

CIVIL SERVICE COMMISSION

Thursday, August 6, 2020

3:00 p.m.

In accordance with Executive Orders N-25-20 and N-29-20 the August 6, 2020 Civil Service Commission meeting will be held virtually.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

The August 6, 2020 Civil Service Commission will be facilitated virtually through Zoom.

1. Join the Zoom meeting application on your computer, tablet or smartphone:

Go to:

<https://sonomacounty.zoom.us/j/93785117617?pwd=YUc1MTFIQVZmWEZrdmJFOTJMSkhYdz09>

2. Call-in and listen to the meeting:

By telephone:

Number: +1 (669) 900-9128

Webinar ID: 937 8511 7617

Password: 140190

PUBLIC COMMENT PRIOR TO THE COMMISSION MEETING: Public Comment may be submitted via email.

EMAIL PUBLIC COMMENT: To submit an emailed public comment to the Commission Secretary email marissa.georges@sonoma-county.org August 3, 2020. Please provide your name, the agenda items on which you wish to speak, and your comment. These comments will be emailed to all Civil Service Commission members.

PUBLIC COMMENT DURING THE COMMISSION MEETING:

PUBLIC COMMENT USING ZOOM: Members of the public who join the Zoom meeting, either through the Zoom app or by calling in, will be able to provide live public comment at specific points throughout the meeting.

DISABLED ACCOMMODATION: If you have a disability which requires 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 marissa.georges@sonoma-county.org by 12pm Monday, August 3, 2020 to ensure arrangements for accommodation.

The rules for public observation and comment supersede and replace the standard provisions on page two for the duration of the public health emergency.

CIVIL SERVICE COMMISSION AGENDA

August 6, 2020

Disabled Accommodation: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact Marissa Georges at (707) 565-6195, as soon as possible to ensure arrangements for accommodation.

Public Comment: Any member of the public may address the Commission on a matter listed on the agenda. Commenters are requested to come forward to the podium when recognized by the Commission Chair. Please state your name and limit your comments to the agenda or report item under discussion. Available time for comments is determined by the Commission Chair based on agenda scheduling demands and total number of speakers.

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 the above address during normal business hours.

I. Call to Order

II. Approval of Minutes of July 2, 2020

III. Director's Report

IV. Public Comment

Any member of the public may address the Commission on a matter not listed on the agenda. Please state your name and whom you represent, if applicable. Comments will be limited to 3 minutes.

V. Agenda Items

A. Review Purpose and Relationship of Civil Service Ordinance and Civil Service Rules

Christina Cramer, HR Director

VI. Reports

A. Integrated Waste Utility & Infrastructure Coordinator – Transportation and Public Works – New Classification Study

Recommendation: Approve the new classification of Integrated Waste Utility & Infrastructure Coordinator.

Colleen Goetz, Human Resources Analyst

B. Department Program Manager, Administrative Analyst III, County Public Information Officer – County Administrator's Office – Position Review Study

Recommendation: Approve the reclassification of five positions - three Department Program Managers, one Administrative Analyst III, and one County Public Information Officer, recently assigned to the Communications Division of the County Administrator's Office, to the County Communication Specialist classification and retain the incumbents in accordance with Civil Service Rule 3.3B. Abolish the classifications of County Public Information Officer and Public Information Specialist.

Gail Papworth, Human Resources Analyst

CIVIL SERVICE COMMISSION AGENDA

August 6, 2020

- VII. Other Scheduling Matters**
- VIII. Commissioners Closed Session**
- IX. Reconvene from Closed Session**
- X. Commissioners Open Session**
- XI. Appeals**
- XII. Adjourn**

The next Civil Service Commission meeting will be **Thursday, August 20, 2020** at 3:00 p.m., in the Sonoma County Board of Supervisors Chambers. The Agenda deadline for this meeting is 2:00 p.m., Monday, August 10, 2020.



**REPORT TO THE CIVIL SERVICE COMMISSION
NEW CLASSIFICATION REPORT**

New Job Classification Title:	Integrated Waste Utility & Infrastructure Coordinator
Department/Division:	The Department of Transportation and Public Works/ Integrated Waste Division
Position Reports to (Classification):	Integrated Waste Operations Division Manager
Bargaining Unit:	SCAMC-50
Study Requested by:	The Department
Recommendation:	
Approve the new classification of Integrated Waste Utility & Infrastructure Coordinator.	
Request:	
The Department of Transportation and Public Works (TPW) requested that the Human Resources Department (HR) develop a new Integrated Waste Utility & Infrastructure Coordinator classification to oversee contractors and consultants in the performance of: mitigation and cleanup of natural disasters and other debris, removal of hazardous waste, infrastructure maintenance, and capital improvement project work for the County Service Areas (CSA) water systems, closed landfills, and lighting districts.	
Background and Summary of Recommendation:	
<p>On April 23, 2013, a Master Operations Agreement (MOA) went into effect between the County and Republic Services for the long-term development, operations, and maintenance of the County’s Solid Waste Facilities. While the MOA transferred day-to-day management of active landfill operations to Republic Services, the County retained ownership of the solid waste facilities. Subsequently, the TPW Integrated Waste Division became responsible for managing the MOA and overseeing the performance of consultant and contractor work related to the maintenance of the closed landfill facilities. Additionally, the Division’s responsibilities evolved to include overseeing work related to the:</p> <ul style="list-style-type: none"> • Maintenance and operation of the unincorporated CSA-41 water systems and lighting districts • Mitigation and cleanup of natural disasters and other debris • Removal of hazardous waste <p>As the Division’s area of responsibility has grown, TPW has identified the need for a new position to perform the corresponding body of work. After consultation with HR, it was determined that there is not a job class within the County’s classification plan that is suitable to meet the department’s needs. Therefore, TPW requested creation of the new Integrated Waste Utility & Infrastructure Coordinator classification.</p>	

Reporting to the Integrated Waste Operations Division Manager, the new Integrated Waste Utility & Infrastructure Coordinator classification will be responsible for overseeing the work of contractors and consultants performing capital improvement project work on County utilities. In addition, the position will:

- Coordinate consultant and contractor projects involving the construction, inspection, operation, maintenance, repair, and relocation of County infrastructure
- Perform onsite operational inspections to test and evaluate complex electronic and electrical components of utility and infrastructure systems
- Oversee consultants and contractors in the mitigation and cleanup of natural disaster and other debris and hazardous waste removal
- Monitor work progress to ensure work quality and enforce compliance with project plans and specifications
- Prepare and manage project budgets; compute cost estimates for materials, equipment, and consultant/contractor work schedules; requisition materials and supplies; assist in projecting annual costs associated with future work

Due to the position's level and scope of responsibilities, the requirements upon entry include considerable knowledge of the provisions of Federal, State, and local codes and ordinances related to the safe construction, maintenance, and mechanical operation of water systems, closed landfills, and lighting districts; electrical control, landfill gas and flare, and water treatment and distribution systems; modern building and construction materials and their quality as it relates to State and County codes and ordinances; tools, practices, and techniques used in the various building and construction trades; and job site safety compliance practices and standards.

In support of the aforementioned requirements, HR has set the minimum qualifications for the position to include the equivalent of three years of journey-level experience as a contractor with some experience as a foreman. Additionally, the position requires possession of a valid Class C driver's license as it is responsible for driving County vehicles. While not required, coursework and/or training in construction materials and methods, electrical systems, and/or civil, mechanical, or structural engineering; and/or possession of a valid C10 contractor's license is desired.

Furthermore, due to state regulations regarding the operation of the CSA and removal of hazardous materials, the classification requires the incumbent to obtain California Water Treatment Plant Operator Grade T1 and California Water Distribution Operator Grade D1 certificates and complete a 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training within the first year of employment as a condition of passing probation.

Recommendation

Approve the new classification of Integrated Waste Utility & Infrastructure Coordinator.

Report Prepared by:	Colleen Goetz, Human Resources Analyst III
Report Approved by:	Spencer Keyword, Recruitment & Classification Manager
Date:	08/06/20

INTEGRATED WASTE UTILITY & INFRASTRUCTURE COORDINATOR**Definition**

Under general direction, plans, implements, and coordinates integrated waste, utility, and infrastructure work; oversees contractors and consultants in the performance of infrastructure maintenance and capital improvement project work for the County Service Areas (CSA) water systems, closed landfills, and lighting districts; and coordinates the work of consultants, trades, and vendors.

Distinguishing Characteristics

The Integrated Waste Utility & Infrastructure Coordinator is a single position class, allocated solely to the Transportation and Public Works Department, responsible for day-to-day oversight of the CSA water systems, closed landfills, and lighting districts maintenance and construction projects. Using independent judgement, this position coordinates contractors and consultants in the performance of infrastructure maintenance and capital improvement project work. This position provides field and office support to the Integrated Waste Operations Division Manager and may evaluate the work of staff performing specialized technical work related to the construction and maintenance compliance of Integrated Waste Operations utility and infrastructure projects.

The Integrated Waste Utility & Infrastructure Coordinator is distinguished from that of the Integrated Waste Operations Division Manager in that the latter is responsible for overseeing division operations, including responsibility for the County's solid waste system contracts and franchise agreements, and the supervision of division staff. This classification is further distinguished from the Landfill Facilities Specialist in that the latter class performs and directs work crews in the performance of skilled and semi-skilled construction tasks at the landfill and its ancillary facilities.

Typical Duties

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

Coordinates consultant and contractor projects involving the construction, inspection, operation, maintenance, repair, and relocation of County infrastructure associated with the CSA water systems, closed landfills, and lighting districts.

Oversees consultants and contractors in the calibration, installation, maintenance, repair, replacement, and relocation of electronic and electrical equipment, generators, landfill gas and leachate piping and flares, and community water system piping and infrastructure.

Oversees consultants and contractors in the mitigation and cleanup of natural disaster and other debris and hazardous waste removal.

Monitors work progress, ensures work quality, and enforces compliance with project plans and specifications.

Plans and schedules work priorities; determines project timelines; coordinates consultant, trades, and vendor work schedules; communicates information to all involved parties throughout the course of the project.

Prepares and manages project budgets; computes cost estimates for materials, equipment, and consultant/contractor work schedules; requisitions materials and supplies; assists in projecting annual costs associated with future work.

Discusses administrative and engineering plans and operational priorities with engineering and solid waste staff; makes recommendations regarding problem areas and safety hazards; assists in the development and implementation of preventative maintenance programs and infrastructure improvements.

Interprets technical sketches, drawings, and diagrams of electrical and electronic equipment and machinery, flares and piping, grading, ditching, and cover placement; makes recommendations regarding the development of primary and secondary power sources and other backup systems, including Supervisory Control and Data Acquisition (SCADA); ensures ongoing operational efficiency of the CSA water systems, closed landfills, and lighting districts.

Assists in the planning and implementation of equipment operation training and compliance and safety programs; coordinates safety training activities in response to management direction and regulatory guidelines; establishes methods and procedures for correcting unsafe utility conditions and operations.

Performs on-site operational inspections to test and evaluate complex electronic and electrical components of utility and infrastructure systems; remotely manages County infrastructure telemetry using SCADA, Unmanned Aerial Vehicles (UAVs), and other related technology.

Performs field, office, and computer-aided studies, including data collection from field equipment; prepares periodic and special reports based on findings from research, studies, and surveys; makes recommendations on findings.

Responds to alarms indicating malfunction in landfill gas and leachate piping and flares, and water system pump stations; diagnoses malfunctioning facilities and determines appropriate corrective action.

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: the provisions of Federal, State, and local codes and ordinances related to the safe construction, maintenance, and mechanical operation of water systems,

closed landfills, and lighting districts; electrical control, landfill gas and flare, and water treatment and distribution systems; modern building and construction materials and their quality as it relates to State and County codes and ordinances; tools, practices, and techniques used in the various building and construction trades; job site safety compliance practices and standards.

Working knowledge of: the principles of electrical conveyance, distribution, utilization, and generation inclusive of generator design implementation and alternative energy planning; principles of water conveyance, distribution, treatment, and utilization; principles of landfills gas collection, conveyance, and destruction, including flare maintenance; principles of landfill leachate generation, collection, and disposal; methods, materials, tools, and equipment used in public works operations, maintenance, construction, and troubleshooting activities; safety practices to be observed when repairing and servicing electrical and mechanical equipment; and basic mathematics.

Knowledge of: Federal, State, and local regulations and legislative considerations in the construction, maintenance, and operation of waste disposal facilities and water systems; modern waste disposal facilities and water systems; methods and techniques used in researching, gathering, and evaluating data and information; and generally accepted rules of English usage, including spelling, grammar, punctuation, and syntax.

Ability to: evaluate and monitor construction, inspection, operation, maintenance, and repair activities; organize work, set priorities, and exercise independent judgment; understand and interpret complex technical documents, drawings, and plans; interpret and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; perform minor semi-skilled facilities maintenance; calculate quantities of materials needed to complete projects; enter data accurately; maintain records and prepare reports or correspondence; use electronic information equipment and department specific systems; use UAVs, SCADA, and other related technology to remotely manage County infrastructure telemetry; communicate effectively verbally and in writing with individuals from diverse socio-economic and cultural backgrounds; develop and maintain effective working relationships with other County staff, governmental and private agencies, consultants and contractors, coworkers, and the public; and work independently.

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include the equivalent of three years of journey-level experience as a contractor with some experience as a foreman. Coursework and/or training in construction materials and methods, electrical systems, and/or civil, mechanical, or structural engineering is desired.

License/Certification: Valid State of California Class C Commercial Driver's License, including valid and appropriate California Endorsements, is required upon employment and must be

maintained throughout employment in this classification.

Valid California Water Treatment Plant Operator Grade T1 and California Water Distribution Operator Grade D1 certificates must be obtained within one year of appointment.

40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training must be completed within one year of appointment.

Additional certifications and licenses required by the State for the operation and/or maintenance of landfill equipment and systems may be required. Possession of a valid C10 contractor's license is highly desirable.

Working Conditions: Duties require working outside, sitting, standing, squatting, stooping, and walking on level and uneven surfaces in performance of daily activities. Incumbent may be required to work outside, in sometimes unfavorable weather conditions, in making site visits.



REPORT TO THE CIVIL SERVICE COMMISSION POSITION REVIEW STUDY

Job Classifications Included:	Department Program Manager, Administrative Analyst III, County Public Information Officer
Department/Division:	CAO – Communications Division
Position Reports to (Classification):	County Communications Manager
Incumbent(s):	Carly Cabrera, Daniel Virkstis, Margaret Fleming, Jennifer Larocque, and Melissa Valle Hernandez
Bargaining Unit:	SCAMC 50
Study Requested by:	County Administrator

Recommendation:

Approve the reclassification of five positions - three Department Program Managers, one Administrative Analyst III, and one County Public Information Officer, recently assigned to the Communications Division of the County Administrator’s Office, to the County Communication Specialist classification and retain the incumbents in accordance with Civil Service Rule 3.3B.

Abolish the classifications of County Public Information Officer and Public Information Specialist.

Study Request / Background

In 2019, the County Administrator engaged Full Court Press Communications (FCP) to review the organizational structure of departmental communications and offer recommendations for improvement on how the County communicates with various stakeholders. As part of the accepted FCP recommendations, the County of Sonoma Board of Supervisors’ approved the conceptual reorganization of the County’s communication functions to a centralized division within the County Administrator’s Office. In January 2020, the Civil Service Commission approved the adoption of a new classification of County Communications Manager to manage this new division, and in June 2020, the Commission approved the adoption of a new classification of Communication Specialist to staff the division.

With the approval of the recommended budget in June 2020, the Board of Supervisors approved transferring the allocations of eight professional level positions (six from County departments and two from within the County Administrator’s Office) to the new Communications Division. As of today, the professional level staffing complement of the division is comprised of the following:

- Four (4) Department Program Managers – three filled; one vacant
- One (1) Administrative Analyst III - filled
- One (1) County Public Information Officer - filled
- Two (2) County Communications Specialists – both vacant

The three Department Program Manager positions were transferred from the Departments of Emergency Management, Permit Sonoma, and Transportation and Public Works. The Administrative Analyst III and County Public Information Officer positions were already located in the County Administrator's Office. The purpose of the study is to ensure the five encumbered positions are appropriately classified based on an analysis of their level, area of responsibility, and typical duties performed within the new organizational structure.

The incumbents for each of these five positions completed a position description questionnaire and/or participated in desk audit interviews to review their current duties and provide additional information.

Note - Human Resources will be converting the one vacant Department Program Manager allocation to a County Communications Specialist allocation through separate Board action. The position was not included in the study process as is currently unencumbered.

Findings and Analysis:

Department Program Manager

The purpose of the Department Program Manager classification is to manage a major program or group of closely related programs within a department. The Departments of Emergency Management, Permit Sonoma, and the Transportation and Public Works utilized positions in this classification to perform department specific public information, outreach, and communication functions, and to provide guidance to department management on communication strategies. As of July 1, 2020, these positions have been transferred to the Communications Division of the County Administrator's Office.

The incumbents of the Department Program Manager positions previously reported directly to their respective department heads, providing professional level work and public information expertise in response to department programs and information. The employees now report to the County Communications Manager in the CAO but will continue acting in a liaison capacity to their previous departments and other departments for work related to communications and public information, as well as contributing to the County's overall communication and public outreach work.

As part of the Communications Division, the incumbents coordinate departmental communications efforts including social media, video, press releases, graphics, outreach materials, and website content and administration, and provide advice and guidance to departments on County standards for public information and outreach issues. The incumbents are considered subject matter experts on assigned department programs and activities and as such, provide related context within the broader county communication strategy and goals. All three Department Program Manager positions perform the following functions:

- Providing recommendations and direction on strategic communications plans for their department
- Web-site content development, administration and overview; providing input for website updates and design

- Tracking and monitoring press and social media content related to the department; assisting in creating and coordinating response as necessary; gathering data and creating talking points for leadership on complex issues as required
- Writing press releases and social media response; providing direct information to the public and coordinating public information and outreach
- Coordinating, planning and producing public outreach efforts and engagement events
- Serving as departmental spokespersons during emergency response situations and in regular assignment to the Emergency Operations Center (EOC).

Communications and Engagement Coordinators

Most recently, the County Administrator’s Office has utilized the Administrative Analyst III and County Public Information Officer classifications under the working title of Communications and Engagement Coordinator for work related to public information, communication, and public engagement. Administrative Analyst III is the advanced journey level in the Administrative Analyst class series with responsibility for performing complex budgetary or management analysis. The County Public Information Officer is a single position class with responsibility for all Countywide communications and community relations activities.

With the consolidation of countywide communications functions into a centralized division, the Administrative Analyst III and County Public Information Officer have been reassigned to the Communications Division. Both positions are responsible for performing professional level work and now report directly to the new County Communications Manager class, which has been developed to oversee and direct the team of staff engaged in Countywide communications and community relations activities, and act as the official communication channel between the County and the public. Specific duties performed by both positions include:

- Developing press releases and providing website content
- Coordinating, compiling, and assimilating county-wide information for immediate release
- Tracking and monitoring press and social media content; summarizing and providing information to executive leadership
- Gathering data and creating talking points for leadership on complex issues
- Writing press releases and social media responses; coordinating public information and outreach
- Coordinating, planning and producing public outreach and engagement events

In addition, both positions are responsible for duties associated with County emergency response public information efforts which include:

- Developing and executing multi-platform communication strategies, social media, and coordinating translation services
- Providing recommendations and direction on strategic communications efforts
- Working closely with county departments on coordinating county communication content
- Creating and presenting talking points and summarized information on current issues for delivery to the County Administrator and Board of Supervisors

In addition, one of the positions provides and leads engagement efforts with Sonoma County's Latinx community including the translation of time sensitive emergency response information, and leads census efforts with local, state, and Federal partners. The other position provides and develops external communications for high profile and sensitive issues that require working closely with County committees, multi-departmental teams, the County Administrator, and the Board of Supervisors on the County's public information and response.

Communications Division – County Administrator's Office

With the consolidation of countywide communications functions and the formation of the new Communications Division, Human Resources compared and analyzed the bodies of work performed by the aforementioned classifications with the new class of County Communications Specialist.

County Communication Specialist is a professional level classification with responsibility for coordinating communication efforts for assigned departments through a centralized communications division. Position in the class work under general supervision and incumbents are required to demonstrate good independent judgement and decision-making abilities as they provide lead direction to their assigned departments on current related county activities, standardization, and countywide messaging. County Communications Specialists also serve as a liaison and representative for the County Administrator and Board of Supervisors' Offices. Other duties include:

- Developing, coordinating, and communicating information about County activities and services to the media and the public
- Developing and implementing communication plans to enhance community engagement and timely delivery of public information
- Facilitating community outreach efforts in support of increased awareness of County departmental services, successes, and accomplishments
- Proactively establishing and maintaining productive relationships between the County and the general public, county employees, communications and media representatives, community and civic groups, public agencies, and private organizations, among others

Based on the similarities in area of responsibility, duties performed, and the performance of professional level work, Human Resources recommends that the five studied positions be reclassified to County Communications Specialist and the retention of the incumbents in accordance with Civil Service Rule 3.3B.

Recommendation to Abolish Classifications

With the development of the new County Communications Manager and County Communications Specialist classifications, and the reclassification of transferred positions, the County Administrator's Office will no longer have a need for the County Public Information Officer and Public Information Specialist classifications. Therefore, Human Resources recommends the classifications be abolished.

Recommendation	
<p>Approve the reclassification of five positions - three Department Program Managers, one Administrative Analyst III, and one County Public Information Officer, recently assigned to the Communications Division of the County Administrator's Office, to the County Communication Specialist classification and retain the incumbents in accordance with Civil Service Rule 3.3B.</p> <p>Abolish the classifications of County Public Information Officer and Public Information Specialist.</p>	
Report Prepared by:	Gail Papworth, Human Resources Analyst III
Report Approved by:	Spencer Keywood, Recruitment & Classification Manager
Date:	August 6, 2020

CIVIL SERVICE COMMISSION MINUTES
Sonoma County Human Resources Department
July 2, 2020

PRESENT

Commissioners: Jerry Dunn, Mark Walsh, Anthony Withington

Human Resources Staff: Christina Cramer, Spencer Keywood, Eric Payne, Michael Nielsen, Colleen Goetz, Gail Papworth, Jennifer Tamayo, Marissa Georges

Commission Counsel: Not Present

I. CALL TO ORDER

The virtual meeting was called to order at 3:03 p.m.

II. APPROVAL OF MINUTES

Motion: Commissioner Hadzess

Second: Commissioner Dunn

Ayes - Roll Call Vote: 4 **Absent:** 1

III. DIRECTOR'S REPORT

Christina Cramer, Human Resources Director, reported that the County will have a soft re-opening of public county offices on July 6th for limited hours. Christina reported HR is conducting two department head recruitments, establishing a new County Communications Office and a new Office of Equity.

IV. PUBLIC COMMENT

V. AGENDA ITEMS

VI. REPORTS

A. Deputy Sheriff Trainee – Sheriff's Office – Extension of Incumbency Limit

Michael Nielsen, Human Resources Analyst, recommended the Civil Service Commission approve the extension of incumbency limit for four incumbents.

Commissioner Dunn presented a motion to approve the recommended extensions of the incumbency limit up to the time needed to complete the probationary period for an additional three months, whichever is sooner.

Motion to approve: Commissioner Dunn

Second: Commissioner Withington

Questions:

Ayes: 4 **Absent:** 1

VII. Other Scheduling Matters

Hearing of Discipline is tentatively scheduled for August 25 through August 27th.

VIII. Commissioners Closed Session

IX. Reconvene from Closed Session

X. Commissioners Open Session

XI. Appeals

XII. Adjourn

The Civil Service Commission meeting adjourned at 3:34 p.m.