, analyzing permit processing workflow, and providing interpretations of structural, life safety, and accessibility related code provisions.

**As a result of the study, Human Resources determined that the positions held by Mr. Chow and Mr. Waters are appropriately classified as Engineers.**

➤ **Yoash Tilles**

Mr. Tilles was hired into the Engineer classification in March 2016. His position is assigned to the Survey and Land Development Section of Permit Sonoma under the supervision of a Licensed Land Surveyor, Leonard (Gabe) Gabrielson. Based on his PDQ and interview, the primary duties of Mr. Tilles are to determine and set conditions of approval (restrictions or requirements) on private land development projects and review construction plans and associated technical reports to ensure designs comply with rules and regulations. Approximately:

- 30% of time is spent reviewing application packages for private land developments to ensure code compliance and Conditions of Approval are met, and interpreting and applying various ordinances.
- 20% of time is spent coordinating the plan check process for land development projects and subdivision maps; reviewing and providing comments for construction drawings, subdivision maps, and associated engineering reports and calculations; conducting site visits; and communicating with various departments to ensure compliance.
- 20% of time is spent preparing various agreements between land developers and the County for review by County Counsel, assessing fees, and issuing related permits.
- 10% of time is spent reviewing project referrals from planners and preparing the grading, storm-water, and sanitation Conditions of Approval.

- Approximately 5% of time is spent coordinating with Permit Sonoma Code Enforcement and other code enforcement agencies.

The remaining time is spent training and mentoring subordinate technical staff, coordinating with code enforcement agencies, reviewing records of survey, studying and making flood zone determinations, coordinating public hearings, and attending various meetings.

**As a result of the study, Human Resources determined that Mr. Tilles' position is appropriately classified as an Engineer.**

### **Transportation & Public Works**

At the time of the study, TPW has four positions filled at the Engineer level. Two of these positions are assigned to the Bridge Design Section, one is assigned to the Road Design Section, and one is assigned to the Traffic and Land Development Section. Subsequent to the incumbent interviews, TPW alternately promoted an Assistant Engineer, Steven Hunter, to the Engineer classification after he obtained his Professional Engineer license.

#### ➤ **Joel LeCureaux and John Leong**

Mr. LeCureaux was alternately promoted from Junior Engineer to Engineer in June 2018, and Mr. Leong was been in the Engineer classification since 2000. Their positions are assigned to the Bridge Design Section of TPW under the supervision of a Senior Engineer, Sam Baumgardner-Kranz. Based on their PDQs and interviews, the primary duties of Mr. LeCureaux and Mr. Leong are to perform engineering review and project management duties for bridge design/construction projects, including project development, facilitation, and coordination with both internal and external stakeholders such as utility companies, environmental review agencies, and design consultants.

For Mr. LeCureaux's position, approximately:

- 35% of time is spent reviewing the work of consultant engineers and subordinate County technical staff.
- 20% of time is spent reviewing fiscal data for bridge construction programs, managing engineering project budgets, reviewing and approving invoices, cost submittals, and payments to contractors and vendors.
- 10% of time is spent developing contracts for consultant-led design and construction projects, evaluating proposals, negotiating scope of service, and approving contract changes.
- 5% of time is spent reviewing and making engineering calculations and cost estimates.

The rest of the time is spent ensuring project safety, identifying project risks, ensure projects are in compliance with state and federal requirements, preparing or reviewing reports for various agencies, conducting site visits, and drafting and assembling project plans, specifications, and bid books.

**As a result of the study, Human Resources determined that Mr. LuCureaux's position is appropriately classified as an Engineer.**

For Mr. Leong's position, approximately:

- 35% of time is spent coordinating with design consultants, environmental-related agencies, right-of-way consultants, Caltrans, and other staff on bridge design projects, including coordinating the bid process, and reviewing plans, specifications, estimates, and invoices.
- 15% of time is spent acquiring funds for bridge related projects, including writing funding justifications to Caltrans.
- 15% of time is spent coordinating with utilities on bridge, road, and utility-related matters, including requirements, schedules, financing, agreements, and running quarterly utility meetings.
- 7% of time is spent reviewing and commenting on plans and designs for ADA compliance.

The rest of the time is spent providing support for other projects, including answering technical, procedural, and funding questions, and providing training to other staff.

**As a result of the study, Human Resources determined that Mr. Leong’s position is appropriately classified as an Engineer.**

➤ **Anthony Moore**

Mr. Moore was alternately promoted from Assistant Engineer to Engineer in August 2017. His position is assigned to the Road Design Section of TPW under the supervision of a Senior Engineer, Steve Urbanek. Based on his PDQ and interview, the primary duties of Mr. Moore are to perform a wide array of field and office engineering work, including acting as the main designer for road projects, signing and stamping project plans and specifications, and producing other construction documents for bidding purposes. Approximately:

- 40% of time is spent preparing project plans using AutoCAD Civil 3D, developing project specifications, creating Bid Books for roadway construction projects, and signing plans and specifications.
- 15% of time is spent performing pre-construction site surveys to collect roadway data for bid item purposes, performing quantity calculations, and creating Engineer’s Estimates for road projects.
- 10% of time is spent reviewing construction documents, plans, specifications, and Bid Books from other staff.
- 10% of time spent responding to project design questions from various stakeholders.

The remaining time is spent providing information on roadway construction projects for environmental review, researching existing archived plans for background information, coordinating with utility companies, and working with various departmental staff.

**As a result of the study, Human Resources determined that Mr. Moore’s position is appropriately classified as an Engineer.**

➤ **Chet Jamgochian**

Mr. Jamgochian was alternately promoted from Assistant Engineer to Engineer in July 2018. His position is assigned to the Traffic and Land Development Section of TPW under the supervision of an Engineering Division Manager, Nader Dahu. Based on his PDQ and interview, the primary duties of Mr. Jamgochian are to review, analyze, coordinate, and set conditions for projects related to the efficient traffic flow of

the county roadway system. This work involves public infrastructure related to roads, sidewalks, traffic signs, lights, surface markings, and related areas. Approximately:

- 20% of time is spent reviewing public improvement plans to ensure compliance with County conditions and standards.
- 15% of time is spent reviewing traffic impact studies and incorporating recommendations into conditions and design criteria.
- 15% of time is spent reviewing encroachment permit plans.
- 10% of time is spent reviewing striping and signage plans.
- 10% of time is spent drafting plans, writing specifications, and assembling bid books for safety improvement projects.

The remaining time is spent reviewing traffic control plans, coordinating with Caltrans, representing the department at various policy meetings, and reviewing traffic surveys and accident reports.

**As a result of the study, Human Resources determined that Mr. Jamgochian's position is appropriately classified as an Engineer.**

➤ **Steven Hunter**

Mr. Hunter was alternately promoted from Assistant Engineer to Engineer in August 2019. His position is currently assigned to work on disaster-related projects stemming from the February 2019 storm and flooding. His position is currently supervised by Glenn Morelli, the Integrated Waste Operations Division Manager. Based on his PDQ and interview, the primary duties of his position currently involve engineering and project management duties involving damaged transportation infrastructure. Approximately:

- 30% of time is spent performing project management activities, facilitating civil engineering projects from advanced planning through project closeout, and coordinating with other departments and state and federal agencies, including FEMA.
- 20% of time is spent conducting engineering design and review; producing construction drawings, specifications, and cost estimates, for civil engineering projects, including roadways, bridges, pedestrian facilities, drainage and storm-water systems, utilities, and landfill/transfer stations.
- 10% of time is spent developing contracts, writing Requests for Proposals and Requests for Qualifications, Task Orders, and reviewing plans, specifications, and estimates produced by others.
- 10% of time is spent reviewing invoices, developing estimates, producing a project schedule, and procuring funding.
- 5% of time is spent conducting aerial and topographic surveys using a drone.

As Mr. Hunter also possesses a California Professional Land Surveyor License, approximately 25% of his time is spent performing other temporary duties that include writing legal descriptions, preparing survey plats, appraisal maps, writing easements, determining County right-of-way, and conducting property research and boundary resolution.

**As a result of the study, Human Resources determined that Mr. Hunter's position is appropriately classified as an Engineer.**

## **Senior Engineer**

Senior Engineer is the supervisory level in the Engineer series. Positions in this classification plan, organize, direct, and coordinate the work of an engineering section within a major division and are responsible for all functions within the section. They monitor the progress of engineering projects and review the work of professional engineering staff, and represent the department before official bodies, regulatory agencies, subcontractors, and the general public. Incumbents exercise considerable discretion and independent judgment in the coordination and prioritization of different projects within the area of their responsibility. In addition to coordinating and overseeing the work of a section, incumbents also provide technical expertise in the more complex engineering assignments.

### **Permit Sonoma**

Permit Sonoma has two positions allocated to the Senior Engineer classification. One position is assigned to supervise the Engineering Section and one position is assigned to supervise the Plan Check Section.

#### **➤ Reg Cullen**

Mr. Cullen has been a Senior Engineer since 2006. His position is assigned to supervise the Engineering Section of Permit Sonoma. Based on his PDQ and interview, the primary duties of his position are to oversee the Engineering Section staff, review various permit applications, and interpret related code provisions. Approximately:

- 45% of time is spent reviewing calculations and plans for grading, sanitation, water systems, encroachments, and special events.
- 30% of time is spent supervising engineering, technical, and clerical staff, including Keith Hannah (Assistant Engineer) and Steven Snow (Junior Engineer).
- 15% of time is interpreting County Code provisions and relating those interpretations to staff.

The remaining time is spent serving at the public engineering cubicle and meeting with engineers, architects, and contractors.

**As a result of the study, Human Resources determined that Mr. Cullen's position is appropriately classified as a Senior Engineer.**

#### **➤ Kevin Berger**

Mr. Berger was hired as a Senior Engineer in 2001. His position is assigned to supervise the Plan Check Section of Permit Sonoma. Based on the PDQ and interview, Mr. Berger's primary duties are to oversee the Plan Check Section staff and conduct plan check activities such as reviewing, conditioning, and approving permit applications.

- Approximately 40% of time is spent responding to permit application questions from various staff within the department and from the public; communicating with various stakeholders to discuss building code and departmental requirements, and providing status updates.

- Approximately 20% of time is spent developing Conditions of Approval for use, zoning, planning related permits, both for residential and commercial building projects.
- Approximately 15% of time is spent conversing with engineers and architects on code compliance issues, identifying engineering requirements, strategizing on acceptable design methods, and providing engineering support to the Building Division Manager and other staff.
- Approximately 5% of time is spent analyzing permit processing workflow and promulgating drafts of new policies and procedures for management and stakeholder review.
- The remaining time is spent providing operational oversight of the Building Plan Check Section, reviewing plans from developers for code compliance, providing engineering technical support to Code Enforcement staff, investigating and responding to public complaints, handling contentious projects, overseeing consultant contracts, and serving as an expert witness as needed.

**As a result of the study, Human Resources determined that Mr. Berger's position is appropriately classified as a Senior Engineer.**

### **Transportation & Public Works**

At the time of the study, TPW had three positions allocated and filled at the Senior Engineer level. One position is assigned to supervise the Road Design Section, one position is assigned to supervise the Bridge Design Section, and one position is temporarily assigned to work on storm and flood damage related projects.

#### ➤ **Steve Urbanek**

Mr. Urbanek has been a Senior Engineer since 1999. His position is assigned to supervise the Road Design Section of TPW. Based on his PDQ and interview, the primary duties of Mr. Urbanek's position are to oversee the Road Design Section staff and to coordinate work on road related projects for Sonoma County's 1,368 mile transportation network, including the County's Pavement Preservation Program. His position is also responsible for coordinating and collaborating with many stakeholders including Sonoma County Transportation Authority, Metropolitan Transportation Council, Caltrans, utility operators, and others. Approximately:

- 35% of time is spent directing subordinate professional and technical staff in areas of personnel, financial, and program management.
- 25% of time is spent managing project development activities (e.g. feasibility analyses, environmental studies, engineering analyses) and preparing plans, specifications, and cost estimates.
- 10% of time is spent assisting the Director and Deputy Director in defining projects goals and objectives and providing recommendations related to the road network.
- 10% of time is spent preparing project schedules and budgets, coordinating with other departments and agencies, and developing and implementing project strategies.
- 10% of time is spent providing technical input for various capital projects.

The remaining time is spent collaborating with County Counsel on legal issues within his area of responsibility, and representing the department before various agencies and at regional meetings and discussions.



**As a result of the study, Human Resources determined that Mr. Urbanek's position is appropriately classified as a Senior Engineer.**

➤ **Sam Baumgardner-Kranz**

Mr. Baumgardner-Kranz was hired as a Senior Engineer in March 2018. His position is assigned to supervise the Bridge Design Section of TPW. Based on the PDQ and interview, the primary duties of Mr. Baumgardner-Kranz's position are to oversee the Bridge Design Section staff, coordinate and review the work of consultants, and collaborate with various agencies and technical disciplines in order to ensure the safe operation of Sonoma County's 328 bridges and other transportation structures. Approximately:

- 30% of time is spent on supervision of staff and consultants, including goal setting, scheduling, training, performance management, and review of technical work.
- 20% of time is spent on project management duties, including planning monitoring project schedules, budgets, and tracking progress; ensuring compliance with engineering standards, environmental laws, and funding regulations; and coordinating operations and interests with various local, state, and federal agencies (e.g. the Federal Highway Administration, Caltrans environmental agencies, and utility companies, other stakeholders and specialists, and the public).
- 10% of time is spent on contract management, including preparation of bid documents, reviewing contract proposals and invoices, and negotiating costs and scope of work.
- 10% of time is spent engaged in structural engineering design of bridges, culverts, retaining walls, and other structures, as well as providing support to other staff as a structural engineering subject matter expert.

The remaining percentage of time is spent inspecting bridges and other structures, making bridge safety determinations, advising maintenance staff on bridge safety issues, investigating and responding to inquiries and complaints from the public, conducting new project development activities, and performing clerical/administrative tasks.

**As a result of the study, Human Resources determined that Mr. Baumgardner-Kranz's position is appropriately classified as a Senior Engineer.**

➤ **Cindy Rader**

Ms. Rader was temporarily promoted to Senior Engineer in October 2013, and subsequently was permanently promoted to Senior Engineer in August 2014. She previously supervised the Bridge Design Section of TPW. In 2017, Ms. Rader was re-assigned to coordinate disaster-related projects resulting from the 2017 floods. Her position is currently supervised by Glenn Morelli, the Integrated Waste Operations Division Manager. While Ms. Rader did not complete a PDQ, through the interview process HR found that the primary duties of her position are to assess damaged transportation infrastructure including bridges, retraining walls, viaducts, roads, and other structures impacted by landslides, slip-outs, and storm/flood related damage. She conducts site visits, prepares cost estimates, determines scope of work for Requests for Proposals, prepares task orders, collaborates and communicates with state and federal agencies including FEMA, monitors construction, and performs other engineering and project management activities.

**As a result of the study, Human Resources determined that Ms. Rader's position is appropriately classified as a Senior Engineer.**

## Professional Geologist

The Professional Geologist classification was established in April 2012 after a class study found that the former Geologist classification no longer accurately reflected the scope of work performed. Professional Geologists perform duties related to technical soil, geologic, or hydrologic analysis; seismic and soil stability; solid waste disposal; and environmental impacts to groundwater.

### **Permit Sonoma**

At the time of the study, Permit Sonoma had one Professional Geologist position.

#### ➤ **Rob Pennington**

Mr. Pennington was hired into the Professional Geologist classification in June 2017. Based on his PDQ and interview, Mr. Pennington's primary duties include providing technical expertise in the fields of hydrogeology, engineering geology, and hydrology for discretionary planning projects that require groundwater or geologic analysis. The position does not supervise other staff, but provides technical review of work conducted by consultants. Approximately:

- 30% of time is spent reviewing groundwater and water supply studies, including conducting site inspections, evaluating potential hazards, reviewing reports to determine if they meet applicable local and state standards, and providing written comments and conditions of approval for projects.
- 15% of time is spent collaborating with groundwater sustainability agencies and participating in groundwater sustainability plan development, attending public meetings, and making recommendations on technical groundwater data, fees structures, and policy development.
- 15% of time is spent working with engineering and comprehensive planning staff for policy development and updates to various plans.
- 10% of time is spent inspecting quarries and gravel mines to ensure compliance with reclamation plans and use permits, assess safety hazards, and determine adequacy of storm-water and erosion control systems.
- 10% of time is spent ensuring mine operations are in compliance with the State Mining and Reclamation Act, summarizing information in written reports, and reviewing cost estimates.

The remaining time is spent managing a groundwater database, evaluating groundwater level trends, reviewing geotechnical and fault study reports, summarizing findings for reports, performing fault-related work, and acting as a liaison with various stakeholders, including resource agencies.

**As a result of the study, Human Resources determined that Mr. Pennington's position is appropriately classified as a Professional Geologist.**

### **Transportation and Public Works**

At the time of the study, TPW had one vacant position allocated to the Professional Geologist classification. The position was previously held by Glenn Morelli, who had been temporarily promoted

to Integrated Waste Operations Division Manager prior to the study. Mr. Morelli completed a PDQ based on the duties he previously performed as a Professional Geologist. Since that time, Mr. Morelli has been permanently promoted into the Integrated Waste Operations Division Manager position.

**Based on Mr. Morelli's PDQ and interview, this vacant Professional Geologist position is properly classified.**

## Air Quality Engineer

### **Northern Sonoma County Air Pollution Control District (District)**

The District is the regulatory agency responsible for monitoring air quality in the northern Sonoma County region, regulating stationary sources that emit regulated pollutants to the atmosphere, and issuing related air quality permits for open burning and stationary equipment that emit pollutants.

The Air Quality Engineer is primarily responsible for reviewing applications for operating permits submitted for industrial activities subject to District regulation, performing engineering review of environmental documents and proposals, and enforcing related District, State, and Federal rules, regulations, and policies.

At the time of the study, the District had one position allocated to the Air Quality Engineer classification.

#### ➤ **Alex Saschin**

Mr. Saschin has been in the position since 1996. Based on his PDQ and interview, as well as an interview with his supervisor, the primary duties of Mr. Saschin's position include performing engineering evaluations of air pollution impacts from industrial activities within the District; performing permitting, enforcement, and air monitoring activities; and assisting the Air Pollution Control Officer with staff training and office management duties. Approximately:

- 40% of time is spent reviewing applications submitted by industry for permits to construct or modify sources of air pollution; evaluating proposed project design, processes, and functions of the operation; calculating air pollutant emission rates and impacts from sources; preparing permits with specific conditions and procedures; attending public hearings and presenting sworn testimony as needed.
- 15% of time is spent assigning and reviewing work, training staff, and providing input on staff work to the Air Pollution Control Officer.
- 20% of time is spent enforcing provision of rules, regulations, and policies related to the emission and control of air contaminants; evaluating the effectiveness of those rules, regulations, and policies; and proposing changes to the Air Pollution Control Officer.

The remaining percentage of time is spent calculating and reviewing district emissions inventory; conferring with public and private officials, civic groups, engineers, scientists, manufacturers, and advising bodies; processing petitions for variances; preparing staff reports and recommendations; reviewing various environmental reports; overseeing and conducting investigations and studies of air pollution sources; calibrating instruments; fabricating testing equipment; responding to public information requests, and speaking to various groups.

**As a result of the study, Human Resources determined that Mr. Saschin's position is appropriately classified as an Air Quality Engineer.**

## Recommendations

As stated throughout the report, Human Resources found that the studied positions are appropriately classified for the body of work performed. However, HR also found that the class specifications would benefit from updates to better define areas of responsibility, reflect duties currently performed by the various assignments, distinguish classification levels, remove outdated language, and ensure consistent formatting with the County's current specification standards.

Through the course of the study, HR strongly considered whether a new lead level Engineer class was needed in order to support the Senior Engineers in overseeing the professional level engineering staff. HR found that current staffing for a typical engineering section includes one to three professional engineer allocations, as well as zero to seven technical support staff. HR also found that the current Engineer specification notes that this level "assigns, directs, trains and reviews the work of subordinate engineers and technical staff working within the project area", "serves as the principal or chief resident engineer for specific maintenance and construction projects", and that "individuals in the classification exercise considerable discretion and judgment in carrying out project related duties and reviewing the work of subordinate engineers and technical staff."

Although the number of staff varies in each section, the Senior Engineers with the most direct reports currently have the ability to utilize existing subordinate staff to assign and direct the work of technical level staff, if needed. Therefore, HR found the current organizational structure, staffing, and span of control did not provide sufficient justification to warrant establishment of a new lead level within the Engineer series. Nor, as previously noted in the report, were any engineers working out of class in a lead capacity.

HR also received feedback from Permit Sonoma management that a new entry-level Geologist class would be helpful in recruiting and training additional staff to assist with groundwater-related work. Therefore, HR created an Assistant Geologist classification that is alternately staffed with the Professional Geologist classification. Working initially under close supervision, the Assistant Geologist classification will assist in field investigations and learn to perform a wide variety of professional duties related to the analysis of the type, characteristics, and stability of soils.

In conclusion, HR recommends no changes to the classifications of the studied positions; and that the Civil Service Commission approve the revised specifications for the Junior Engineer, Assistant Engineer, Engineer, Senior Engineer, Professional Geologist, and Air Quality Engineer classifications, and the specification for the new classification of Assistant Geologist.

## JUNIOR ENGINEER

### Definition

Under close supervision, learns to perform a wide variety of beginning level professional engineering work; assists in the preparation of plans, specifications and cost estimates for county projects related to one or more of the following: ~~bridges~~ buildings, structures, bridges, roads and highways, aqueducts, culverts, water systems, wastewater (including septic systems and wells), sewer and utility lines, solid waste disposal, flood control, grading and drainage review, land development, traffic analysis, and traffic control systems. ~~electrical systems, mechanical systems, traffic control systems, flood control, sanitation and solid waste disposal, performs related duties as required.~~

### Distinguishing Characteristics

~~The~~

Junior Engineer is the entry level class in the Engineer class series and as such may be assigned to assist with the design and planning of projects in all areas of engineering services. Incumbents are expected to work initially under close supervision, but afterwards to carry out assignments of progressively increasing difficulty with greater independence. -Work assignments are usually performed under the supervision of a professional engineer.

This class is distinguished from the next higher level of Assistant Engineer in that the latter operates with greater independence and performs engineering work of greater complexity.

### Typical Duties

*Duties include, but are not limited to, the following:*

Makes calculations, estimates, and drawings for engineering projects including buildings, structures, bridges, roads and highways, ~~utility lines, dams,~~ aqueducts, culverts, water systems, wells, septic systems, package treatment plants and wastewater facilities, sewer and utility lines, solid waste disposal, flood control, grading and drainage review, land development, traffic analysis, and traffic control systems. ~~conduits, channel stabilization works, sewer lines, wastewater facilities, refuse facilities, and similar facilities;~~

Assists in reviewing plans and specifications of other agencies and private developers for conformance with existing County Master Plan and for adequacy of drainage, road improvements, traffic control systems, ~~electrical systems, mechanical systems,~~ and grading and drainage reviews.

Learns to and Preprepares profiles and cross sections and computes stresses and strains; reviews foundation studies and lays out water mains, sewers, ~~and wastewater plants and~~ drainage systems; reviews the work of field survey parties and the making of plans, maps, charts, and diagrams.

May assist in the preparation of reports that reflect trip generation and traffic systems for land development.

Learns to and assists in preparing comprehensive engineering reports and makes recommendations as to solutions.

Learns to and assists in responding to process, policy, and building permit application questions from the public and various disciplines within the department; provides written responses to code discrepancies within construction documents.

Assists professional engineers in coordinating, collaborating, and communicating with project stakeholders to discuss building code and permitting requirements, status of permit applications, code compliance issues, land development projects, and road and bridge projects.

Learns to and assists in developing conditions for plan check and construction inspection to be included in applications for various zoning and use permits; approve development plans for compliance with building codes; may inspect water systems and wells; septic systems; package treatment plants; and wastewater facilities.

Learns to and assists in performing structural survey of buildings, highways, bridges, culverts, and other infrastructure damaged by natural disasters and vehicle collisions; identifies safety hazards in damaged buildings and evaluate for occupancy; select appropriate colored placards for damaged buildings.

Learns to and Assists in inspecting projects under construction for compliance with specifications; checks subdivision and building plans for compliance with established requirements including County Building Code; inspects damaged structures and makes estimates of repair costs.

May prepare and check legal descriptions for deeds, easements, and rights of way; may assist in gathering and analyzing data concerning rainfall, run-off, stream flow, water level and ground water infiltration.

Reviews routine field and laboratory tests of construction materials; writes memoranda and reports.

Performs related duties as assigned.

**Knowledge and Abilities**

**Knowledge of:** the principles, practices, and techniques of civil engineering, traffic engineering, electrical engineering, or mechanical engineering depending on assignment; statistics and advanced mathematics including algebra and analytic geometry; topographic and construction surveying, stress analysis, analytical mechanics and the strength, properties, and uses of construction materials; common methods and equipment utilized in engineering construction and of inspection methods used in reviewing such work; real property descriptions; engineering design and drafting methods and equipment and computer-aided design (CAD) software.

**Ability to:** prepare less complex designs and make accurate drawings and maps; make accurate mathematical calculations and neat and accurate field notes; develop and maintain effective working relationships with all levels of representatives from governmental and private agencies, construction and consultant contractors, coworkers, and the public; write clearly and concisely in order to prepare technical reports, correspondence, and maintain records.

**Minimum Qualifications**

**Education** ~~Experience and Education:~~ —Any combination of education and/or training which would provide an opportunity to acquire the knowledge and abilities listed. Normally,  
Graduation from an accredited four year college or university with major coursework in - engineering;

**OR**

Possession of a valid certificate as Engineer-in-Training issued by the State of California Board of Registration for Professional Engineers and Land -Surveyors.

~~**Experience:**—No experience required.~~

**License:** -Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

## ASSISTANT ENGINEER

### Definition

Under supervision, performs a wide variety of field or office engineering work of average difficulty; prepares plans, specifications and cost estimates for county construction projects related to one or more of the following: buildings, structures, bridges, roads and highways, aqueducts, culverts, water systems, wastewater (including septic systems and wells), sewer and utility lines, solid waste disposal, flood control, grading and drainage review, land development, ~~electrical systems, mechanical systems, bridges, structures,~~ traffic analysis, and traffic control systems, ~~flood control, sanitation and solid waste disposal; and performs related duties as required.~~

### Distinguishing Characteristics

~~The~~ Assistant Engineer is the second level in the Engineer class series. Incumbents in this class are expected to perform a wide variety of professional engineer work of average difficulty. Assistant Engineers carry out assignments with independent judgment and discretion. Incumbents may be assigned various tasks within a project area, but are not assigned total responsibility for major construction projects. Incumbents usually work under the supervision of a licensed professional engineer.

This class is distinguished from the next lower level class of Junior Engineer in that the latter is the entry level class in the series, and the Junior Engineer may not require an Engineer-in-Training certificate.

This class is further distinguished from the next higher level of ~~Engineer~~ in that the latter is a licensed professional engineer and as such is the full working level in the engineering class series, and may be assigned the total responsibility for an engineering project.

### Typical Duties

*Duties include, but are not limited to, the following:*

Plans, designs and directs the preparation of calculations, drawings, and specifications for engineering work related to one or more of the following: buildings, structures, bridges, ~~structures,~~ roads and highways, aqueducts, culverts, water systems, wells, septic systems, package treatment plants and wastewater facilities, sewer and utility lines, ~~wastewater,~~ ~~electrical systems, mechanical systems, traffic analysis, traffic control systems, flood control,~~



~~sanitation~~, solid waste disposal, ~~and~~ grading and drainage reviews, land development, traffic analysis, and traffic control systems.

Acts as resident engineer of projects under construction to ~~i~~ensure compliance with specifications and legal standards; recommends changes in design and construction as necessary; directs the work of field survey crews in the making of maps, charts, and diagrams; prepares and checks legal descriptions for deeds, easements, and right-of-way.

Analyzes structures, bridges, roads and highways, solid waste disposal activities, ~~wastewater facilities~~, flood control, traffic control systems, traffic analysis, and water systems for economic, environmental and engineering feasibility; collects field data; reviews field and laboratory tests of construction materials; prepares cost estimates of materials and construction quantities to develop engineering project budgets; inspects damaged structures and makes estimates of repair costs.

Assists in the preparation of reports that reflect trip generation and traffic systems for land development.

Check subdivision maps and building plans for compliance with established requirements and County building codes; provides engineering advice to building inspection staff.

Prepares comprehensive engineering reports and makes recommendations as to solutions.

Researches and responds to process, policy, and building permit application questions from the public and various disciplines within the department; provide written responses to code discrepancies within construction documents.

Coordinates, collaborates, and communicates with project stakeholders regarding building code and permitting requirements, status of permit applications, code compliance issues, land development projects, and road and bridge projects.

Develops conditions for plan check and construction inspection to be included in applications for various zoning and use permits; approve development plans for compliance with building codes; may inspect water systems and wells; septic systems; package treatment plants; and wastewater facilities.

Performs structural survey of buildings, highways, bridges, culverts, and other infrastructure damaged by natural disasters and vehicle collisions; identifies safety hazards in damaged buildings and evaluate for occupancy.

~~M~~ay gather and analyze data concerning rainfall, runoff, stream flow, water levels, and ground water infiltration.

May assist with the ~~supervision and~~ training and mentoring of subordinate engineering and technical staff.

May represent the department at technical meetings and public gatherings.

[Performs related duties as assigned.](#)

### **Knowledge and Abilities**

**Working knowledge of:** -the principles, practices and techniques of civil engineering, traffic engineering, electrical engineering, or mechanical engineering depending upon assignment; statistics and advance mathematics including algebra and analytic geometry; topographic and construction surveying, stress analysis, analytical mechanics and the strength, properties and uses of construction materials; common methods and equipment utilized in engineering construction and of inspection methods used in reviewing such work; real property descriptions; engineering design and drafting methods and equipment [and computer-aided design \(CAD\) software](#).

**Knowledge of:** -the principles, practices and techniques of training.

**Ability to:** -prepare designs and make accurate drawings and maps; make accurate mathematical calculations and neat and accurate field notes; apply principles of logic and scientific reasoning to develop and evaluate alternative courses of action and determine appropriate solutions; read, understand and interpret complex technical and legal documents, maps, technical drawings and plans; listen attentively and participate in negotiations by providing required data and information; adjust workload changes and work under stress to meet deadlines; develop and maintain effective working relationships with all levels of representatives from governmental and private agencies, construction and consultant contractors, coworkers and the public; write clearly and concisely in order to prepare technical reports, correspondence, and maintain records.

### **Minimum Qualifications**

**Experience and Education:** [-Any combination of education and/or training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, graduation from a four-year college or university with major coursework in engineering and](#) ~~one~~ one year of full-time, professional engineering experience at a level comparable to Junior Engineer.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position. ~~Possession of a valid certificate as Engineer-in-Training issued by the State of California Board of Registration for Professional Engineers and Land Surveyors.~~

**Professional Certification:** [Possession of an Engineer-in-Training Certificate with the State of California.](#)



## ENGINEER

### Definition

Under general supervision, performs a wide variety of difficult field and office professional engineering work in connection with one or more of the following: ~~the~~ design, construction, and maintenance of buildings, bridges, structures, bridges, roads and highways, aqueducts, culverts, water systems, sewer and utility lines, solid waste disposal, wastewater (including septic systems and wells), grading and drainage review, flood control systems, ~~major electrical systems, major mechanical systems,~~ traffic control systems, and traffic analysis. ~~In addition,~~ oversees work on a project or assignment basis, including training and directing subordinate professional and technical staff assigned on such projects. ~~and performs related duties as required.~~

### Distinguishing Characteristics

Incumbents in this class of Engineer must be a licensed professional Engineer by the State of California and function as the full working level in the Engineer class series. Engineers check the plans for, and oversee and participate in, the design and construction of a wide variety of complex engineering projects. Individuals in this class exercise considerable discretion and judgment in carrying out project related duties and may lay out and review the work of subordinate engineers and technical staff in the completion of project assignments. - ~~Supervision is received from a Senior Engineer or a higher level engineer who has responsible charge of the work.~~

This class is distinguished from the next lower level class of Assistant Engineer in that the latter is not required to be a licensed professional engineer, and as such does not exercise a commensurate level of responsibility. The Engineer is distinguished from the Senior Engineer in that the latter functions as the head of a major section within an organizational division and has the responsibility for many different projects.

### Typical Duties

*Duties include, but are not limited to, the following:*

Positions may be assigned to perform duties ~~in one of the following specialized areas:~~ related to either Civil, ~~or~~ Traffic, ~~Electrical, or Mechanical~~ Engineering.

#### Civil

Designs complex and difficult engineering projects; participates and directs the preparation of calculations, drawings, and specifications for a wide variety of engineering projects such as ~~-~~ buildings, structures, ~~solid waste disposal activities, highways,~~ bridges, roads and highways, aqueducts, culverts, ~~structures,~~ water systems, wells, septic systems, package treatment plants and wastewater facilities, sewer and utility lines, solid waste disposal, flood control, ~~traffic~~

~~control systems, traffic analysis including traffic report preparation, electrical systems, mechanical systems, and similar facilities. land development, and flood control facilities.~~

May Assigns, directs, trains, and reviews the work of subordinate engineers and technical staff working within the project area; works with land surveyors to direct the work of survey parties in the preparation of records of surveys, land descriptions, maps, charts, and diagrams.

Serves as the principal engineer or chief resident engineer for specific maintenance and construction projects; directs and participates in the preparation of engineering calculations and cost estimates relating to the quantities of material used; collects data for bid item purposes; provide preliminary project descriptions and details used for environmental review and planning; reviews and prepares bid book documents; responds to questions regarding project design from stakeholders.

Evaluates and analyzes difficult engineering problems and recommends solutions; analyzes bridges, structures, highways, and other construction projects to determine the economic, engineering, and environmental feasibility; prepares comprehensive reports and makes recommendations as to solutions.

Coordinates the plan check process for both improvement plans and subdivision maps; conducts grading, storm water, drainage, sewer, and encroachment plan check, review, and site evaluation; provides comments on drawings, maps, reports, and calculations; review and issue over the counter permits.

Provides interpretations of structural, life safety, and accessibility related code provisions to ensure consistent and proper application.

Coordinates and communicates with project stakeholders regarding building code and permitting requirements, status of permit applications, code compliance issues, land development projects, and road and bridge projects.

Represents the department at technical meetings, ~~and~~ public gatherings, and at various policy meetings.

Reviews subdivision maps and building plans for compliance with established requirements; provides engineering advice to building officials; directs the identification and acquisition of easements and right-of-way.

Reviews and sets conditions for public and private land improvement and development plans of private builders and contractors for conformance with codes, regulations, and engineering standards ~~of structural design~~; acts as the technical advisor on structural problems to field and office staff; accept or deny applications for private land development.; may inspect ~~residential, commercial and industrial structures;~~ water systems and wells; septic systems; package treatment plants; and wastewater facilities. ~~answers inquiries concerning ordinances and policies relating to the design and construction of buildings.~~

Performs site surveys and field inspections to determine suitability of site pre-construction; monitors on-going construction and identifies non-permitted construction; inspects hazardous buildings; and determines disabled access compliance.

Prepares and reviews agreements between land developers and the County, including Subdivision Agreements, Public Improvement Agreements, Maintenance Agreements, and Covenants, Conditions, and Restrictions (CCR's); coordinates communication between County Counsel and applicant's counsel to ensure legal documents are approved and recorded.

~~Prepares comprehensive engineering reports and makes recommendations as to solutions; may gather and analyze data concerning rainfall, runoff, stream flow, water levels and ground water infiltration. May direct the collection and analysis of data concerning rainfall, runoff, stream flow, water level and ground water infiltration.~~

Conducts soil and ground water investigations for wastewater treatment and/or dispersal and at leaking underground storage tank sites that require geologic engineering evaluations and/or judgements. Conducts grading and drainage review.

### Traffic

Prepares and/or reviews traffic surveys, accident reports, and traffic control plans ~~that reflect trip generation and level of service analysis for transportation and~~ land development projects and cumulative land development for the 20 year horizon or full build out under the County General Plan.

Prepares designs using the uniform manual for traffic control devices, including designs for road geometry, public infrastructure, signalization, striping road surface striping and markings, and road signage ~~ing of roadway.~~

Reviews and makes decisions on pavement rehabilitation treatments, traffic impact studies, and related traffic infrastructure.

Formulates instructions for computerized design and reviews finished drawings for accuracy and conformance with design requirements.

Performs related duties as assigned.

### Electrical

~~Determines the scope of projects; formulates or reviews complete design, construction drawings, and development of specifications for major electrical installation such as complete office illumination, special illumination of medical and security installations, all types of outdoor lighting systems, underground and overhead electrical distribution systems, street and highway~~

~~illuminating systems, special controls for refrigeration air conditioning and in-plant systems, fire and security alarm systems, and other electrical installations for County buildings and facilities.~~

### Mechanical

Determines the scope of projects; formulates or reviews complete design, drawings, and development of specifications for major mechanical installations such as heating, air conditioning, ventilation, refrigeration, plumbing, drainage systems, pumping plants, and other installations for County buildings and facilities.

[Performs related duties as assigned.](#)

### **Knowledge and Abilities**

Civil: Considerable knowledge of the principles, practices, and techniques of civil engineering; statistics and advance mathematics including algebra and analytic geometry; topographic and construction surveying, stress analysis, analytical mechanics and the strength, properties and uses of construction materials; building codes; [construction materials](#); common methods and equipment utilized in engineering construction and of inspection methods used in reviewing such work; real property descriptions; civil engineering design and drafting methods and equipment [and computer-aided design \(CAD\) software](#).

Traffic: Considerable knowledge of the principles, practices, and techniques of traffic engineering; the California vehicle code, the uniform manual of traffic control devices, traffic systems management, land development, trip generation, and level of service analysis for project level and cumulative level development, engineering mathematics, and statistical analysis for modeling future traffic, accident analysis in its relationship to project development and project warrants, and traffic engineering design, and drafting methods and equipment.

~~Electrical: Considerable knowledge of the principles, practices, and techniques of electrical engineering; building codes and safety codes governing electrical installations; and electrical engineering design and drafting methods and equipment.~~

Mechanical: Considerable knowledge of the principles, practices, and techniques of mechanical engineering; computerized control systems and instrumentation, applicable building codes and safety regulations; and mechanical engineering design and drafting methods and equipment.

**Working knowledge of:** -the principles, practices and techniques of supervision and training; [project cost estimating](#).

**Ability to:** -layout and review the work of other staff; prepare designs and make accurate drawings and maps; make accurate mathematical calculations and neat and accurate field notes; [perform site evaluations; understand, interpret, and explain various California building and residential code requirements](#); apply principles of logic and scientific reasoning to develop and evaluate alternative courses of action and determine appropriate solutions; read,

understand, and interpret complex technical and legal documents, maps, technical drawings, and plans; listen attentively and participate in negotiations by providing required data and information; adjust workload changes and work under stress to meet deadlines; develop and maintain effective working relationships with all levels of representatives from governmental and private agencies, construction and consultant contractors, coworkers, and the public; write clearly and concisely in order to prepare technical reports, correspondence, and maintain records.

### **Minimum Qualifications**

**Experience and Education:** Any combination of education and/or training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, graduation from a four year college or university with major coursework in engineering and ~~at~~ three years of full-time engineering experience would provide such opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**Professional License:** Possession of a valid ~~E~~ license as a Professional Civil Engineer, Professional Traffic Engineer, ~~Electrical~~, or Professional Mechanical Engineer issued by the State of California Board of Registration for Professional Engineers and Land Surveyors, depending upon assignment.

**Special Requirement:** Engineers in the Plan Check Section of Permit Sonoma are required to obtain and maintain certification as a Building Plans Examiner within one year of hire.



## SENIOR ENGINEER

### **Definition:**

Under direction, plans, organizes, directs, and coordinates the work of an engineering section within a major division in Transportation and Public Works, or the Permits and Resource Management Department, ~~or the Sonoma County Water Agency~~; monitors the progress of different engineering projects and reviews the work of professional engineering and technical staff; may perform the most complex professional engineering work; represents the department before official bodies, regulatory agencies, subcontractors and the general public; ~~and performs related duties as required.~~

### **Distinguishing Characteristics:**

The Senior Engineer functions as the head of an engineering section within a major division and, as such, is responsible for all functions within the section. Incumbents in this class exercise considerable discretion and independent judgment in the coordination and prioritization of different projects within the area of their responsibility, which may include buildings, structures, bridges, roads and highways, aqueducts, culverts, water systems, wastewater (including septic systems and wells); sewer and utility lines, ~~design~~, land development, ~~design~~, solid waste disposal, grading and drainage review, flood control systems, ~~wastewater facilities, major electrical systems, major mechanical systems, traffic control systems~~, traffic analysis, ~~bridge design~~, maintenance and construction, contract administration, plan check and development review, and master planning. The incumbents spend a significant percentage of their work time in the supervision, coordination, prioritization, and monitoring of the work performed in their section. They ~~as well as in~~ provide ing technical expertise in the most re complex engineering assignments.

This class is distinguished from the next lower level class of -Engineer in that the latter functions as a project -engineer while the latter has full supervisory responsibility and typically serves as the head of ~~for a specific projects within an engineering~~ section. It is further distinguished from the next higher level of eEngineering Division Manager in that the latter is a management position having administrative responsibility for the operations of a major engineering division in the Transportation and Public Works Department or, ~~Permits and Resource Management Department, or the Sonoma County Water Agency, including budgeting and policy development.~~

**Typical Duties:**

Duties include, but are not limited to, the following:

Plans, prioritizes, coordinates, and schedules the work of an engineering section related to the design, construction, and inspection of one or more of the following: buildings, structures, water systems, bridges, roads and highways, aqueducts, culverts, water systems, wells, septic systems, package treatment plants and wastewater facilities, sewer and utility lines, ~~structures,~~ ~~major electrical systems, major mechanical system, traffic analysis,~~ solid waste disposal, ~~highways, wastewater facilities,~~ flood control ~~facilities,~~ and similar facilities ~~grading and drainage review.~~

Supervises, assigns, ~~and~~ directs, and reviews the work of subordinate professional and technical staff and consultants; recommends the selection and dismissal of engineering subordinates; conducts performance evaluations and disciplinary actions; recommends and schedules ~~in-service and on-the-job~~ training; analyzes workflow to improve efficiencies; ~~evaluates and analyzes complex engineering problems and recommends solutions;~~ secures and monitors project funding.

Supervises and participates in the preparation of engineering calculations for construction projects and master plans; supervises and monitors project development activities, including environmental studies and the preparation of plans, specifications, and project feasibility studies involving the analysis of engineering, environmental, and economic factors;

Serves as the principal engineer or chief resident engineer for specific maintenance and construction projects; supervises the preparation of cost estimates for construction quantities and materials, along with total project cost; ensures that contractors and engineers understand scope of work; ensures that engineering work is in compliance with state and federal requirements; produces and maintains project schedules; reviews and approves invoices; responds to questions regarding project design from stakeholders.

Supervises and participates in the preparation of official reports for ~~G~~ governmental agencies and departmental management; investigates and responds to inquiries and complaints from the public; represents the department before official bodies, governmental agencies and the general public.

May assist management in defining department project goals and objectives; provides recommendations on capital projects and maintenance projects; provides technical input for various plans and studies.

Acts as the subject matter authority for interpretations of structural, life safety, and accessibility related code provisions to ensure consistent and proper application.

Coordinates and communicates with project stakeholders regarding building code and permitting requirements, status of permit applications, code compliance issues, land development projects, and road and bridge projects.

Responds to process, policy, and building permit application questions from the public and departmental staff; provides written responses to code discrepancies within construction documents; responds to public complaints and contentious issues.

Reviews and sets conditions for plan check and construction inspection to be included in applications for various permits; approves development plans for compliance with building codes; assesses fees and issues permits for land development; may inspect water systems and wells; septic systems; package treatment plants; and wastewater facilities.

Performs site surveys and field inspections to determine suitability of site pre-construction; monitors on-going construction and identifies non-permitted construction.

Conducts structural surveys of infrastructure damaged by natural disasters and vehicle collisions; identifies safety hazards in damaged buildings and evaluate for occupancy.

May pPrepares or participate in developing the engineering section budget; may ~~and~~ confers with management regarding division budget figures; ~~and/or conduct budget forecasting for planning purposes~~; develops procedures for the administration of section activities; oversees the development of engineering software by subordinate professional staff.

Confers with management staff and subordinates regarding engineering master plans and operation priorities; makes recommendations as to problem areas and their solutions.

Coordinates and reviews all the work necessary to gather fiscal data, plan, design, and accomplish the construction of complex projects; represents the department at technical and regional meetings and before governmental agencies and the public regarding such projects.

Provides engineering services for special road and lighting districts.

Performs other duties as assigned.

#### **Knowledge and Abilities:**

**Thorough knowledge of:** the principles, practices and techniques of civil engineering or, traffic engineering, ~~electrical engineering, or mechanical engineering~~ depending upon assignment;

statistics and advance mathematics including algebra and analytic geometry; topographic and construction surveying, stress analysis, analytical mechanics and the strength, properties and uses of construction materials; the legal requirements concerning the design, construction and inspection methodology necessary for major construction projects; common methods and equipment utilized in engineering construction and of inspection methods used in reviewing such work; real property descriptions; civil engineering design and drafting methods and equipment; the principles, practices and techniques of supervision and training.

**Knowledge of:** budget procedures, [cost analysis](#), ~~and~~ contract laws; accepted safety practices relating to public works projects; [computer-aided design \(CAD\) software](#).

**Ability to:** successfully complete complex and technical engineering assignments; effectively supervise and direct the work of subordinate professional and technical staff; prepare designs and make accurate drawings and maps; [exercise project management skills](#); make accurate mathematical calculations and neat and accurate field notes; apply principles of logic and scientific reasoning to develop and evaluate alternative courses of action and determine appropriate solutions; read, understand and interpret complex technical and legal documents, maps, technical drawings and plans; listen attentively and participate in negotiations by providing required data and information; adjust workload changes and work under stress to meet deadlines; develop and maintain effective working relationships with all levels of representatives from governmental and private agencies, construction and consultant contractors, coworkers and the public; make presentations before public bodies and county groups; write clearly and concisely in order to prepare technical reports, correspondence, and maintain records and to direct the preparation of comprehensive reports.

### **Minimum Qualifications:**

[Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include four years of full-time, professional engineering experience, including at least one year at the level of a licensed, professional Engineer.](#)

**License:** -Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

[Professional License: Possession of a valid license as a Professional Civil Engineer, Professional Traffic Engineer, or Professional Mechanical Engineer issued by the State of California Board of Registration for Professional Engineers and Land Surveyors, depending upon assignment.](#)

**Special Requirement:** The Senior Engineer in the Plan Check Section of Permit Sonoma is required to obtain and maintain certification as a Building Plans Examiner within one year of hire.

~~Possession of a valid license as a professional Civil, Traffic, Electrical, or Mechanical Engineer issued by the State of California Board of Registration for Professional Engineers and Land Surveyors depending upon assignment.~~

~~**Experience:** Four years of full-time, professional engineering experience, including at least one year at the level of licensed professional Engineer.~~

## ~~Professional Geologist~~ PROFESSIONAL GEOLOGIST

### Definition

Under general direction, performs professional duties related to geology, hydrogeology, technical soils, geologic hazards, or hydrologic analysis in support of the development and implementation of policy, regulation, and programs, and the design, review, and approval of public or private projects, as they relate to groundwater and surface water condition, monitoring, use, impact, and remediation.; ~~data collection, seismic and soil stability, as well as environmental impact to resources related to the solid waste disposal and/or development.~~

### Distinguishing Characteristics

~~Incumbents in this class must be a licensed~~ Professional Geologist is the full working level in the Geologist class series. An incumbent in this class must be licensed as a Professional Geologist by the State of California and function at the full working level. Professional Geologists perform a wide variety of complex, professional level projects and assignments. They oversee, review, make technical interpretations ~~of~~ and prepare directives for the work conducted by other registered professionals, including consultants and contractors, and staff to ensure compliance with regulatory requirements. Incumbents are delegated authority and ~~held~~ accountable for field investigations associated with soil, geologic, hydrogeologic compliance and environmental impacts of ~~solid waste disposal operations and/or development,~~ quarries and gravel mines, fault studies, groundwater monitoring, geologic studies, infrastructure assessment, planning, permitting, solid waste disposal operations, and/or environmental cleanup. Incumbents are expected to perform their assignments with limited supervision, using independent judgment and discretion in establishing work priorities that are consistent with program goals and regulatory requirements.

This class is distinguished from the next lower level class of Assistant Geologist in that the latter is not required to be a licensed geologist, performs work of less complexity which requires less judgment and discretion, and does not exercise a commensurate level of responsibility.

### Typical Duties

~~Typical Duties may include,~~ but are not limited to, the following:

~~Prepares,~~ Reviews and approves reports and plans submitted by professional geologists, hydrogeologists, chemists, and civil engineers relative to water systems, the solid waste industry including groundwater characterization, landfill gas monitoring, contaminant transport, sighting elements, permitting, structural, hydrogeologic, geophysical, and engineering geology.

Reviews and approves groundwater, water supply, geotechnical, and geologic hazards reports for subdivisions, planning projects, and public works projects; assesses whether reports meet

applicable local and state standards; evaluates potential hazards to public safety and environmental impacts; peer reviews fault studies for development in earthquake fault zones; prepares recommendations for mitigation measures and conditions of approval.

Performs site inspections, such as quarries, gravel mines, solid waste disposal sites, private project locations, and groundwater wells, and other locations to ensure and maintain compliance with reclamation plans, use permits, Surface Mining and Reclamation Act, and safety standards; assesses adequacy of storm water and erosion control systems at mine sites.

~~Evaluates site conditions for conformance with regulations; performs field investigations to determine the extent of surface and groundwater contamination.~~

~~Evaluates potential for surface and groundwater contamination and pollutant movement through soil and rock strata.~~

Performs and evaluates field measurements to ~~determine~~ characterize groundwater quality and behavior, including but not limited to, aquifer tests, soil and groundwater sampling, placement of monitoring wells, reviewing of well logs and other subsurface survey techniques useful in ~~identifying the pollution plume~~ characterizing groundwater contamination.

Takes a lead role in developing various environmental strategies and programs and approves cleanup plans and recommends the proper design and construction of facilities for cleanup; prepares Requests for Proposals for consultants, supervises consultant selection processes, negotiates and administers consultant contracts.

Prepares written and oral reports for department management on the status of various environmental compliance and cleanup projects in progress.

Performs environmental site and risk assessments related to potential environmental impacts to soil and surface/ground water, estimates associated costs, prepares and/or reviews geological reports, and makes recommendations to management.

Collaborates with local groundwater sustainability agencies, advisory committee members, and staff; attends and presents at public meetings; makes recommendations on groundwater policy and planning; supports projects and programs related to monitoring, data management, and modeling.

Advises County departments on matters related to groundwater, water conservation, surface water use and management, and public safety in relation to geologic hazards.

Assists in the preparation and review of environmental impact reports and other California Environmental Quality Act (CEQA) documents.

Assists in the preparation and updating of water, safety, and other elements of the general plan and area specific plans.

Makes presentations to boards, commissions, committees, and the public; may staff various commissions and committees, including preparation of agendas, minutes, staff reports and chairing meetings; may testify as an expert witness regarding geological matters in court proceedings or at public hearings before governmental bodies.

~~Interacts with a variety of professional and technical persons associated with various solid-waste projects, including remedial measures/clean-up, permitting, hydro-geologic studies; uses tact and judgment in order to obtain compliance with enforcement documents issued by local, state and federal regulatory agencies.~~

Provides professional oversight of clean-up programs and may serve as a licensed signatory to State clean-up program, taking professional charge of the program relative to leaking underground storage tanks; issues site directives and has meetings with responsible parties and their consultants based on review and approval of remedial action plans, feasibility studies, work plans, and monitoring reports.

Provides technical oversight relative to response and investigations into damaged infrastructure due to floods, fires, or other natural disasters.

Prepares Requests for Proposals for consultants, supervises consultant selection processes, negotiates and administers consultant contracts.

May oversee the work of interns and technical personnel.

Provides oversight and technical review of special water districts, including all aspects of water resources, generation, conveyance, treatment, and distribution, along with interacting with communities served by the districts to address issues or concerns.

~~Serves as a liaison between the County and regulatory agencies on environmental and permitting matters.~~

~~Serves as a liaison to the public on issues related to environmental compliance.~~

~~Conducts environmental site and risk assessments, including confidential assessments, related to potential environmental impacts to soil and surface/ground water, estimates associated costs, prepares and/or reviews geological reports and makes recommendations to management.~~

Performs other duties as ~~required~~ assigned.

### **Knowledge and Abilities:**

**Thorough knowledge of:** modern principles of geology, hydrogeology, and hydrology ~~geological~~; principles, methods, and procedures involved in gathering and analyzing data related to surface and groundwater supply, contamination, pollutant movement, and other



related data; statistical analysis methods; proper application of hydrogeology to engineering problems; permitting and environmental review requirements; geological survey techniques, equipment, and procedures; federal, state and local laws, rules and regulations related to ~~environmental compliance standards; geology and hydrogeology subsurface survey methods; methods and procedures used in inspections and/or investigations required to ensure compliance with regulatory requirements; collection and analysis of data.~~

**Thorough-Considerable knowledge of:** structural geology and faults, ~~age dating,~~ fatal flaw analysis, ~~including the Maximum Probability of Earthquakes, and the Maximum CRED of Earthquakes,~~ basic quarry operations and safety ~~with the use of seismic instruments;~~ geochemistry; landfill gas movement and the geochemical identification of its impacts on groundwater, ~~including the processes and equipment required for monitoring and sampling techniques;~~ and principles of contract administration; CEQA and land development laws and regulations as they apply to hydrogeology, geology, and soils.

**Ability to:** ~~critically analyze and evaluate geologic, hydrologic, watershed, and soils reports related to the siting, permitting, characterization, monitoring, construction, and/or operation of solid waste facilities,~~ layout and review the work of other staff; conduct field investigations to determine if there is surface and/or groundwater contamination; read, understand, and interpret geological reports submitted by registered geologists and civil engineers; analyze a situation, assess the risk factors associated with various options, and make an appropriate recommendation; ~~of facilities judged to be out of compliance with the law, and others who have an interest in hazard materials management;~~ read, understand, and interpret complex technical and legal documents, maps, technical drawings, and plans; listen attentively and participate in negotiations by providing required data and information; adjust workload changes and work under stress to meet deadlines; develop and maintain effective working relationships with all levels of representatives from governmental and private agencies, construction and consultant contractors, coworkers, and the public; write clearly and concisely in order to prepare technical reports, correspondence, and maintain records. attend public meetings and present comments and recommendations; use tact and judgment to obtain compliance with enforcement documents ~~issued by the State Department of Health Services;~~ work nights, weekends, holidays, and be available for on call assignments.

### **Minimum Qualifications:**

**Education and Experience:** Any combination of education, training and experience that would provide the knowledge and abilities listed herein. Normally this would include graduating from an accredited college with a degree in geology, engineering, mathematics, physics or a closely related field and three years of paid experience as a geologist, certified hydrogeologist, or professional geophysicist, or geotechnical engineer would provide such an opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**Professional License:** A valid certificate of registration as a Professional Geologist, Certified Engineering Geologist, Certified Hydrogeologist, or Professional Geophysicist, or Geotechnical Engineer issued by the State of California Board for Engineers, Land Surveyors, and Geologists.

## **ASSISTANT GEOLOGIST**

### **Definition**

Under close supervision, learns to perform beginning level duties related to technical soil, geologic, or hydrologic analysis; data collection, seismic, and soil stability, as well as environmental impact to resources related to the solid waste disposal and/or development.

### **Distinguishing Characteristics**

Assistant Geologist is the entry level classification in the Geologist series and requires certification as a Geologist-in-Training by the State of California. Incumbents in this classification learn to review and make technical interpretations of geologic studies to ensure compliance with regulatory requirements. Incumbents assist in field investigations associated with soil, geologic, hydrogeological compliance, and environmental impacts of solid waste disposal operations and development, quarries and gravel fines, fault studies, groundwater modeling, geotechnical studies, infrastructure assessment, planning, permitting, and environmental cleanup. Incumbents are expected to work initially under close supervision, but afterwards carry out assignments of progressively increasing difficulty with greater independence. Work assignments are performed under the supervision of a licensed, Professional Geologist.

This class is distinguished from the full working level of Professional Geologist in that the latter operates with greater independence, performs geologic work of greater complexity, and requires licensure as a Professional Geologist by the State of California.

### **Typical Duties**

*Typical duties include, but are not limited to, the following:*

Learns to prepare and review reports and plans submitted by professional geologists, hydrogeologists, chemists, and civil engineers relative to the solid waste industry including groundwater characterization, landfill gas monitoring, contaminant transport, sighting elements, permitting, structural, hydro-geologic, geophysical, and engineering geology.

Learns to and assists in reviewing groundwater, water supply, geotechnical, and compliance reports for planning projects; assesses whether reports meet applicable local and state standards; evaluates potential hazards to public safety and environmental impacts, including potential for surface and groundwater contamination and pollutant movement through soil and rock strata; reviews, monitors, and evaluates groundwater remediation plans.

Learns to and prepares, reviews, and approves written comments, requests for information, conditions of approval, and text to be included in staff reports and environmental documents such as Environmental Impact Reports.

Learns to and assists with site inspections to evaluate and verify site conditions for conformance with regulations; performs field investigations to determine the extent of surface and groundwater contamination, environmental impacts to soil, and associated costs.

Learns to perform and evaluate field measurements to determine groundwater quality and behavior, including but not limited, to aquifer tests, soil and groundwater sampling, placement of monitoring wells, reviewing of well logs and other subsurface survey techniques useful in identifying the pollution plume.

Collaborates with local groundwater sustainability agencies, advisory committee members, and staff; attends public meetings; makes recommendations on groundwater policy development, fee structures, and groundwater data collection, monitoring, and modeling.

Learns to inspect and ensure quarries and gravel mines maintain compliance with reclamation plans and use permits; ensures that operations boundaries, slope angles, and grading are in compliance with standards; assesses adequacy of storm water and erosion control systems.

Learns to review fault study reports for development in earthquake fault zones; develops study scopes with geologic consultants; performs field inspections with consultants; provides written comments and recommendations, including offset from active faults and unstable slopes, grading, and drainage.

Assists in development of County policy related to groundwater and surface water use and management, and public safety in relation to geologic hazards; participates in updates to the General Plan, including the water resources, public safety, and land use elements.

Assists in developing various environmental strategies and programs and approves cleanup plans and recommends the proper design and construction of facilities for cleanup; prepares Requests for Proposals for consultants, supervises consultant selection processes, negotiates and administers consultant contracts.

Assists in preparing written and oral reports for department management on the status of various environmental compliance and cleanup projects in progress.

Assists in development of County policy related to groundwater and surface water use and management, and public safety in relation to geologic hazards; participates in updates to the General Plan, including the water resources, public safety, and land use elements.

Interacts with a variety of professional and technical persons associated with various solid waste projects, including remedial measures/clean up, permitting, hydro-geologic studies; uses tact and judgment in order to obtain compliance with enforcement documents issued by local, state and federal regulatory agencies.

Serves as a liaison between the County and regulatory agencies on environmental and permitting matters.

Assists with technical oversight for the operation and maintenance of four County Water Districts, including all aspects of water generation, conveyance, treatment and distribution, along with interacting with communities served by the districts to address issues or concerns.

Serves as a liaison to the public on issues related to environmental compliance, including issues related to the operating and closed landfills; attends community meetings to answer questions regarding environmental issues.

Assists with environmental site and risk assessments, including confidential assessments, related to potential environmental impacts to soil and surface/ground water, estimates associated costs, prepares and/or reviews geological reports, and makes recommendations to management.

Assists with laboratory and consultant contracts related to environmental compliance, including the preparation of Requests for Proposals for groundwater and gas monitoring programs, site investigations, and other studies.

Assists with technical oversight relative to investigations into damaged infrastructure due to floods, fires, or other natural disasters; assists other County staff in setting up private clean-up programs.

May attend policy meetings, events, and rule making sessions that can affect the industry; may prepare regulatory comments on new rules and regulations.

Performs other duties as assigned.

### **Knowledge and Abilities**

**Knowledge of:** modern geological principles; federal, state, and local laws, rules and regulations related to underground and aboveground storage tanks and facilities; subsurface survey methods; geochemistry; water system treatment, conveyance, distribution, generation, and applicable reporting system requirements.

**Ability to:** critically analyze and evaluate geologic, hydrologic, watershed, and soils reports related to the siting, permitting, characterization, monitoring, construction, and/or operation of solid waste facilities, conduct field investigations to determine if there is surface and/or groundwater contamination; read, understand, and interpret geological reports submitted by registered geologists and civil engineers; analyze a situation, assess the risk factors associated with various options, and make an appropriate recommendation; prepare clear and concise written and oral reports; establish an effective working relationship with peers, supervisors, subordinates, co-workers, the general public, owners of facilities judged to be out of compliance with the law, and others who have an interest in hazard materials management; attend public meetings and present comments and recommendations; use tact and judgment to obtain compliance with enforcement documents issued by local, state, and federal regulatory agencies; work nights, weekends, holidays, and be available for on call assignments.

**Minimum Qualifications**

**Experience and Education:** Any combination of education, training, and experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, academic coursework and training, including on the job training equivalent to graduation from an accredited college with a degree in geology, engineering, mathematics, physics, or a closely related field would provide the opportunity to acquire the knowledge and ability listed.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**Professional Certification:** Possession of a Geologist-in-Training certification with the State of California. It is expected that the incumbent will obtain a valid certificate of registration as a Professional Geologist issued by the State of California within six years of hire.

## **SENIOR PROFESSIONAL GEOLOGIST**

### **Definition**

Under general direction, plans, organizes, directs, and coordinates the work of a technical section within a major division of Permit Sonoma or Sonoma County Public Infrastructure; monitors the progress of different geological projects and reviews the work of professional and other staff engaged in geology, hydrogeology, geotechnical engineering or civil engineering work, stormwater, and mining geology; performs complex professional duties related to geology, hydrogeology, soils, geologic hazards, or hydrology; represents the department before official bodies, regulatory agencies, subcontractors and the general public; and performs related duties as required.

### **Distinguishing Characteristics**

The Senior Professional Geologist functions as the head of a technical section within a major division and, as such, is responsible for all functions within the section. Incumbents in this class exercise considerable discretion and independent judgment in the coordination and prioritization of different projects within the area of their responsibility, which may include field investigations associated with soil, geologic, hydrogeologic, hydrologic, stormwater, and environmental impacts of development, quarries and gravel mines, fault studies, water systems, groundwater monitoring, geologic studies, infrastructure assessment, planning, permitting, solid waste disposal operations, and/or environmental cleanup. The incumbents spend a significant percentage of their work time in the supervision, coordination, prioritization, and monitoring of the work performed in their section. They provide technical expertise in the most complex geologic and hydrogeologic assignments.

This class is distinguished from the next lower-level class of Professional Geologist in that the Professional Geologist functions as a project geologist while the Senior Professional Geologist has full supervisory responsibility and typically serves as the head of a section. It is further distinguished from the next higher level of Division Manager in that the latter is a management position having administrative responsibility for the operations of a major division in the Department.

### **Typical Duties**

*Duties include, but are not limited to, the following:*

Plans, prioritizes, coordinates, and schedules the work of a technical section related to water and geologic resources.

Supervises, assigns, and directs, and reviews the work of subordinate professional and technical staff and consultants; recommends the selection and dismissal of subordinates; conducts performance evaluations and disciplinary actions; recommends and schedules in-service and on the job training; analyzes workflow to improve efficiencies; evaluates and analyzes complex

geologic and hydrologic problems and recommends solutions; and secures and monitors project funding.

Supervises and participates in reviews of reports submitted by professional geologists, hydrogeologists, chemists, and civil engineers relative to the solid waste industry including groundwater characterization, landfill gas monitoring, contaminant transport, sighting elements, permitting, structural, hydrogeologic, geophysical, and engineering geology.

Supervises and participates in reviews of groundwater, water supply, geotechnical, and geologic hazards reports for subdivisions, planning projects, groundwater wells, and public works projects; assesses whether reports meet applicable local and state standards; evaluates potential hazards to public safety and environmental impacts; peer reviews fault studies for development in earthquake fault zones; prepares recommendations for mitigation measures and conditions of approval.

Supervises and participates in site inspections, such as quarries, gravel mines, solid waste disposal sites, private project locations, and groundwater wells, and other locations to ensure and maintain compliance with reclamation plans, use permits, Surface Mining and Reclamation Act, and safety standards; assesses adequacy of storm water and erosion control systems at mine sites.

Supervises and participates in field measurements to characterize groundwater quality and behavior, including but not limited to, aquifer tests, soil and groundwater sampling, placement of monitoring wells, reviewing of well logs and other subsurface survey techniques useful in characterizing groundwater contamination.

Supervises and participates in the development of various environmental strategies and programs and approves cleanup plans and recommends the proper design and construction of facilities for cleanup; prepares Requests for Proposals for consultants, supervises consultant selection processes, negotiates and administers consultant contracts.

Supervises and participates in the preparation of written and oral reports on the status of various environmental compliance and cleanup projects in progress.

Supervises and participates in environmental site and risk assessments related to potential environmental impacts to soil and surface/ground water, estimates associated costs, prepares and/or reviews geological reports, and makes recommendations to management.

Collaborates with local groundwater sustainability agencies, advisory committee members, and staff; attends and presents at public meetings; makes recommendations on groundwater policy and planning; supports projects and programs related to monitoring, data management, and modeling.

Advises County departments on matters related to groundwater, water conservation, surface water use and management, and public safety in relation to geologic hazards.



Supervises and assists in the preparation and review of environmental impact reports and other California Environmental Quality Act (CEQA) documents; supervises and assists in the preparation and updating of water, safety, and other elements of the general plan and area specific plans.

Makes presentations to boards, commissions, committees, and the public; may staff various commissions and committees, including preparation of agendas, minutes, staff reports and chairing meetings; may testify as an expert witness regarding geological matters in court proceedings or at public hearings before governmental bodies.

Provides professional oversight of clean-up programs and may serve as a licensed signatory to State clean-up program, taking professional charge of the program relative to leaking underground storage tanks; issues site directives and has meetings with responsible parties and their consultants based on review and approval of remedial action plans, feasibility studies, work plans, and monitoring reports.

Provides technical oversight relative to response and investigations into damaged infrastructure due to floods, fires, or other natural disasters.

Prepares Requests for Proposals for consultants, supervises consultant selection processes, negotiates and administers consultant contracts.

Provides oversight and technical review of special water districts, including all aspects of water resources, generation, conveyance, treatment, and distribution, along with interacting with communities served by the districts to address issues or concerns.

Performs other duties as assigned.

### **Knowledge and Abilities**

**Thorough knowledge of:** modern principles of geology, hydrogeology, and hydrology ; principles, methods, and procedures involved in gathering and analyzing data related to surface and groundwater supply, contamination, pollutant movement, and other related data; statistical analysis methods; structural geology and faults, age dating, fatal flaw analysis, quarry operations and safety; geochemistry; landfill gas movement and the geochemical identification of its impacts on groundwater; proper application of hydrogeology to engineering problems; permitting and environmental review requirements; stratigraphic, structural, environmental, and economic geology as related to land development and civil engineering; geological survey techniques, equipment, and procedures; principles of soil mechanics, and slope stability; subsurface exploration and sampling procedures; methods for evaluation of water system treatment, conveyance, distribution, generation, and applicable reporting system requirements; federal, state and local laws, rules and regulations related to geology and hydrogeology; principles and practices of project management; and principles of contract administration.

**Considerable knowledge of:** structural geology and faults, fatal flaw analysis, basic quarry operations and safety; geochemistry; landfill gas movement and the geochemical identification of its impacts on groundwater; principles of contract administration; CEQA and land development laws and regulations as they apply to hydrogeology, geology, and soils.

**Ability to:** layout and review the work of other staff; conduct field investigations to determine if there is surface and/or groundwater contamination; read, understand, and interpret geological reports submitted by registered geologists and civil engineers; analyze a situation, assess the risk factors associated with various options, and make an appropriate recommendation; read, understand, and interpret complex technical and legal documents, maps, technical drawings, and plans; listen attentively and participate in negotiations by providing required data and information; adjust workload changes and work under stress to meet deadlines; develop and maintain effective working relationships with all levels of representatives from governmental and private agencies, construction and consultant contractors, coworkers, and the public; write clearly and concisely in order to prepare technical reports, correspondence, and maintain records; attend public meetings and present comments and recommendations; use tact and judgment to obtain compliance with enforcement documents; work nights, weekends, holidays, and be available for on call assignments.

### **Minimum Qualifications**

**Experience and Education:** Any combination of education, training and experience that would provide the knowledge and abilities listed herein. Normally this would include graduating from an accredited college with a degree in geology, engineering, mathematics, physics or a closely related field and four years of full-time, professional geologist, certified hydrogeologist, professional geophysicist, or geotechnical engineer experience.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**Professional License:** A valid certificate of registration as a Professional Geologist, Certified Engineering Geologist, Certified Hydrogeologist, Professional Geophysicist, or Geotechnical Engineer issued by the State of California Board for Engineers, Land Surveyors, and Geologists.

## AIR QUALITY ENGINEER

### Definition

Under direction, performs engineering work in evaluating, issuing, and processing new, modified, and retroactive permits; develops and maintains data on permits and fees; produces emissions inventory and ambient air quality trends analysis; conducts air toxins risk assessments; performs compliance audits and pollution source testing. The AQE instructs District staff in the work related to permit review and inspection procedures; assists with District budget; and ~~evaluations of the air pollution impacts of industrial, agricultural, and vehicular activities within the District. Areas of work include calculation of air pollutant emissions, air toxics risk assessment, compliance audits and source of testing; and performs related duties as requested.~~ is the District's technical and engineering lead.

### Distinguishing Characteristics

This is a job class in the engineering series assigned to the Northern Sonoma County Air Pollution Control District (District). The Air Quality Engineer is primarily responsible for reviewing and making recommendations regarding the approval of applications for operating permits submitted for industrial activities subject to District regulations, preparing permits to construct or modify stationary sources of pollution, reviewing and preparing technical reports and assessments, and overseeing and performing air pollution studies and investigations. ~~Engineering review of other environmental documents and proposals is also required. Under the direction of the Air Quality Manager, t~~The Air Quality Engineer implements, and enforces, and evaluates the effectiveness of the District rules, regulations, and policies, as well as the provisions of the California Health and Safety Code, and the State and Federal Clean Air Act., including implementing rules and regulations. ~~The AQE~~ir Quality Engineer performs responsible ~~engineering tasks that may require considerable independent judgment and may train and lead District staff as assigned.~~

The Air Quality Engineer classification is distinguished from the Engineer series in that the latter performs engineering work in connection with buildings, roads, bridges, and various land development projects while the former performs engineering work related to air pollution control of criteria and toxic pollutants in a variety of chemical, mechanical, and electrical industrial processes.

The Air Quality Engineer classification is distinguished from the Air Quality Specialist and Assistant Air Quality Engineer series in that the former is responsible for performing the most complex technical and engineering work and may lead staff as assigned by the Air Pollution Control Officer, oversees the major source permit program, and makes permit issuance recommendations for the District.

The Air Quality Engineer classification is distinguished from the Air Pollution Control Officer in that the Air Pollution Control Officer is established and recognized in state code as an appointment by the District Board of Directors as the executive officer of the District, having overall responsibility for the management and operation of the District.

**Typical Duties**

*Duties include, but are not limited to, the following:*

Reviews applications by industry for permits to construct or modify facilities; evaluates the proposed project design, processes, and function as it relates to air pollution; estimates emission sources, magnitude, and impact; prepares any special conditions and procedures necessary to assure compliance with all applicable district, state, and federal requirements; attends public hearings and presents sworn testimony relative to engineering analyses; and recommends issuance or denial of permits by the Air Pollution Control Officer ~~Quality Manager~~.

Enforces provisions of the Federal Clean Air Act with their implementing rules and regulations, the California Health and Safety Code, district rules, regulations, and policies relating the emission and/or control of air contaminants.

Evaluates effectiveness of district air pollution control rules, regulations, and policies, and makes recommendations to the Air Pollution Control Officer; and develops and proposes changes to rules, regulations, and policies.

Assigns work, directs, and trains staff as directed by the Air Pollution Control Officer; reviews work performed by other District staff; and coordinates tasks with Air Quality Specialists and Assistant Air Quality Engineer.

~~Processes petitions for variances; prepares staff reports and recommendations to the Hearing Board; advocates the district staff position; documents and distributes the final Board decision.~~

~~Oversees and performs investigations, studies, and evaluations of air pollution sources, emissions control devices, and monitoring systems; may be called upon to operate, maintain, and calibrate instruments, prepare and dismantle testing equipment, and fabricate specialized testing equipment.~~

~~May occasionally assign, direct, train, review work and provide input on work performed by other District staff as directed by the Air Quality Manager.~~

~~Enforces provisions of the Federal Clean Air Act (with its implementing rules and regulations), the California Health and Safety Code, district rules, regulations, and policies relating the emission and/or control of air contaminants.~~

Prepares Environmental Assessment Reports, Health Risk Assessments, and Environmental Impact Reports when required, and evaluates such reports when submitted for District review; prepares technical reports to various state and federal environmental and related agencies.

Conducts inspections at permitted facilities; performs visible emissions evaluations; performs or

observes performance tests to evaluate effectiveness of pollution control equipment; determines compliance with requirements of permit conditions and District regulations; and helps develop corrective actions and/or permit revisions to help facilities regain compliance.

~~Evaluates effectiveness of district air pollution control rules, regulations, and policies, and makes recommendations to the Air Quality Manager; and develops and proposes changes to rules, regulations, and policies.~~

Participates in calculating, reviewing, and correcting the District emissions inventory; evaluates the accuracy of source emission calculations and methodologies.

Confers with public and private officials and representatives of technical, professional, and civic groups on air pollution problems; consults with engineers, scientists, and manufacturers regarding the best methods of controlling air pollution; and participates in interagency activities related to air pollution control, ~~and cross-media environmental efforts.~~

~~Confers with and advises citizen groups, advising bodies, and others concerned with district programs and activities;~~ responds to public information requests; and speaks before public bodies, groups, and organizations on matters pertaining to district programs and activities.

Processes petitions for variances; prepares staff reports and recommendations to the Hearing Board; documents and distributes final Hearing Board decisions.

Oversees and performs investigations, studies, and evaluations of air pollution sources, emissions control devices, and monitoring systems; may be called upon to operate, maintain, and calibrate instruments, prepares and dismantle testing equipment, and fabricate specialized testing equipment.

Prepares Notices of Violations to source or individuals who are out of compliance with air quality regulations or create public nuisances; proposes penalties associated with Notices of Violations to the Air Pollution Control Officer; and works under direction of the Air Pollution Control Officer to finalize and issue the Notice of Violation and penalty.

Reviews and provides input to air monitoring submittals to the California Air Resources Board and Environmental Protection Agency.

Responds to complaints regarding sources of air pollution with appropriate District follow up; investigates as necessary; and proposes corrective actions.

Reviews and provides input to air monitoring submittals to the California Air Resources Board and Environmental Protection Agency.

Performs related duties as assigned.

### **Knowledge and Abilities**

**Considerable knowledge of:** -the principles, practices, methods, and techniques of air quality control; and principles of air pollution management, analysis, atmospheric pollution control devices, and surveillance instruments.

**Working Knowledge of:** -the engineering design and use of air pollution control devices and control instruments; laws, rules, regulations, and legal opinions related to air quality control; and statistical techniques and methodology utilized in the analysis of air pollution data; [the permitting and practice of open burning; and methods of calculating impacts of air pollution control measures; basic computer principles and applications.](#)

**Knowledge of:** -geothermal design [and](#) development engineering; and geothermal activities and resources within Sonoma County.

**Ability to:** -research and prepare complex technical reports [and assessments](#) relating to air quality control; design, develop, and utilize instrumentation and operating procedures for air monitoring systems and other air quality measuring facilities; deal tactfully, convincingly, and effectively with department personnel, governmental officials, representatives of specific interest groups, and the general public; and effectively assemble, organize, and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans, and policies; [prepare clear and concise correspondence and written materials; provide advisement and oversight of open burning activities; perform inspections of permitted facilities; exercise sound, independent judgment; and lead and train staff as directed by the Air Pollution Control Officer.](#)

### **Minimum Qualifications**

**Education**~~Experience and Education:~~ -[Any combination of education, training, and experience that would provide the knowledge and abilities listed herein. Normally, this would include Academic course work which directly relates to the knowledge and abilities listed. Normally,](#) a college degree with a major in chemical, environmental, mechanical, industrial, metallurgical, or petroleum engineering, [or related field,](#) ~~would provide the opportunity to acquire the knowledge and abilities.~~

~~**Experience:** Professional experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally,~~ [and](#) three years of professional engineering experience, including two years in air pollution control, would provide [such an](#) ~~the opportunity to acquire the knowledge and abilities.~~

**License:** -Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**Certificate:** [Possession of or eligibility to obtain a California Certified Smoke Reader's Certificate.](#)



## ASSISTANT AIR QUALITY ENGINEER

### **Definition**

Under ~~general supervision, general supervision of the Air Quality Officer,~~ performs engineering work in evaluating, issuing, and processing new, modified, and retroactive permits; develops and maintains computerized data on permits and fees; produces the annual emissions inventory and ambient air quality trends analysis; conducts air toxins risk assessments; performs compliance audits and pollution source testing; ~~instructs District staff in the work related to permit review and inspection procedures; assists with grant budgeting and processing;~~ and performs related duties as required.

### **Distinguishing Characteristics**

This ~~is a journey level, single position~~ classification is in the engineering series assigned to the Northern Sonoma County Air Pollution Control District (District). This classification ~~Incumbents~~ performs specialized and complex work under the general supervision of the Air Pollution Control Officer and/or Air Quality Engineer. Assignments require the use of sound judgment and initiative in developing solutions to problems, interpreting general policies, and ~~determining work assignments,~~ proper application of rules and regulations.

The Assistant Air Quality Engineer classification is distinguished from the Engineer series in that the latter performs engineering work in connection with buildings, roads, bridges, and various land development projects while the former performs engineering work related to air pollution control of criteria and toxic pollutants in a variety of chemical, mechanical, and electrical industrial processes.

The Assistant Air Quality Engineer classification is distinguished from the Air Quality Engineer series in that the latter is responsible for performing the most complex technical and engineering work; is lead for the major source permit program; and may lead the Assistant Air Quality Engineer and other District staff as assigned by the Air Pollution Control Officer.

The Assistant Air Quality Engineer classification is distinguished from the Air Quality Specialist series in that the latter is lead for minor source and open burn permit program elements and performs complex technical and engineering work.



## **Typical Duties**

*Duties include, but are not limited to, the following:*

Evaluates new, modified, and retroactive permit applications for the construction, modification, and operation of equipment and facilities that emit or control air contaminants for conformance with District, State and Federal regulations; calculates emission rates and permit fees; determines best available control technology; establishes permit conditions; recommends the issuance or denial of permits. -

Enforces provisions of the State and Federal Clean Air Act with its implementing rules and regulations; the California Health and Safety Code; and District rules, regulations, and policies relating the emission and/or control of air contaminants.

Evaluates effectiveness of District air pollution control rules, regulations, policies, and makes recommendations to the Air Pollution Control Officer and/or Air Quality Engineer; and develops and proposes changes to rules, regulations, and policies. Consults with management and technical staff of industrial and commercial establishments on solutions to engineering problems arising from stationary source air contamination.

Conducts inspections at permitted facilities; performs visible emissions evaluations; performs or observes performance tests to evaluate effectiveness of pollution control equipment; determines compliance with requirements of permit conditions and District regulations; and helps develop corrective actions and/or permit revisions to help facilities regain compliance.

May be called upon to operate, maintain, and calibrate instruments, including ambient air monitors and sensors; reviews and provides input to air monitor data submittals to the California Air Resources Board and Environmental Protection Agency.

~~Calculates emission rates and permit fees; determines best available control technology; establishes permit conditions; recommends the approval or denial of permits.~~

~~Visits source sites and performs field tests, as necessary, to evaluate effectiveness of control equipment; determines compliance with requirements of permit conditions and District regulations; identifies problems, and incorporates into emission estimates; recommends permit changes for conformance with District regulations.~~

~~Consults with management and technical staff of industrial and commercial establishments on solutions to engineering problems arising from stationary source air contamination.~~

~~Conducts periodic engineering inspections of industrial and commercial establishments to maintain continuing compliance with air pollution control laws and observes source tests.~~

~~Performs visible emissions evaluations or smoke readings to determine compliance with District~~

~~standards.~~

Prepares reports and correspondence related to permits and air quality; aAnalyzes and interprets air pollution data; conducts research on, and special studies of, local air pollution and its sources; determines methods of study of air pollution and emission of contaminants to the atmosphere.

~~Studies need and feasibility of new air pollution control regulations.~~

~~Prepares reports and correspondence related to permits and air quality.~~

Reviews and participates in the development of emission inventories. Develops and maintains computer data bases related to application, permit processes and air quality data; maintains software programs and files.

Works with Air Pollution Control Officer and Air Quality Engineer to develop findings and process petition orders for variances; prepares staff reports and recommendations to the Hearing Board; documents and distributes final Hearing Board decisions.

Works with Air Pollution Control Officer and Air Quality Engineer to develop and issue Notices of Violations to source or individuals who are out of compliance with air quality regulations; proposes penalties associated with Notices of Violations for finalization and issuance.

Responds to complaints regarding sources of air pollution with appropriate District follow up and investigation, as necessary. Represents the District at public meetings, committees and conferences.

Develops and monitors portions of annual budget; assists with administration of grant projects including developing grant guidelines and procedures, interpreting grant requirements, determining progress by grantees, and monitoring grant expenditures.

Reviews and participates in the development of emission inventory.

Represents the District at public meetings, committees and conferences.

Develops and maintains computer data bases related to application, permit processes and air quality data; maintains software programs and files.

Processes petitions for variances; prepares staff reports and recommendations to the Hearing Board; documents and distributes final Board decisions.

Performs investigations, studies, and evaluations of air pollution sources, emissions control devices, and monitoring systems; may be called upon to operate, maintain, and calibrate

instruments, prepare and dismantle testing equipment, and fabricate specialized testing equipment.

Issues Notices of Violations to source or individuals who are out of compliance with air quality regulations; determines penalties associated with Notices of Violations.

Reviews and provides input to air monitoring submittals to the California Air Resources Board and Environmental Protection Agency.

Responds to complaints regarding sources of air pollution with appropriate District follow up.

May provide lead direction to subordinate personnel in air pollution evaluation and control.

Performs related duties as assigned.

### **Knowledge and Ability**

**Considerable knowledge of:**- engineering the principles, practices, methods, practices and equipment and techniques used in determining, evaluating and controlling sources of air quality control pollution; and principles of rules and regulations concerning air pollution management, analysis, atmospheric pollution control devices, and surveillance instruments. ~~control, including the Federal Clean Air Act, California air pollution control laws and Northern Sonoma County Air Pollution Control District Rules and Regulations; the methods of collecting and analyzing air and stack gas samples; the design and use of atmosphere pollution control devices; the purposes and procedures of various public and private agencies involved in air quality and their inter-relationships; air quality plan components and methods of calculating impacts of air pollution control measures; basic computer principles and applications.~~

**Working Knowledge of:** the engineering design and use of air pollution control devices and control instruments; laws, rules, regulations, and legal opinions related to air quality control; and statistical techniques and methodology utilized in the analysis of air pollution data; the permitting and practice of open burning; and methods of calculating impacts of air pollution control measures; basic computer principles and applications.

**Knowledge of:** geothermal activities in Sonoma County and regulated open burning.

**Ability to:** -review, interpret, and evaluate air pollution control permit applications engineering plans and test data; research and prepare technical reports and assessments relating to air quality control; design, develop, and utilize instrumentation and operating procedures for air monitoring systems and other air quality measuring facilities; perform inspections of permitted facilities; provide advisement and oversight of open burning activities: climb stairs, ladders, scaffolding and fairly steep hillsides, carrying light to moderately weighted equipment; conduct research and special studies of air pollution control; prepare accurate and concise oral and

written reports and summaries; analyze situations accurately and adopt an effective course of action; ~~organize and coordinate staff activities;~~ develop, analyze, interpret and apply laws and, ~~regulations;~~ ~~and technical material pertaining to air pollution control;~~ ~~develop basic computer programs to meet District needs;~~ deal tactfully, convincingly, and effectively with governmental officials, representatives of specific interest groups, and the general public; ~~in public and private meetings, group discussions and individual interviews with people of varying technical skills, including representatives of government, industry and the public.~~ prepare clear and concise correspondence; and exercise sound, independent judgment.

### **Minimum Qualifications**

**Education**Experience and Education: Any combination of education, training, and experience that would provide the knowledge and abilities listed herein. Normally, this would include Possession of a bachelor's or higher degree from an accredited college or university in civil, chemical, environmental, or mechanical, industrial, metallurgical, or petroleum engineering or related field and.

~~AND~~

**Experience:** ~~One year of~~ professional journey level, post-graduation engineering experience in air pollution evaluation and control, would provide such an opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**Certificate:** Possession of or eligibility to obtain a California Certified Smoke Reader's Certificate.

# SONOMA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES

Sonoma County Human Resources Department  
**January 18, 2024**

## **PRESENT**

Commissioners: John Hadzess (Vice Chair), Anthony Withington,  
Jerry Dunn

Human Resources Staff: Janell Crane, Spencer Keyword, Jennifer  
Lelouarn, Amy Kraus, Yuka Kamiishi

Commission Counsel:

### **I. CALL TO ORDER**

The virtual meeting was called to order at 3:31 p.m.

### **II. APPROVAL OF MINUTES FROM December 21, 2023**

Motion: Commissioner Dunn

Second: Commissioner Withington

**Ayes – Roll Call Vote: 3 Abstain: 0 Absent: 1**

### **III. DIRECTOR'S REPORT**

Human Resources Director Janell Crane reported that HR is working to address the questions that came up during the annual report provided at the last meeting on December 21, 2023. A similar report will be presented to the Board of Supervisors as part of the budget workshops in April. There has been a lot of media interest in vacancies and the County's efforts to fill vacancies. HR has been working closely with labor representatives to identify different ways to increase the pipeline for future employment. HR has provided information on the Commissioner vacancy and application process on the following pages of the County's website: County HR, Civil Service Commission, and Board, Committees and Commissions.

The Commission is concerned about the ongoing mandatory overtime for Correctional Deputies. Director Crane reported HR is working closely with the Sheriff's Office on the matter.

Commissioner Dunn stated that the issues mentioned in the media, such as a long wait list to receive services, seem to be connected to the vacancy/lack of staffing issues. However, even if there are no vacancies, some services, such as those provided by HSD, may always have long wait times due to budgetary restrictions.

IV. **AGENDA ITEMS**

**A. Child Support Services Social Work Supervisor (CPS SWS) – Human Services Department – Position Review Classification Study**

Item presented by Jennifer Lelouarn, Human Resources Recruitment and Classification Manager

**Recommendation:** No change to one position of CPS SWS within the Redwood Children's Center in Initial Services of the Family, Youth & Children (FY&C) Division of the Human Service Department (HSD).

**Motion:** Commissioner Withington

**Second:** Commissioner Dunn

**Ayes - Roll Call Vote:** 3 Abstain: 0 Absent: 1

**B. Legal Processor Series – Sheriff's Office – Position Review Classification Study**

Amy Kraus, Principal Human Resources Recruitment Analyst

**Recommendation:** Adopt the new classification series of Law Enforcement Services Specialist I/II, Senior Law Enforcement Services Specialist, and Law Enforcement Services Supervisor, and reclassify the incumbents in accordance with Civil Service Rule 3.3C.

**Motion:** Commissioner Dunn

**Second:** Commissioner Withington

**Ayes - Roll Call Vote:** 3 Abstain: 0 Absent: 1

**C. Proposed Rule Amendment to Civil Service Rule 2.2B**

Spencer Keywood, Deputy Human Resources Director

**Recommendation:** Adopt the proposed changes to Civil Service Rule 2.2B.

The Commission confirmed that public comment on a subject not on the agenda may be heard but cannot be discussed by the Commission, nor may any action be taken. However, the Chair may direct HR staff to place the matter on the agenda for future discussion.

**Motion:** Commissioner Withington

**Second:** Commissioner Dunn

**Ayes - Roll Call Vote:** 3 Abstain: 0 Absent: 1

V. **REPORTS**

N/A

VI. **APPEALS**

N/A

VII. **OTHER SCHEDULING MATTERS**

N/A

VIII. **COMMISSIONERS CLOSED SESSION**

N/A

IX. **RECONVENE FROM CLOSED SESSION**

N/A

X. **COMMISSIONERS OPEN SESSION**

Commissioner Withington raised his general concern that County Counsel directed HR staff to instruct an employee organization to bring a concern forward as part of public comment, instead of placing the matter on the agenda. Director Crane suggested that this topic be discussed at a future meeting.

XI. **PUBLIC COMMENT**

An emailed public comment from Travis Balzarini, SEIU 1021 Sonoma County President, was received on 1/17/2024 regarding one-way video interview practices at Human Services Department.

The comment was distributed to the Commission in advance of the meeting. Vice Chair Hadzess, who chaired the meeting, confirmed receipt of the emailed public comment and noted that the Commission would place the matter on the agenda for discussion at the next meeting.

An in-person public comment was provided by David Cameron, SEIU shop steward and Public Infrastructure employee. He appreciated the Commission putting the matter on the agenda as it is a concern and an urgent issue to SEIU that the Human Services Department did not inform SEIU of the new video interview process. SEIU previously brought this issue to the Labor Management Committee. They then decided to bring the matter to the Commission's attention as they felt that this was a much larger policy issue in terms of how the County approaches interviews and the hiring process.

**XII. ADJOURN**

The Civil Service Commission meeting adjourned at 4:57 p.m.



# SONOMA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES

Sonoma County Human Resources Department  
**February 15, 2024**

## **PRESENT**

Commissioners: Pat Sabo (Chair), John Hadzess (Vice Chair),  
Anthony Withington, Jerry Dunn

Human Resources Staff: Janell Crane, Spencer Keyword, Yuka  
Kamiishi

Commission Counsel:

### **I. CALL TO ORDER**

The virtual meeting was called to order at 3:38 p.m.

### **II. APPROVAL OF MINUTES FROM January 18, 2024**

The approval of the minutes was postponed to the next meeting as there were not enough Commissioners present for a quorum.

### **III. DIRECTOR'S REPORT**

Human Resources Director Janell Crane informed the Commission that she and Spencer Keyword, Deputy Human Resources Director, reported to the Board of Supervisors on February 6<sup>th</sup>. Most of the information was same as the report provided to the Commission in December, such as recruitment and classification, vacancy, turnover, general overview of the recruitment process, challenges, and improvement ideas. If interested, the Commission is able to access the reporting of their presentation from the Board of Supervisors' website.

### **IV. AGENDA ITEMS**

**A. Discussion about process of placing items on Civil Service Commission meeting agenda**

Item presented by Janell Crane, Human Resources Director

In response to the open session discussion from the last meeting, Director Crane offered suggestions as to how items could be placed on future Commission agendas when requested by employees, employee organizations, or the public. Director Crane suggested she will notify the Commission Chair of the request, and the Chair can decide whether to add it to the agenda item. Another approach would be for the requestor to speak at public comment and for the Commission to decide to add the topic to an upcoming agenda. Deputy County Counsel to the Civil Service Commission, Petra Bruggisser, was present and available to answer any questions.

The Commission discussed a need to have a filtering system before an item is added to an agenda and that only having topics be presented during public comment could cause too much delay. The Commission indicated that if there is a pressing issue, the individual should contact the Human Resources Director, who would then contact the Chair. The Chair would then decide if the item should be added to the agenda. The Commission also stated employee organizations should try to settle matters with the Human Resources staff first, before requesting an item be placed on the agenda.

Travis Balzarini, SEIU 1021 Sonoma County President, spoke during public comment about his concern that a matter may not be added to the agenda if Human Resources controls the agenda. The Commission clarified that Human Resources does not control the agenda, the Commission does. Also, even if Human Resources do not agree with the item, they would contact the Chair and notify them of the agenda request. The Chair would then determine if the item should be added to the agenda. The Commission stated employee organizations are welcome to contact individual Commissioners if there are concerns their items have not been added to the agenda.

**B. Presentation from Human Resources about recruitment, examination, and hiring processes, and discussion about Spark Hire interview process at Human Services**

Item presented by Spencer Keywood, Deputy Human Resources (HR) Director, David Cameron, SEIU Shop Steward, and Travis Balzarini, SEIU 1021 Sonoma County President.

Deputy Director Keywood presented a PowerPoint presentation titled *Recruitment, Examination & Hiring Processes* (attached to the agenda packet and minutes). Deputy Director Keywood described the hiring process as being bifurcated and complex, involving actions by Central HR (such as the recruitment and examination process, and the establishment and certification of the candidate list) and hiring departments (selection interviews, pre-employment processes). Deputy Director Keywood indicated the Rules provide deference to the process departments can employ during their selection process to determine suitability based on the nature of the positions.

During the presentation, Deputy Director Keywood provided an overview of the *Spark Hire* program utilized by the Human Services Department for some first round department selection interviews. Deputy Director Keywood informed the Commission, that consistent with HR's best practices, the department requires panelists to read the bias awareness guide before evaluating candidates, that panelists are instructed to only consider information the candidates verbally convey, and that the interview materials are being kept in accordance with records retention requirements.

Commissioner Hadzess spoke to interview panelists having biases and the need for selection interview panels to be made up of diverse individuals. In response, Deputy Director Keywood stated HR recommends departments have diverse panels as part of HR's best practices.

David Cameron, SEIU Shop Steward, spoke that *Spark Hire* represents a new type of process that was not communicated to SEIU in advance of roll-out, requires best practices for implementation, and may result in a biased process, due to technology requirements and panelists have visibility to candidates' personal environments. He further commented *Spark Hire* does not meet the definition of an interview, which is a two-

way process, and is more akin to an oral exam through use of recorded video. Mr. Cameron informed the Commission that SEIU-represented Human Services' employees have informed SEIU of their concerns about the process. Mr. Cameron also informed the Commission that conversations between the County and SEIU about the Spark Hire process through the Labor Management Committee did not lead to a resolution, which is why SEIU sought to place the matter on the Commission agenda.

Next, Travis Balzarini, SEIU 1021 Sonoma County President, addressed the Commission. Mr. Balzarini presented the Commission with survey data about the Spark Hire process which SEIU had collected from its members. SEIU member feedback was largely negative, citing a lack of ability to speak with someone at the department about the process, limited access to technology and a private location with which to conduct the interview, concerns about the panels seeing their home environment, and a lack of comfort with the process. Member's opinions about the future of one-way video interviews were mixed.

Mr. Balzarini suggested the Commission look at adopting rules for this type of process and/or have the process be under the purview of the Human Resources examination steps, not a selection interview, and that there be some type of policy, best practice, and training developed to ensure fair and equitable treatment.

The Commission weighed both sides, citing a preference for in-person interviews, but understanding some people may prefer an online process. The Commission also indicated the County needs to have an expedient hiring process, so as not to lose candidates, but stressed that the process can't come at the expense of a fair and equitable process.

The Commission directed Human Resources and SEIU to work together on a solution. The Commission asked to be updated on the outcome of those discussions at a future meeting.

**V. REPORTS**

N/A

**VI. APPEALS**

N/A

**VII. OTHER SCHEDULING MATTERS**

N/A

**VIII. COMMISSIONERS CLOSED SESSION**

N/A

**IX. RECONVENE FROM CLOSED SESSION**

N/A

**X. COMMISSIONERS OPEN SESSION**

N/A

**XI. PUBLIC COMMENT**

The Commission received two email public comments from Sherry Bradford and Travis Balzarini before the meeting on this date, which the Secretary forwarded to the Commissioners before the meeting. Mr. Balzarini's email (two documents), which he used for his presentation, were also provided also in hard copies to the Commissioners before the meeting.

**XII. ADJOURN**

The Civil Service Commission meeting adjourned at 4:59 p.m.