

Solano County

*675 Texas Street
Fairfield, California 94533
www.solanocounty.com*



Agenda - Final

Wednesday, March 11, 2015

6:30 PM

Solano County Board of Supervisors Chambers

Civil Service Commission

SOLANO COUNTY CIVIL SERVICE COMMISSION

*Regular Meeting
March 11, 2015
Wednesday - 6:30 p.m.
Board of Supervisors Chambers*

TO THE PUBLIC

In compliance with the Americans with Disabilities Act (ADA of 1990), the County will provide accommodations for persons with disabilities who attend public meetings. If you have the need for an accommodation such as interpreters or materials in alternative format, please contact Antoinette Rasmussen at 707-784-6185.

If you wish to address the Commission on a matter not listed on the Agenda, you may do so under Items from the Public. The subject matter must be within the jurisdiction of the Commission.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the Recording Secretary of the Commission before the Commission considers the specific item. Cards are available on the podium in the Board Chambers.

Please limit your comments to five minutes.

For items not listed on the Agenda, please see Item #3, Items from the Public.

1. Call to Order/Roll Call
2. Pledge Of Allegiance
3. Items from the Public

This is your opportunity to address the Commission on a matter not heard on the Agenda, but it must be within the subject matter jurisdiction of the Commission. Please submit a Speaker Card before the first speaker is called and limit your comments to five minutes. Items from the public will be taken under consideration without discussion by the Commission and may be referred to staff.

4. Approval of Minutes of the Commission Meeting

*Regular Meeting
March 11, 2015
Wednesday - 6:30 p.m.
Board of Supervisors Chambers*

[CSC 15-0021](#) Approve the minutes of Commission meeting of February 11, 2015.

Attachments: [2-11-15 Minutes](#)

5. Communications
6. Information Items (No Action Required by Commissions)

7. Additions to, or deletions from, the Agenda
8. Approval of the Agenda

SCHEDULED CALENDAR

(All items under Scheduled Calendar require Commission Action)

[CSC 15-0015](#) Request to Establish the Class of Capital Projects Coordinator - Senior and Revise and Retitle the class of Small Projects Coordinator

Attachments: [A-2015 Capital Projects Coordinator \(Sr\)-15-01-06](#)
[B-2015 Small Projects Coordinator](#)
[C-2015 Capital Projects Coordinator-Add-Delete-15-01-06](#)
[D-2015 Capital Projects Coordinator 15-01-06](#)

MISCELLANEOUS ITEMS

9. Commission/Staff Comments

Adjourn

To the Civil Service Commission meeting of April 08, 2015 at 6:30 P.M., Board Chambers, 675 Texas Street, Fairfield, CA



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #: **Status:** CSC Minutes
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 15-0021 **Contact:**
Agenda date: 3/11/2015 **Final action:**
Title: Approve the minutes of Commission meeting of February 11, 2015.

Governing body:

District:

Attachments: [2-11-15 Minutes](#)

Date	Ver.	Action By	Action	Result
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**MINUTES OF THE SOLANO COUNTY
CIVIL SERVICE COMMISSION**

Regular Meeting
Wednesday, February 11, 2015
Board of Supervisors Chambers
County Administration Center
Fairfield, CA 94533

1. Call to Order/Roll Call

President Neal called the meeting to order at 6:30 p.m. Roll was called, and the following Commissioners were present: Commissioner Neal, Commissioner Booe, Commissioner Riley, Commissioner Burton, and Commissioner Tedford. Commission Staff present were Marc Fox, Director of Human Resources and Commission Secretary; JoAnn Parker, Deputy County Counsel; and Antoinette Rasmussen, Recording Secretary.

2. Pledge of Allegiance

3. Items from the Public

There were no items from the public.

4. Approval of the Minutes of the Commission Meeting of October 8, 2014

A motion to approve the minutes of the January 14, 2015 Commission meeting was made by Commissioner Burton with a second by Commissioner Booe. The motion to approve the minutes carried 5/0.

5. Communications

There were no communication items.

6. Information Items (No Action Required by Commission)

There were no information items.

7. Additions to, or deletions from, the Agenda

There were no additions to or deletions from the Agenda.

8. Approval of the Agenda

A motion was made to approve the agenda by Commissioner Riley with a second by Commissioner Booe. The motion to approve the agenda carried 5/0.

SCHEDULED CALENDAR

CSC 15-0013: Conduct a hearing and render a decision for a “community of interests” determination for a bargaining unit modification (Solano County Sheriff’s Employee Association)

Director of Human Resources Marc Fox reviewed the hearing process, and he will make a staff presentation, then a representative from the proposed bargaining unit will make a presentation limited to twenty minutes, followed by comments from the public or an organization. The proposed bargaining unit will then have a chance to speak again for 10 minutes. He then explained that as chair of the commission President Neal can grant additional time for any presentations or comments as you deem necessary. The commission is welcome to ask questions at any time. Lastly, the commission will vote on whether or not there is a unique community of interests to move the requested classifications.

Mr. Fox stated that there was a request submitted to modify unit 7 and unit 87. Unit 7 is regular employee classification of regular technical and general service employees; unit 87 is the extra help. Both units are represented by SEIU 1021. Mr. Fox stated his analysis was that there was not a unique community of interests to warrant the unit modification. The six requested classifications are Animal Control Officer, CoronerForensic Technician, Emergency Services Technician, Latent Fingerprint Examiner, Evidence Technician, and Sheriff Security Officer. Mr. Fox does not see a common theme between these classifications in regards to education and experience requirements; the only common theme is that they are all a part of the Sheriff’s Office. Animal Control Officer was moved to the Sheriff’s Office in 2011, prior to this it was part of the General Services Department and prior to that it was a part of the agricultural department. Mr. Fox then showed examples of other departments that have unique classifications that are specific to their departments that are also a part of unit 7. Mr. Fox explained there is no distinct disciplinary hierarchy and that none of the classifications are peace officers; only two classifications have limited arrest powers. Mr. Fox explained that the association argued there are physical risks; however his review showed there are many classifications with similar risks including; appraisers, inspectors, code compliance officers, and permit technicians. Mr. Fox explained that the Association suggests and argues that the classifications have police powers and carry a gun, yet only two of them have police powers and carry a firearm. Mr. Fox explained that the Association suggests that they wish to separate from SEIU for proper legal defense is factually inaccurate, as any county employee, consistent with law, has the right to legal representation by the county when that person is working within their course and scope of employment. Mr. Fox explained that the Association continues in their reasoning regarding wages hours and working conditions, but there is no distinction between these classifications and others within the unit. Director of Human Resources Marc Fox concluded that he recommends that the Commission deny this request to modify the existing bargaining unit.

Commissioner Booe asked Director of Human Resources Marc Fox to describe what makes a community of interest. Mr. Fox explained that it is similar job duties, ability to transfer, qualifications, training and skills, work location, hiring supervision discipline, wages, hours and

fringe benefits. He provided a copy of all of the job classes under unit 7 to the Commission and noted that additional copies were available in the back of the chamber. Mr. Fox explained that he was not able to distinguish these job classes from the others covered under unit 7. Commissioner Booe then asked what the community of interest is between these individuals and a Lactation Educator and Counselor. Mr. Fox responded that he would need to do a little bit of research but that he believes that they each required some education or certification and that they would fall under the technical or regulatory community of interest.

Commissioner Riley asked Mr. Fox to clarify the process they went through to be separated and is a unique community of interest the only way that they can separate. Mr. Fox explained that they applied in October 2014 to create a new unit, they could have applied to decertify but they did not. Commissioner Riley asked how many employees are there total in these six classifications. Mr. Fox replied that he believes there are 55; however, he is not sure how many part time employees versus full time employees. Commissioner Riley asked what happens if the Commission decides this is a community of interest what happens to those employees in these job classes that did not sign the petition. Mr. Fox explained that he will send a notice to all of those employees in those classifications, then would give thirty days for a competing petition to come in. If no competing petition comes in, then he would call State Mediation and Conciliation Services to come and look at the petition and verify the names match employees. To verify at least thirty percent support exists. If support exists then there are additional steps in terms of recognition and election of a bargaining unit.

President Neal asked if part time and full time employees have the same power for a vote. Mr. Fox responded yes.

Commissioner Tedford asked if this will make a financial difference. Mr. Fox responded that they will more than likely ask for wage increase in negotiations.

Commissioner Burton then asked how long have these classes been represented by SEIU. Mr. Fox responded by job class; Animal Control Officer since 8/15/2001, Coroner Forensic Technician since 12/15/1999, Emergency Services Technician since 10/24/2001, Evidence Technician since 1/2/2003, Latent Fingerprint Examiner since 12/15/1999, and Sheriff Security Officer since 10/19/2004.

President Neal asked the Association to present.

Animal Control Officer Dae Kim introduced himself, Sheriff Security Officer Steve Christie, Emergency Services Technician Kevin Ives, and Evidence Technician Angela Cunha as the board members of the Association that represent the six classifications that wish to be separated. Mr. Kim explained how they came about. There was an incident in the courthouse lobby, a physical confrontation between a Sheriff Security Officer and an individual, the Sheriff Security Officer had to draw his weapon and the situation resolved on its own. The Sheriff Security Officer then wondered what would have happened if he had to fire his weapon, one question led to more. The group then came together and discussed their community of interests. Mr. Kim explained that one of their communities of interests is that they all work in the Sheriff's Office where the Sheriff holds them to a high standard.

Mr. Kim refers to job duties; which is the first community of interest on the community of interest's checklist. Mr. Kim explained that he carries a weapon, serves warrants, has arrest powers, issue citations, investigates, testifies in court, processes crime scenes and responds to

critical incidents. Mr. Kim explained that all of the other classifications assist in the investigation process, which comes with a lot of risks. Mr. Kristie stated that they are working under the officers doing more technical things. Mr. Ives stated he has been to drug busts, major fires and he is on many crime logs and he carries a weapon because he goes to high risk areas.

Mr. Kim talked about qualifications and training. Mr. Kim stated that the reason that their minimum qualifications are so minimal is so that they obtain a larger pool of candidates, an example being the Animal Control Officer classification. Mr. Kim stated that once an Animal Control Officer is hired they go right into the Animal Control Officer academy and then the advanced Animal Control Officer academy. Mr. Kim stated that the training never stops. Mr. Christie stated that with the Sheriff Security Officer classification that they had to revise their job classifications and limit their minimum classifications to get a larger pool of applications and then once hired they have to have continuous training. Mr. Kim talked about the Animal Control Officer classification and that it is not transferrable, it came from General Services to the Sheriff's Office for a reason. Mr. Kim stated that when the Animal Control Officer classification was under General Services he received no training and now under the Sheriff's Office he has received a lot of training. Mr. Ives stated that his position only requires two years' experience although he has over twenty years' experience and those before him had a lot more than two years' experience.

Mr. Kim went on to explain that their next community of interest is their work locations. Mr. Kim explained that no others in their union go to crime scenes.

Mr. Kim talked about hiring and supervision. Mr. Kim stated that they have an extensive ten year background for hiring. Mr. Kim stated that they have to abide by the Brady Law and that they report to a sworn hierarchy. Mr. Christie explained that they fall under the Sheriff's Office and that they have a higher standard of responsibility. Mr. Kim brought up if they were transferred back to General Services that they would not be held to the same standards. Mr. Kim then stated that he worked 42 hours of overtime this last pay period.

Mr. Kim then stated that he believes that if they were to establish this community of interests that they would have different fringe benefits, better safety equipment and that that becomes critical in collective bargaining. Mr. Christie then answered Commissioner Riley's previous question, they have 26 full time Sheriff Security Officers with 15 extra help, 6 full time Animal Control Officers with 1 extra help, and that the Sheriff Security Officers received 2, 089 hours of overtime and the Animal Control Officers received 372 hours of overtime.

Commissioner Burton asked since there is only 21 petitions how does everyone else feel. Mr. Kim responded that 90% are in agreement and that there is a lot of turnover in these classifications. Mr. Kim then stated that they are working on it now and meeting on a regular basis. Mr. Christie stated they have more employees who would like to sign. Commissioner Burton then asked why now, as the Animal Control Officer has been represented by SEIU for 14 years and the Sheriff Security Officer has been represented for 11 years. Mr. Kim responded that his personal opinion is change in management and that they are growing. Mr. Ives stated that the incident where the Sheriff Security Officer had to draw his weapon made a lot of people realize that this was an issue. Ms. Cunha stated that they have talked about it before several times. Commissioner Burton asked if the Sheriff Security Officer did have to fire his weapon that day what would have happened, what kind of legal representation would this individual have received. Director of Human Resources Marc Fox responded that the county represents all county employees who are working through the course and scope of employment. Mr. Kim asked if the County represented its employees during internal affair investigations. County Counsel JoAnn Parker responded no. Mr.

Kim then asked if they did during a criminal investigation that involved an unlawful shooting. County Counsel JoAnn Parker then responded no. Mr. Fox then stated that through Weingarten rights they would have rights to legal representation in a workplace investigation whether the person is represented by a union or not, currently, for them they would be represented by SEIU and not the county.

President Neal asked if they were to create a new bargaining unit would they have the same rights to representation that they have now. Mr. Fox responded yes.

President Neal then asked the applicants if they perceive that the advantage of establishing this community of interests is that you would be able to negotiate better benefits. Mr. Kim responded that they would have better legal representation.

Commissioner Riley asked if they are subject to agency shop provisions. Mr. Fox responded that in unit 7 new employees have the option to pay fair share dues or decline membership. President Neal then thanked them for their presentation and stated that they would now be moving on to those who submitted speaker cards.

Rob Zinscovni, a representative of SEIU, commended those who spoke. Mr. Zinscovni stated that SEIU and Director of Human Resources Marc Fox share the same view on this matter. Mr. Zinscovni stated that it would be a tremendous inefficiency to put all of the work into creating a new bargaining unit for only fifty or so employees, some not even full time. Mr. Zinscovni also said that the work related risk that the petitioners do is not unique when compared to other classifications. Mr. Zinscovni then stated that the Sheriff only holds these employees to the same standards as a courtesy.

A ten minute break was taken between 7:35 p.m. and 7:45 p.m.

Ken Krammer Sergeant with the Solano County Sheriff's Office commented that these classifications are exposed to higher risk factors and that they do law enforcement work. Mr. Krammer stated that the reason it took so long for this surface is that they have doubled and tripled their staffing on top of their turnovers for the Animal Control Officer classification.

President Neal then gives the appellant another opportunity to speak.

Mr. Kim showed the Commission his uniform and stated that his uniform gives people the perception that they are a part of the sheriff's department, and that they would like the proper legal representation to accompany that. Mr. Christie then stated that there were only 11 Sheriff Security Officers when he started, they were lumped in SEIU, and now their ranks have grown two to three times over. Mr. Christie stated that the Sheriff Security Officer's presence is shown throughout the county.

Director of Human Resources Marc Fox pointed out that the appellant's affirmed that their work is technical in nature. Mr. Fox also noted that the appellants made a couple of comments regarding safety equipment yet there is nothing that precludes the need for additional safety equipment by the sheriff today and a change in representation units doesn't necessarily dictate that new safety equipment would be provided. Mr. Fox noted that the appellants spent a lot of time reviewing the unique risks regarding working outdoors, as shown in the presentation previously there are many classifications that work outdoors and that have similar risks associated with them. Mr. Fox talked about how they do have some unique risks such as dealing with a dangerous animal or carrying a

firearm; however Code Compliance Officers and Appraisers have similar risks and confrontational interactions. Mr. Fox explained that during the recent earthquake the Code Compliance Officers were red tagging and yellow tagging buildings and as a homeowner he might be particularly upset if told that he could not enter his home or business. Code Compliance Officers and Building Inspectors have the ability to issue citations. Mr. Fox then mentioned child support specialists and that they do work primarily indoors. They may have confrontational interactions with the public, as a Child Support Specialist determines whether or not a noncustodial parent must pay child support they have the ability to lean on that noncustodial parent's paychecks and earnings. Mr. Fox then replied that the Emergency Services Technician may have a concealed weapon permit; however, it is not authorized as part of his job duties. Mr. Fox addressed the appellant's talk of expansion of the programs noting this does not provide a unique community of interest.

Mr. Fox stated that in his experience over the past three years that SEIU has never sent over a shop steward to interact with an employee in regards to disciplinary matters. Mr. Fox stated that in regards to disciplinary actions that part of the frustration that he has is that SEIU's field representative is busy with other clients and that the pace that Mr. Fox would like to move in a department hearing a disciplinary matter is slowed down because the SEIU field representative is unavailable. Mr. Fox spoke in regards to overtime, stating that the amount of overtime worked is not a unique community of interests. Mr. Fox then stated it is a false argument that a new bargaining unit would bring better benefits.

President Neal asked Director of Human Resources Marc Fox how many classifications in the Sheriff's Office are not a part of this bargaining unit. Mr. Fox responded that slides three and four of his presentation show that. President Neal asked if the six classifications fall under the same retirement. Mr. Fox responded yes. Commissioner Riley stated that there are a lot of things being brought up that are distractions from what the Commission is here to decide which is if there is a unique community of interests here in the Sheriff's Office. Mr. Fox responded no, their affiliation with the Sheriff's Office is not a part of the equation. Commissioner Riley asked if there are other forums to form your own union that do not entail community of interests. Director of Human Resources Marc Fox stated not quite as under the county's EERRR SEIU is the exclusive representative for these classifications. Commissioner Riley asked if we grant this community of interest's status what is the next step. Mr. Fox responded that if the Commission finds that there is a community of interests then Mr. Fox would send a notice to all of those employees in those six classifications, there is thirty days in which a competing organization could file a petition, and assuming there is no petition received Mr. Fox would ask State Mediation and Reconciliation service to verify that at least thirty percent of those employees in those six classifications having submitted a petition. Mr. Fox stated that if there is between 30% and 50% then an election would be called, if more than 50% filed petitions, then there would be no election called, and the unit would be certified, and come to the Commission at a later meeting for recognition.

Commissioner Riley asked Mr. Kim how does SEIU go from representing a bargaining unit of 475 to a bargaining unit of only 55. Dae Kim responded that their goal is to be recognized for future goals.

Commissioner Riley asked how it would work if they would like to add classes to the petition. Director of Human Resources Marc Fox responded that the Commission can amend the petition but that he suggests that the standard has not been met. Commissioner Riley asked if we deny now can they do something else. Mr. Fox responded that the next opportunity would be the October before the end of the next collective bargaining agreement.

Commissioner Tedford asked if we decide that there is a community of interests and then they go to the other employees and they deny it then would it fail. Director of Human Resources Marc Fox responded that he would give notice to all of those employees in those classifications and if there is a challenge filed then there is a process he would go through if there is no challenge filed then we look to see if the 30% threshold has been met. Mr. Fox stated that he has not done a roster of employees or as it's premature.

Commissioner Riley asked what the challenge could be from the third party. Director of Human Resources Marc Fox responded that they could say that the competing organization is better, come to us, but that he would be surprised if there was a challenge filed. Commissioner Riley asked if SEIU could file a competing petition. Mr. Fox responded no because SEIU already represents these classifications. Commissioner Riley asked if this has ever happened before. President Neal replied that he has served on the commission for 25 years and has never seen it.

President Neal asked the commission if there is a motion to approve. Commissioner Booe motioned to find that there exists a community of interests for the requested classifications. The motion failed due to the lack of a second.

President Neal asked the commission if there is a motion to deny. Commissioner Riley motioned to find that community of interests does not exist for the requested bargaining unit modification, with a second from Commissioner Burton. The motion to deny the petition carried 3/2. (Yes Neal, Riley, Burton; No Booe, Tedford)

9. Commission/Staff Comments

Director of Human Resources Marc Fox presented the 2014 Solano County annual report. Mr. Fox also informed the commission that they had a second hearing scheduled for this meeting that was settled.

Commissioner Booe then commented that the hearing was run very well and that there was lots of good information presented.

10. Adjourn

President Neal adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Marc A. Fox
Director of Human Resources



Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 15-0015 **Contact:**
Agenda date: 3/11/2015 **Final action:**
Title: Request to Establish the Class of Capital Projects Coordinator - Senior and Revise and Retitle the class of Small Projects Coordinator

Governing body:

District: All

Attachments: [A-2015 Capital Projects Coordinator \(Sr\)-15-01-06](#)
[B-2015 Small Projects Coordinator](#)
[C-2015 Capital Projects Coordinator-Add-Delete-15-01-06](#)
[D-2015 Capital Projects Coordinator 15-01-06](#)

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Human Resources Department recommends the Civil Service Commission establish the class of Capital Projects Coordinator - Senior and revise and retitle the class of Small Projects Coordinator.

SUMMARY:

The Department of General Services' requests to establish the class of Capital Projects Coordinator (Senior) and to revise the class of Small Projects Coordinator in support of the consolidation of the Facilities Operations, Real Estate Services, and the Architectural Services Divisions.

As result of the General Services Real Estate Planning, Facility Development and Project Management Integration Plan, the department is merging the real estate, facilities development, and project management functions into one Division. The new structure integrates real estate planning, facility development, and project management into a more cohesive division that is responsible for overseeing all phases of real estate support, master planning, development, asset management, and preventative maintenance programs. The Human Resources Department has finished the classification study and recommends that the Commission approve the creation of the Capital Projects Coordinator (Senior) class and approve the revision and retitling of the Small Projects Coordinator to Capital Projects Coordinator because the requested changes to the class are aligned with the new organizational structure.

DISCUSSION:

The Capital Projects Coordinator (Senior) primarily manages the most complex projects requiring advanced capital improvement project management experience that could have a high level of visibility. The essential duties are as follows: (1) performs project management functions for complex capital improvement projects; (2) prepares bid notices and reviews and evaluates construction bids for complex capital improvement

projects; (3) monitors complex capital improvement projects to ensure compliance with plans, specifications and completion schedules; and (4) represents the department in community outreach efforts associated with assigned capital improvement projects.

The Small Projects Coordinator class specification last revision was in November 2001. The proposed revisions will retitle the class to Capital Projects Coordinator and align the essential duties with the new structure. The Capital Projects Coordinator class primarily manages projects that are routine in nature, do not require advanced capital improvement project management experience, and have a lower level of visibility. The most significant changes to the class specification are as follows: (1) the class title has changed to Capital Projects Coordinator; (2) the distinguishing characteristics are revised; (3) the education requirement of a high school diploma, GED, or equivalent

are added, and (4) work experience language was replaced with “two years of full-time paid experience in an architectural, engineering, real estate property management/development, or managing construction projects with responsibility for cost recommendations, contract administration and quality control.”

Copies of the proposed class and the revised class specifications are attached.

ALTERNATIVES:

The Civil Service Commission could elect not to establish the proposed class specification of Capital Projects Coordinator (Senior) and/or not accept the revisions to the Small Projects Coordinator, however, that is not recommended as the General Services Department has requested this new classification and made these revisions in support of their new structure to align with the needs of the County organization.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with the General Services Department in creating the class specification.

The Capital Projects Coordinator (Senior) class specification is represented by SEIU, Local 1021. On January 15, 2015, SEIU's designated representatives were provided the proposed class specifications. SEIU's representatives did not provide any objections to the revisions.

The Capital Projects Coordinator class specification is represented by Stationary Engineers, Local 39 and on January 15, 2015, the union was provided the proposed class specification revisions for their review. On January 29, 2015, at the request of the union, Human Resources and General Services Departments representative met with the union's business agent to discuss the proposed changes to the Small Project Coordinator class specification. Local 39 did not have any objections to the revisions to the Small Projects Coordinator class specifications.

COUNTY OF SOLANO
CLASS SPECIFICATION
CAPITAL PROJECTS COORDINATOR (SENIOR)

Date of this Draft: 01/06/15

CLASS SUMMARY:

Under general supervision, is the advanced journey class in the series and manages assigned complex County facilities improvement requiring an advanced level knowledge of design, construction, budgeting and scheduling practices to include administering assigned projects for County facilities; and participating in program design, planning and assessment.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Capital Projects Coordinator** class which is responsible for the delivery of capital improvement projects, including new construction, renovations and additions, space planning, and office remodels. Assigned capital projects are typically more routine, involve fewer construction aspects which need to be integrated, have lower visibility and/or have less political sensitivity in comparison to the projects assigned to the class of Capital Projects Coordinator (Senior).
- **Capital Projects Manager** class which manages the Capital Projects Management Division, and oversees all phases of real estate development services including master planning, project management, space utilization of County real estate assets, and management of the County's Capital Improvement Program.

SUPERVISION RECEIVED AND EXERCISED

- Supervision is provided by the Capital Projects Manager.
- No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs project management functions for complex capital improvement projects; assists in strategic planning efforts in the management and development of the County's real estate assets, including energy and facility infrastructure master plan and facilities assessment; prepares and monitors project budgets and develops, oversees and tracks individual project budgets as assigned; identifies and recommends funding priorities for projects in relation to available County resources; assesses and evaluates policy impacts on capital project development; manages and exercises judgment over the design and construction of concurrent and multiple projects; prepares and presents reports and board agenda items; implements policies and procedures; plans, organizes and coordinates project requests; assists and supports the methods and procedures to be to manage and complete assigned projects; plans and develops project schedules; establishes priorities associated with

assigned projects; analyzes feasibility and funding sources for project requests; participates in administrative studies related to capital improvement projects; may coordinate the integration of public art into projects and make presentations to the Public Art Committee; assists in feasibility studies and analysis relative to County space utilization and needs; and prepares grant applications.

- Prepares bid notices and reviews and evaluates construction bids for complex capital improvement projects: reviews and evaluates construction bids to identify the lowest qualified bid; estimates costs such as design and engineering fees, consultant fees, project costs, material and labor costs; compiles bid packages; negotiates with potential contractors; selects and/or recommends selection of specific firms in conjunction with appropriate County ordinances, rules and guidelines; evaluates qualifications, negotiates terms and administers professional services related to projects; oversees and inspects the work of contractors; evaluates ADA compliance matters and implements corrective action; and manages hazardous material abatement projects.
- Monitors complex capital improvement projects to ensure compliance with plans, specifications and completion schedules: conducts pre-construction activities to discuss details of construction, schedules, sequences, procedures, and to clarify terms of the contract; prepares applications for plan check/building permits and other permitting processes; reviews invoices/pay applications in relation to work performed; schedules and coordinates construction-related activities in occupied space to minimize impact to on-going County operations; coordinates and inspects the work of contractors assigned to capital improvement projects; tracks level of efforts for assigned projects according to the Department's cost recovery plan; evaluates change orders, materials specifications and selects project finishes, material components and colors; performs field investigations of project sites; oversees consultant work progress in relation to contract scope; observes, monitors, and documents construction progress; evaluates the performance of consultants and contractors and manages their efforts to maximize operational efficiency and effectiveness; and prepares and/or evaluates a variety of reports and construction documents including agreements, specifications, and drawings.
- Represents the Department in community outreach efforts associated with assigned capital improvement projects.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree or higher from an accredited college with a major in Architecture, Engineering, Construction Management, Real Estate, Business Administration, Public Administration or a closely related field;

AND

- **Experience:** Four years of full-time paid experience in an architectural, engineering, real estate project management/development, or managing construction projects with responsibility for cost recommendations, contract administration and quality control.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess, or obtain prior to employment, a valid California Driver’s License, Class C.
- Advanced Computer Aided Drafting certification, including 3D-modeling software proficiency, from an accredited academic institution is desired.
- The possession of valid certificate of registration as an Engineer or Architect in the State of California is desired.
- The possession of certification as a Construction Manager by the Construction Management Association of America or certification as a Construction Manager accredited by the American National Standards Institute is desired.

Note: All licenses, certificates and registrations must be kept current while employed in this class.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles of building construction practices including structural, electrical, plumbing, mechanical, heating, ventilating and air conditioning.
- Legal relationship between the County, consultants, and contractors.
- Techniques of negotiating contracts with consultants and contractors.
- Laws, regulations and policies applicable to work performed such as building codes and permits, construction contracts, contract administration, and consultant administration.
- Building and office design and construction practices, methods and techniques.
- Environmental remediation and hazardous material abatement/management practices.
- Principles of real estate related to property management and land development.
- Principles and practices of accounting, auditing, cost estimating, budgeting and cost analysis.
- Preparation, submission and monitoring of contracts and grants.
- Principles of construction scheduling, schedule analysis, and schedule recovery techniques.
- Design and construction industry standards marketplace conditions and trends.
- Principles of strategic planning and techniques to implement strategic plans.
- Processes and techniques to manage efforts in a political context.
- Design and construction-related claims avoidance and analysis techniques.

- Relocation/move management principles and techniques.
- Computer-aided drafting practices and techniques.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, contractors, consultants, and vendors.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.
- Ergonomics to understand the adequacy of modular systems, furniture, chairs and other products in relation to employee/user space needs.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Plan, organize and coordinate construction projects in the County.
- Understand, interpret and apply pertinent provisions of various contracts and other policies and regulations.
- Understand, interpret and enforce compliance with plans, specifications, and schedules and use good judgment in their application.
- Recognize problems of job scope, specification and determine necessary changes.
- Perform mathematical calculations required to determine areas, volumes and estimates.
- Interpret and apply a variety of complex County, State and Federal regulations, policies and guidelines related to construction.
- Evaluate work performed by contractors.
- Establish and maintain effective working relationships with a variety of different individuals, departments and ~~private~~ contractors.
- Communicate effectively with people of diverse socio-economic backgrounds and temperaments.
- Research regulations, procedures and/or technical reference materials; analyze data to draw logical conclusions and make appropriate recommendations.
- Read and understand blueprints.
- Prepare narrative and statistical reports.
- Manage a variety of simultaneous work projects to successful completion.
- Manage complex and simultaneous project efforts within established budget and schedule constraints.

- Identify potential design and construction-related claims, conduct claims analysis and recommend action to mitigate risk/liability.
- Prepare and analyze project cost estimates.
- Prepare and analyze project development schedules.
- Analyze and synthesize data, identify significant findings, develop feasible recommendations and prepare concise reports.
- Assess and evaluate political and policy impacts on capital project development.
- Manage work efforts in a politically sensitive environment involving multiple stakeholders.
- Negotiate consultant and internal service agreements.
- Manage and administer competitive bidding process.
- Manage relocation/move processes.
- Manage and integrate public art into public sector construction projects.
- Analyze and balance workload for assigned projects.
- Visualize in three dimensions using two dimensional drawings.
- Perform computer-aided drafting for projects.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Administer contracts and grants according to designated guidelines and regulations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Represent the Department in meetings with representatives from various County and non-County organizations, including businesses, customers, and the general public.
- Establish effective relationships with the public and customers and provide customer service that meets or exceeds Department goals and expectations.
- Maintain accurate records and document actions taken.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Maintain confidentiality of records and information consistent with applicable laws/regulations and policies.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. Employees will occasionally be required to climb ladders and walk on uneven surfaces.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force

frequently, and/or a negligible amount of force constantly to move objects. Employees will occasionally be required to exert, with assistance, up to 50 pounds of force.

- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work plus Outdoor Work: While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with contractors and consultants, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: November, 1999
- Date Adopted by the Board of Supervisors: June 30, 2002
- Date(s) Revised: November 2002
- Date(s) Retitled and Previous Titles of the Class:
- Class Code

COUNTY OF SOLANO
SMALL PROJECTS COORDINATOR

Rev. 11/01

DEFINITION

Under general direction, plans, organizes and, coordinates most aspects of small project administration for County facilities; participates in program design, planning and assessment; conducts special studies relating to capital improvement projects, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to plan, organize and coordinate small construction projects under \$25, 000. This class is distinguished from the County Projects and Services Coordinator in that the latter is responsible for planning, organizing, and coordinating and supervising the staff and activities of the Projects & Services Bureau of the Facilities Operations Division.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Plans, organizes and coordinates small project requests; develops the methods and procedures to be used to carry out assigned projects; coordinates and inspects the work of contractors assigned to construction projects.
2. Plans project workloads, develops schedules; establishes priorities associated with assigned projects; analyzes feasibility and funding sources for projects requests; assists in establishing the budget for assigned projects.
3. Reviews and evaluates project bids to identify the lowest qualified bid; estimates costs such as design and engineering fees, consultant fees, project costs, material and labor costs; compiles bid packages; negotiates with potential contractors; selects and/or recommends selection of specific firms in conjunction with appropriate County ordinances, rules and guidelines.
4. Monitors projects to assure conformance with plans, specifications and completion schedules; conducts the pre-construction conference with the tenant-occupant of facilities, Facilities Operations Supervisor Manager and appropriate members of the County Architect's staff to discuss details of construction, schedules, sequences, procedures, special problems and to clarify terms of the contract.
5. May participate in administrative studies relating to small projects; may be assigned additional administrative responsibilities.
6. Makes field investigations to obtain site-related information and prepares drawings and specifications for small construction projects and office furniture configurations.

QUALIFICATION GUIDELINES

Education and/or Experience

Considerable experience in one or more of the building trades and crafts, contract bidding and administration, project management and knowledge of building codes and laws related to small construction projects which demonstrates possession of requisite competency, knowledge and abilities. Typical qualifying education/experience would include:

Two years of experience in managing small to medium-sized construction projects with responsibility for cost recommendations, contract administration, and quality control.

Knowledge/Abilities

Considerable knowledge of the principles of building construction practices including structural, electrical, plumbing, mechanical, and heating, ventilating, and air conditioning; uniform building codes, Cal-OSHA building construction requirements, and other pertinent safety rules and regulations; construction methods and techniques for wood, steel, masonry and reinforced concrete buildings; materials, methods, and equipment used in facilities construction.

Some knowledge of contract administration; legal relationship between the County, consultants, and contractors; techniques of negotiating contracts with consultants and contractors; agency purposes, goals and policies.

Knowledge/Abilities (Continued)

Ability to plan, organize and coordinate small to medium-sized construction projects in the County; understand, interpret and apply pertinent provisions of various contracts and other policies and regulations; understand, interpret and enforce compliance with plans, specifications, and schedules; recognize problems of job scope, specification and determine necessary changes; perform mathematical calculations required to determine areas, volumes and estimates; interpret and apply a variety of complex County, State and Federal regulations, policies and guidelines related to construction; evaluate work performed by contractors; recognize and respect limit of authority and responsibility; make decisions and independent judgements; establish and maintain effective working relationships with a variety of different individuals, departments and private contractors; communicate effectively with people of diverse socio-economic backgrounds and temperaments; collect and analyze data to draw logical conclusions and make appropriate recommendations; read and understand blueprints; use drafting software, equipment and tools; prepare narrative and statistical reports; research regulations; procedures and/or technical reference materials.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License.

Incumbents may be required to work outside normal business hours.

Incumbents must be able to perform sedentary work.

Rev. 11/01

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COUNTY OF SOLANO
CLASS SPECIFICATION
SMALL CAPITAL PROJECTS COORDINATOR

Add/Delete
Date of this Draft: 01/06/14

Rev. 11/01

DEFINITION CLASS SUMMARY:

Under general ~~direction~~ *supervision*, is responsible for the delivery of capital improvement projects including new construction, renovations/additions, space planning, and office remodels: (1) plans, organizes and, coordinates most aspects of small *routine capital projects* administration for County facilities participates *ing* in the program design, planning and assessment; (2) *prepares bid notices and reviews and evaluates construction bids and* (3) ~~conducts special studies relating to capital improvement projects~~ *monitors projects to assure conformance with plans, specifications and completion schedules*, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

~~This class is characterized by the responsibility to plan, organize and coordinate small construction projects under \$25, 000. This class is distinguished from the County Projects and Services Coordinator in that the latter is responsible for planning, organizing, and coordinating and supervising the staff and activities of the Projects & Services Bureau of the Facilities Operations Division.~~

This class is distinguished from the:

- ***Capital Projects Coordinator (Senior)** class which is the advanced journey class in the series and manages assigned complex County facilities improvement projects including the design, construction, budgeting, and scheduling of those projects. Assigned capital projects are typically larger, more complex, have higher visibility and/or political sensitivity in comparison to the projects assigned to the Capital Projects Coordinator class;*
- ***Capital Projects Manager** class which manages the Capital Projects Management Division, and oversees all phases of real estate development services including master planning, project management and space utilization of County real estate assets, and the County's Capital Improvement Program.*

SUPERVISION RECEIVED AND EXERCISED:

- *Supervision is provided by the Capital Projects Manager.*
- *No supervision is exercised over others.*

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- ~~• Plans, organizes and coordinates small project requests; develops the methods and procedures to be used to carry out assigned projects; coordinates and inspects the work of contractors assigned to construction projects.~~
- *Supports and manages capital improvement projects as assigned: meets with stakeholders to discuss the capital project; assists in the preparation of grant applications and/or proposals to procure project funding; prepares draft Board agenda submittals for projects; prepares construction documents and specifications performs project related research including building code and other applicable regulations; evaluates project cost, schedule, maintenance and operations impacts; plans project workloads, develops schedules; establishes priorities associated with assigned projects; analyzes feasibility and funding sources for projects requests; assists in establishing the budget for assigned projects; and participates in administrative studies related to capital improvement projects.*
- *Prepares bid notices and reviews and evaluates construction bids: prepares notices to bidders and conducts pre-bid meetings/job walks; reviews and evaluates project bids to identify the lowest qualified bid; estimates costs such as design and engineering fees, consultant fees, project costs, material and labor costs; compiles bid packages; solicits and evaluates qualifications/fee proposals for professional consulting services necessary to complete assigned projects; negotiates with potential contractors; selects and/or recommends selection of specific firms in conjunction with appropriate County ordinances, rules and guidelines.*
- *Monitors projects to assure conformance with plans, specifications and completion schedules: conducts the pre-construction conference activities with the tenant-occupant of facilities, project stakeholders, Facilities Operations Supervisor Manager and appropriate members of the County Architect's staff to discuss details of construction, schedules, sequences, procedures, special problems, and to clarify terms of the contract; prepares applications for plan check/building permits and other permitting processes; reviews invoices/pay applications in relation to work performed; schedules and coordinates construction-related activities in occupied space to minimize impact to on-going County operations; coordinates and inspects the work of contractors assigned to capital improvement projects; tracks level of efforts for assigned projects according to the Department's cost recovery plan; evaluates change orders, materials specifications and selects project finishes, material components and colors; performs field investigations of project sites; assists County staff such as Building Trade Mechanics and Stationary Engineers with the construction and/or installation tasks involved in assigned projects; oversees consultant work progress in relation to contract scope; and observes, monitors, and documents construction progress.*
- ~~• May participate in administrative studies relating to small projects; may be assigned additional administrative responsibilities.~~

- ~~Makes field investigations to obtain site-related information and prepares drawings and specifications for small construction projects and office furniture configurations.~~
- *Assists in determining the adequacy and completeness of close-out documentation for construction contracts in relation to contract requirements.*
- *Participates in the process to annually update/prepare the 5-year Capital Facilities Improvement Plan.*
- *Coordinates the procurement, design, construction and installation of modular systems furniture.*
- *Attends workshops, conferences and classes for continuing professional development.*
- *Performs other duties of a similar nature or level as assigned.*

QUALIFICATION GUIDELINES

EDUCATION AND EXPERIENCE:

~~Considerable experience in one or more of the building trades and crafts, contract bidding and administration, project management and knowledge of building codes and laws related to small construction projects which demonstrates possession of requisite competency, knowledge and abilities. Typical qualifying education/experience would include:~~

~~Two years of experience in managing small to medium-sized construction projects with responsibility for cost recommendations, contract administration, and quality control.~~

- *Education: High School Diploma, GED, or equivalent;*
- AND**
- *Experience: Two years of full-time paid experience in an architectural, engineering, real estate property management/development, or managing construction projects with responsibility for cost recommendations, contract administration and quality control.*

Note: An AA degree or higher from an accredited college with a major in Architecture, Engineering, Construction Management, Real Estate, Business Administration, Public Administration or a closely related field may be considered in the rating or selection process.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- ~~Possession of, or ability to obtain, a valid Class C California Driver's License.~~
- *Applicants are required to possess, or obtain prior to employment, a valid California Driver's License, Class C.*
- *The possession of certification as a Construction Manager by the Construction Management Association of America's Construction Management Certification Institute; or certified as a Construction Manager accredited by the American National Standards Institute is desired.*

Note: All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Considerable knowledge of

- The principles of building construction practices including structural, electrical, plumbing, mechanical, and heating, ventilating, and air conditioning.
- *Laws, regulations and policies applicable to work performed such as Uniform building codes, Cal-OSHA building construction requirements, and other pertinent safety rules and regulations.*
- Construction methods and techniques for wood, steel, masonry and reinforced concrete buildings; materials, methods, and equipment used in facilities construction.

Some knowledge of

- Contract administration.
- Legal relationship between the County, consultants, and contractors.
- Techniques of negotiating contracts with consultants and contractors.
- ~~Agency purposes, goals and policies.~~
- *Environmental remediation and hazardous material abatement/management practices.*
- *Principles of real estate related to property management and land development.*
- *Principles and practices of accounting, cost estimating, budgeting and cost analysis.*
- *Computer-aided drafting practices and techniques.*
- *Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.*
- *Customer service techniques for dealing with customers, contractors, consultants, and vendors.*
- *English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.*
- *Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.*
- *Basic mathematics for calculating square footages, reviewing bid proposals, and cost estimating.*
- *Ergonomics to understand the adequacy of modular systems, furniture, chairs and other products in relation to employee/user space needs.*
- *Standard office procedures, practices, equipment, personal computers, and software.*

Skill and/or Ability to:

- ~~Plan, organize and~~ Coordinate and organize ~~small to medium-sized construction projects~~ *routine capital improvement projects in the County.*
- Understand, interpret, and apply pertinent provisions of various contracts and other policies

and regulations.

- Understand, ~~interpret~~, and enforce compliance with plans, specifications, and schedules.
- Recognize problems of job scope, specification and determine necessary changes.
- Perform mathematical calculations required to determine areas, volumes and estimates.
- ~~Interpret~~ *Understand* and apply a variety of complex County, State and Federal regulations, policies and guidelines related to construction *and use good judgment in their application.*
- Evaluate work performed by contractors.
- Recognize and respect limit of authority and responsibility.
- Make decisions and independent judgments.
- Establish and maintain effective working relationships with a variety of different individuals, departments and ~~private~~ contractors.
- *Work with and* communicate effectively with people of diverse *cultural, ethnic, and* socio-economic backgrounds ~~and temperaments~~ *in a tactful and effective manner.*
- Collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Read and understand blueprints.
- Use drafting software, equipment and tools *to include computer-aided drafting.*
- Prepare narrative and statistical reports.
- Research regulations, procedures and/or technical reference materials.
- *Visualize in three dimensions using two dimensional drawings.*
- *Manage a variety of simultaneous work projects to successful completion.*
- *Administer contracts and grants according to designated guidelines and regulations.*
- *Communicate information and ideas clearly and concisely, both orally and in writing.*
- *Represent the Department in meetings with representatives from various County and non-County organizations, with businesses, with customers, and/or with the general public.*
- *Establish effective relationships with the public and customers and provide customer service that meets or exceeds Department goals and expectations.*
- *Maintain accurate records and document actions taken.*
- *Perform a variety of technical and specialized tasks and functions in a competent and timely manner.*
- *Maintain confidentiality of records and information per pertinent laws/regulations and policies.*
- *Use modern office equipment to include computers and related software applications.*

SPECIAL REQUIREMENTS

~~Possession of, or ability to obtain, a valid Class C California Driver's License.~~

~~Incumbents may be required to work outside normal business hours.~~

~~Incumbents must be able to perform sedentary work.~~

PHYSICAL REQUIREMENTS:

- *Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. Employees will occasionally be required to climb ladders and walk on uneven surfaces.*
- *Lifting, Carrying, Pushing and Pulling -- Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Employees will occasionally be required to exert, with assistance, up to 50 pounds of force.*
- *Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.*
- *Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.*

WORKING CONDITIONS:

- *Office Work plus Outdoor Work: While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.*
- *Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.*
- *Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.*

SUPPLEMENTAL INFORMATION

~~Independent travel may be required.~~

OTHER REQUIREMENTS:

- *Background Checks: The County may conduct a background and a reference check on candidates prior to appointment to a position within this class.*
- *Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County managers,*

supervisors, and employees to discuss furniture requests and other capital improvement projects, to attend meetings with contractors and consultants, etc.

- *Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.*

CLASS HISTORY AND CLASS INFORMATION:

- *Date Approved by the Civil Service Commission:*
- *Date Adopted by the Board of Supervisors:*
- *Date(s) Revised: November, 2001*
- *Date(s) Retitled and Previous Titles of the Class:*
- *Class Code:*

COUNTY OF SOLANO
CLASS SPECIFICATION
CAPITAL PROJECTS COORDINATOR
Date of this Draft: 01/06/14

CLASS SUMMARY:

Under general supervision, is responsible for the delivery of capital improvement projects including new construction, renovations/additions, space planning, and office remodels: (1) plans, organizes and, coordinates most aspects of routine capital projects for County facilities participating in the program design, planning and assessment; (2) prepares bid notices and reviews and evaluates construction bids and (3) monitors projects to assure conformance with plans, specifications and completion schedules.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Capital Projects Coordinator (Senior)** class which is the advanced journey class in the series and manages assigned complex County facilities improvement projects including the design, construction, budgeting, and scheduling of those projects. Assigned capital projects are typically larger, more complex, have higher visibility and/or political sensitivity in comparison to the projects assigned to the Capital Projects Coordinator class;
- **Capital Projects Manager** class which manages the Capital Projects Management Division, and oversees all phases of real estate development services including master planning, project management and space utilization of County real estate assets, and the County's Capital Improvement Program.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Capital Projects Manager.
- No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Supports and manages capital improvement projects as assigned: meets with stakeholders to discuss the capital project; assists in the preparation of grant applications and/or proposals to procure project funding; prepares draft Board agenda submittals for projects; prepares construction documents and specifications performs project related research including building code and other applicable regulations; evaluates project cost, schedule, maintenance and operations impacts; develops schedules; establishes priorities associated with assigned projects; analyzes feasibility and funding sources for projects requests; assists in establishing the budget for assigned projects; and participates in administrative studies related to capital improvement projects.
- Prepares bid notices and reviews and evaluates construction bids: prepares notices to bidders and conducts pre-bid meetings/job walks; reviews and evaluates project bids to identify the lowest qualified bid; estimates costs such as design and engineering fees,

consultant fees, project costs, material and labor costs; compiles bid packages; solicits and evaluates qualifications/fee proposals for professional consulting services necessary to complete assigned projects; negotiates with potential contractors; selects and/or recommends selection of specific firms in conjunction with appropriate County ordinances, rules and guidelines.

- Monitors projects to assure conformance with plans, specifications and completion schedules: conducts pre-construction activities with project stakeholders, to discuss details of construction, schedules, sequences, procedures, and to clarify terms of the contract; prepares applications for plan check/building permits and other permitting processes; reviews invoices/pay applications in relation to work performed; schedules and coordinates construction-related activities in occupied space to minimize impact to on-going County operations; coordinates and inspects the work of contractors assigned to capital improvement projects; tracks level of efforts for assigned projects according to the Department's cost recovery plan; evaluates change orders, materials specifications and selects project finishes, material components and colors; performs field investigations of project sites; assists County staff such as Building Trade Mechanics and Stationary Engineers with the construction and/or installation tasks involved in assigned projects; oversees consultant work progress in relation to contract scope; and observes, monitors, and documents construction progress.
- Assists in determining the adequacy and completeness of close-out documentation for construction contracts in relation to contract requirements.
- Participates in the process to annually update/prepare the 5-year Capital Facilities Improvement Plan.
- Coordinates the procurement, design, construction and installation of modular systems furniture.
- Attends workshops, conferences and classes for continuing professional development.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** High School Diploma, GED, or equivalent;
- AND**
- **Experience:** Two years of full-time paid experience in an architectural, engineering, real estate property management/development, or managing construction projects with responsibility for cost recommendations, contract administration and quality control.

Note: An AA degree or higher from an accredited college with a major in Architecture, Engineering, Construction Management, Real Estate, Business Administration, Public Administration or a closely related field may be considered in the rating or selection process.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess, or obtain prior to employment, a valid California Driver's License, Class C.
- The possession of certification as a Construction Manager by the Construction Management Association of America's Construction Management Certification Institute; or certified as a Construction Manager accredited by the American National Standards Institute is desired.

Note: All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- The principles of building construction practices including structural, electrical, plumbing, mechanical, and heating, ventilating, and air conditioning.
- Laws, regulations and policies applicable to work performed such as Uniform building codes, Cal-OSHA building construction requirements, and other pertinent safety rules and regulations.
- Construction methods and techniques for wood, steel, masonry and reinforced concrete buildings; materials, methods, and equipment used in facilities construction.
- Contract administration.
- Legal relationship between the County, consultants, and contractors.
- Techniques of negotiating contracts with consultants and contractors.
- Environmental remediation and hazardous material abatement/management practices.
- Principles of real estate related to property management and land development.
- Principles and practices of accounting, cost estimating, budgeting and cost analysis.
- Computer-aided drafting practices and techniques.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, contractors, consultants, and vendors.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for calculating square footages, reviewing bid proposals, and cost estimating.
- Ergonomics to understand the adequacy of modular systems, furniture, chairs and other products in relation to employee/user space needs.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Coordinate and organize routine capital improvement projects in the County.
- Understand and apply pertinent provisions of various contracts and other policies and regulations.
- Understand and enforce compliance with plans, specifications, and schedules.
- Recognize problems of job scope, specification and determine necessary changes.
- Perform mathematical calculations required to determine areas, volumes and estimates.

- Understand and apply a variety of complex County, State and Federal regulations, policies and guidelines related to construction and use good judgment in their application.
- Evaluate work performed by contractors.
- Recognize and respect limit of authority and responsibility.
- Make decisions and independent judgments.
- Establish and maintain effective working relationships with a variety of different individuals, departments and contractors.
- Work with and communicate with people of diverse cultural, ethnic, and socio-economic backgrounds in a tactful and effective manner.
- Collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Read and understand blueprints.
- Use drafting software, equipment and tools to include computer-aided drafting.
- Prepare narrative and statistical reports.
- Research regulations, procedures and/or technical reference materials.
- Visualize in three dimensions using two dimensional drawings.
- Manage a variety of simultaneous work projects to successful completion.
- Administer contracts and grants according to designated guidelines and regulations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Represent the Department in meetings with representatives from various County and non-County organizations, with businesses, with customers, and/or with the general public.
- Establish effective relationships with the public and customers and provide customer service that meets or exceeds Department goals and expectations.
- Maintain accurate records and document actions taken.
- Perform a variety of technical and specialized tasks and functions in a competent and timely manner.
- Maintain confidentiality of records and information per pertinent laws/regulations and policies.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. Employees will occasionally be required to climb ladders and walk on uneven surfaces.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force

frequently, and/or a negligible amount of force constantly to move objects. Employees will occasionally be required to exert, with assistance, up to 50 pounds of force.

- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work plus Outdoor Work: While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County managers, supervisors, and employees to discuss furniture requests and other capital improvement projects, to attend meetings with contractors and consultants, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors:
- Date(s) Revised: November, 2001
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: