



# MENDOCINO COUNTY CIVIL SERVICE COMMISSION

## AGENDA

**KEVIN SLATER**  
1<sup>ST</sup> DISTRICT  
COMMISSIONER

**CICI WINIGER**  
2<sup>ND</sup> DISTRICT  
COMMISSIONER – CHAIR

**SHERRIE EBYAM**  
3<sup>RD</sup> DISTRICT  
COMMISSIONER – VICE CHAIR

**TINA ROSE**  
4<sup>TH</sup> DISTRICT  
COMMISSIONER

**DAVID WYLIE**  
5<sup>TH</sup> DISTRICT  
COMMISSIONER

**DATE:** Wednesday October 21, 2026  
**TIME:** 9:00 A.M.  
**PLACE:** Conference Room C (closed session items are in person only)  
501 Low Gap Road  
Ukiah, CA 95482

## AGENDA

Following the posting of the agenda, the agenda and supporting documentation is available for public review at the Human Resources Department, 501 Low Gap Road, Room 1326, Ukiah, CA 95482 during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or at: [www.mendocinocounty.gov/hr](http://www.mendocinocounty.gov/hr).

Zoom Link: <https://mendocinocounty.zoom.us/j/82415468849?pwd=UpCZLnIldm9E9pyvi2GTMcQveiBS4a.1>

Zoom Meeting ID: 824 1546 8849

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Meetings are live streamed and available for viewing on the Mendocino County YouTube page, at [https://youtube.com/live/gJRiosM\\_2c0?feature=share](https://youtube.com/live/gJRiosM_2c0?feature=share)

The County is committed to making its Commission meetings accessible to all citizens. Individuals with special needs may call telephone number (707) 234-6600, email [hr@mendocinocounty.gov](mailto:hr@mendocinocounty.gov), or send a facsimile transmission to (707) 468-3407.

Those attending the meeting are advised that cell phones and electronic devices are to be silenced during the meeting.

### 1. OPEN SESSION

Roll call

### 2. APPROVAL OF MINUTES

Approval of Minutes of August 19, 2026, Commission Meeting.

### 3. PUBLIC EXPRESSION

This is an opportunity for the public to address the Commission on matters not listed on this agenda. Individuals wishing to address the Commission under Public Expression are welcome to do so via email, Zoom, or voicemail message. For information on each of these methods, please visit <https://www.mendocinocounty.gov/government/human-resources/civil-service-commission/public-engagement>

All written correspondence received by 8:00 A.M. the day of the meeting will be attached to the item and made available online at <https://www.mendocinocounty.gov/government/human-resources/civil-service-commission>

### 4. EMPLOYEE ORGANIZATION

This agenda item is to be used for Employee Organization representatives to present

information/requests to the Civil Service Commission.

#### **5. CLOSED SESSION - IN PERSON ONLY**

*Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1.*

5a) Pursuant to Government Code Section 54957(b) – Employment Application Appeal

Title: Social Worker I – Social Services

5b) Pursuant to Government Code Section 54957(b) – Employment Application Appeal

Title: Assistant Superintendent – Probation

#### **6. CLASSIFICATION**

6a) New Classification – Investigative Technician I; Classification Specification Modification and Title Change – Investigative Technician to Investigative Technician II

6b) Classification Specification Modification – Registered Dietitian

6c) Classification Specification Modifications – Deputy Director of Transportation Administration and Business Services, Deputy Director of Transportation Engineering, Deputy Director of Transportation Land Improvement, Deputy Director of Transportation Maintenance Services and Deputy Director of Transportation Solid Waste and Water Agency

#### **7. OTHER BUSINESS**

7a) Discussion and possible action regarding the posting of the proposed Civil Service Rule amendments in accordance with Civil Service Rule XVI.

#### **8. HUMAN RESOURCES DEPARTMENT REPORT**

This agenda item is to be used for Human Resources to provide information to the Commission regarding Human Resources topics.

#### **ADJOURN**

The meeting will adjourn when all business has been covered.



**CIVIL SERVICE COMMISSION  
COUNTY OF MENDOCINO  
501 Low Gap Road, Room 1326  
Ukiah, CA 95482**

**SUMMARY/ACTION MINUTES**

**DATE:** Wednesday, August 19, 2026

**LOCATION:** Board Chambers (open session)  
Closed Session (conference room c)  
501 Low Gap Road, Room 1070  
Ukiah, CA 95482

**TIME:** 9:00 A.M.

**COMMISSIONERS PRESENT:** Commissioners Kevin Slater, CiCi Winiger, Sherrie Ebyam, Tina Rose and David Wylie

**COMMISSIONERS ABSENT:** None

**ALSO PRESENT:** Denise Bartolomei, Assistant HR Director  
Mandi Huff, Staff Services Administrator  
Brandy Dalzell, HR Manager  
Lindy Dunaway, Sr. HR Analyst

**CALL TO ORDER**

The August 19, 2026, Civil Service Commission meeting was called to order at 9:00 A.M. by Commissioner Winiger.

**AGENDA ITEM NO. 1 - ROLL CALL**

**Present:** Commissioners Slater, Ebyam, Rose, Wylie and Commissioner Winiger presiding.

**Absent:** None

**AGENDA ITEM NO. 2 - APPROVAL OF MINUTES**

**COMMISSION ACTION:** Upon motion by Commissioner Rose, seconded by Commissioner Ebyam, the Commission approved the meeting minutes of July 15, 2026, as submitted with a 5/0 vote.

**AGENDA ITEM NO. 3 - PUBLIC EXPRESSION**

None.

**AGENDA ITEM NO. 4 - EMPLOYEE ORGANIZATION**

None.

**AGENDA ITEM NO. 5 - ADJOURN TO CLOSED SESSION - PERSONNEL MATTER/S**

*Any public reports of action taken in the closed session will be made in accordance with Government Code section 54957.1.*

ADJOURNED TO CLOSED SESSION: 9:03 A.M.

5a) Pursuant to Government Code Section 54957(b) – Disciplinary Appeal Hearing Decision and Findings.

Title: Corrections Deputy – Jail

5b) Application Appeal – Social Services

Title: Social Services – Social Worker III

RECONVENED FROM CLOSED SESSION: 10:29 A.M.

**COMMISSION ACTION:**

Item 5a: The Commission unanimously (5/0) adopted the Disciplinary Appeal Hearing Decision and Findings.

Item 5b: The Commission voted (3/2) to uphold the denial of the Application Appeal, with Commissioners Slater, Rose and Wylie voting in favor and Commissioners Winiger and Ebyam voting against.

*COMMISSIONER SLATER DEPARTED THE MEETING UPON THE CONCLUSION OF CLOSED SESSION*

**AGENDA ITEM NO. 6. - CLASSIFICATION STUDIES**

6a) New Classification and Reclassification of Incumbent – Resource Navigator; Abolishment of – Community Health Services Specialist I and Community Health Services Specialist II Classifications

**Presenter/s:** Brandy Dalzell, HR Manager

*THE COMMISSION OPENED CONSIDERATION OF THIS ITEM AND TEMPORARILY SET IT ASIDE TO CONSIDER ANOTHER AGENDA ITEM. THE COMMISSION RETURNED TO THIS ITEM LATER IN THE MEETING (SEE BELOW).*

6c) Classification Specification Modifications – Supervising Deputy Probation Officer, Deputy Probation Officer III, Deputy Probation Officer II, Deputy Probation Officer I, Supervising Youth Corrections Officer, and Youth Corrections Officer

**Presenter/s:** Brandy Dalzell, HR Manager

**Public Comment:** None

**COMMISSION ACTION:** Upon motion by Commissioner Rose, seconded by Commissioner Wylie, and carried (4/0); IT IS SO ORDERED that the Classification Specification Modifications – Supervising Deputy Probation Officer, Deputy Probation Officer III, Deputy Probation Officer II, Deputy Probation Officer I, Supervising Youth Corrections Officer, and Youth Corrections Officer be approved as submitted.

6b) New Classifications – Geographical Information Services Technician I, Geographical Information Services Technician II, Geographical Information Services Analyst I, and Geographical Information Services Analyst II; Abolishment of Geographical Information Services Technician Classification

**Presenter/s:** Brandy Dalzell, HR Manager

**Public Comment:** None

**COMMISSION ACTION:** Upon motion by Commissioner Ebyam, seconded by Commissioner Wylie, and carried (4/0); IT IS SO ORDERED that the New Classifications – Geographical Information Services Technician I, Geographical Information Services Technician II, Geographical Information Services

Analyst I, and Geographical Information Services Analyst II; Abolishment of Geographical Information Services Technician Classification be approved as submitted.

6a) New Classification and Reclassification of Incumbent – Resource Navigator; Abolishment of – Community Health Services Specialist I and Community Health Services Specialist II Classifications

**Presenter/s:** Brandy Dalzell, HR Manager

**Public Comment:** None

**COMMISSION ACTION:** Upon motion by Commissioner Ebyam, seconded by Commissioner Rose, and carried (4/0); IT IS SO ORDERED that the New Classification and Reclassification of Incumbent – Resource Navigator; Abolishment of – Community Health Services Specialist I and Community Health Services Specialist II Classifications be approved as submitted.

6d) Classification Specification Modifications – Permit Technician I, Permit Technician II, and Supervising Permit Technician

**Presenter/s:** Brandy Dalzell, HR Manager

**Public Comment:** None

**COMMISSION ACTION:** Upon motion by Commissioner Rose, seconded by Commissioner Wylie, and carried (4/0); IT IS SO ORDERED that the Classification Specification Modifications – Permit Technician I, Permit Technician II, and Supervising Permit Technician Service's be approved as submitted.

#### **AGENDA ITEM NO. 7. - OTHER BUSINESS**

None.

#### **AGENDA ITEM NO. 8. - HUMAN RESOURCES DIRECTOR REPORTS**

None.

#### **AGENDA ITEM NO. 9. - ADJOURN**

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMISSION, THE MENDOCINO COUNTY CIVIL SERVICE COMMISSION ADJOURNED AT 11:28 A.M.

**Civil Service Commission  
Closed Session Item  
Place Holder**



# COUNTY OF MENDOCINO

## HUMAN RESOURCES DEPARTMENT

Cherie Johnson, Director

501 Low Gap Road, Room 1326  
Ukiah, CA 95482  
707.234.6600  
Fax 707.468.3407  
[mendocinocounty.org/hr](http://mendocinocounty.org/hr)  
[hr@mendocinocounty.org](mailto:hr@mendocinocounty.org)

### MEMORANDUM

To: Civil Service Commission

From: Brandy Dalzell, HR Manager

Date: October 21, 2026

Re: Investigative Technician I – New Classification  
Investigative Technician II – Title Change/Modifications

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#### RECOMMENDED MOTIONS:

It is recommended that the Commission approve the new classification for Investigative Technician I and approve the title change and classification specification modification from Investigative Technician to Investigative Technician II

#### SUMMARY OF RECOMMENDED ACTIONS:

Human Resources recommends the Commission approve the proposed new classification for Investigative Technician I and approve the title change and classification specification modification from Investigative Technician to Investigative Technician II; or as modified by the Commission.

#### BACKGROUND & ANALYSIS:

Based on the District Attorney's (DA's) Office seeing a significant increase in serious and violent crimes, there is higher volumes of evidence that must be processed, maintained, and delivered for investigative and trial purposes. The DA's Investigation Unit currently has a single-technician classification - Investigative Technician. Given the increased caseload and growing demand of the Investigations Unit, Human Resources has partnered with the DA's Investigative Unit and has developed a new classification of Investigative Technician I and proposes a title change of the existing Investigative Technician to become Investigative Technician II. The proposed Investigative Technician II also includes minor modifications.

While the duties of Investigative Technician I and II are functionally similar, level II classification is the advanced lead-level which performs the more complex duties and has more responsibilities, works under minimal direction and exercises a high-level of discretion and independent judgment, and has oversight of the evidence unit.

With the Commission's approval of the Investigative Technician I and Investigative Technician II, the Investigations Unit will operate with higher efficiency.



## PROPOSED NEW CLASSIFICATION

### Investigative Technician I Classification Specification

#### **JOB SUMMARY:**

Under immediate supervision performs technical, non-sworn investigative support for attorneys and investigators, collects and preserves evidence; serves subpoenas, summons, warrants and other legal documents; prepares trial exhibits by recreating crimes scenes, designing and producing charts, maps, photographs, videos, etc.

#### **DISTINGUISHING CHARACTERISTICS:**

The Investigative Technician series is distinguished from the District Attorney Investigator in that the latter is a sworn law enforcement classification that performs criminal investigations of alleged violations of criminal and civil laws.

The Investigative Technician series differs from the Legal Secretary series by the performance of investigative field duties performed by the Investigative Technician. Also, the Investigative Technicians perform minimal legal secretarial duties as performed by the Legal Secretary series.

Investigative Technicians are similar to the Sheriff's Property Room Technician in that both classifications ensure the integrity and security of evidence and involve the performance of technical duties related to the identification, collection, transportation and preservation of evidence. However, they differ in that the work of the Property Room Technician involves the security, storage, preservation, management, maintenance and disposal of evidence under Sheriff's jurisdiction.

Investigative Technician's performs technical duties in support of District Attorney investigators and attorneys during the investigation, preparation and presentation of Court cases; legal secretarial duties in support of Homicide cases; and grant administration duties.

The Investigative Technician I is an entry level classification and differs from the Investigative Technician II in that the latter may serve as a lead worker to lower-level staff and performs the most complex duties.

#### **SUPERVISION EXERCISED:**

Exercises no supervision.

#### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

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

- Recreate crime scene drawings and maps for use by Investigators and Attorneys in case preparation and for Court presentations, using handwritten measurements and diagrams collected at crime scene and specialized software.
- Photograph crime scenes and evidence (may include autopsies), measure and map crime scene diagrams on location, tag and identify evidence, collect and transport evidence and log in to evidence records, secure evidence in vault.
- Use specialized equipment for the purpose of digitalizing and enhancing photos, audio and videotapes for use by Investigators and Attorneys in case preparation of, and during Court presentations.
- Prepare state-of-the-art photographs, charts, maps, crime scene diagrams, audio/visual presentations, etc. for Court presentations using specialized equipment and software.
- Review case files, computerized databases, and other documents to extract case file information useful to investigations and attorneys.
- Perform field service of civil and criminal legal process such as subpoenas, summons, and complaints; makes positive identification of persons served, documents time and location of services; assists in obtaining and serving search warrants.
- Collect, organize and analyze official and unofficial documents related to the assigned case such as law enforcement records and computer printouts.
- Identify and locate witnesses and victims, suspects and others using information obtained through databases, directories, and any other means available.
- Collect and prepare statistical information and other records related to State-reimbursed and grant funded activities; prepare quarterly and yearly reports and annual applications for grant renewals.
- Serve as liaison between other agencies in the administration and training of programs.
- Provide legal secretarial support in homicide cases; collect, document and maintain photos, audio visuals, etc; initiate and prepare various legal documents throughout the judicial process; receive and/or request discovery

and process information by copying reports, police tapes, photos, etc., requesting further needed information and documenting all actions in order to assist attorneys in case preparation.

- Use a variety of specialty software (such as but not limited to, Wondershare and Nero Start, CAD Zone) to prepare photos, drawings, charts, maps for presentation in court.
- Prepare legal documents, including subpoenas, warrants, petitions, briefs, motions, citations, pleadings and others by typing from transcription, audio tapes, rough draft, oral instruction, dictation or clear copy; review drafts for punctuation, spelling and grammar and making corrections to drafts to produce final copies of professional work product.
- Organize and carry out support assignments; research, compile and organize information and data from various sources on a variety of specialized topics related to assigned areas; assist in a variety of division operations; perform special projects and assignments as requested.
- Set up, connect, operate and perform minor repairs on a wide variety of specialized audio/visual equipment for presentations in court, video conferencing and training.
- Compose and type letters, memoranda and basic reports, utilizing word processing software, from general instructions or information related to assigned responsibilities; review drafts for punctuation, spelling and grammar and suggest/make corrections to drafts; arrange for, or copy, distribute and file same to ensure smooth, efficient operations.
- Operate a variety of modern office equipment including specialized computer equipment and related software programs; and audio/visual equipment, audio/visual digitalizing equipment, copiers, word processors, tape recorders and duplicators and printers to enter, update retrieve and copy data in order to produce documents and reports.
- Perform other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

- General Office Equipment
- CLETS System, and other Law Enforcement databases
- Transcription Equipment
- Video Surveillance Equipment

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:**

Graduation from high school or equivalent;

**AND**

Two (2) years of full-time experience providing legal secretarial support in a law enforcement or criminal law agency;

**OR**

One (1) year of full-time sworn or non-sworn experience in investigative support functions within a private or public law enforcement or criminal law agency.

**OR**

A combination of related higher education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

POST Field Evidence Technician certification within the first year of appointment.

*Incumbents must possess and maintain, or obtain and maintain, all licenses, certifications, registrations, and/or other requirements identified in the minimum qualifications, as applicable, and within the timeframes specified. These requirements are conditions of continued employment and minimum qualifications for the position. Failure to possess, obtain, or maintain any required license, certification, registration, or other requirement within the specified timeframe may result in rejection during the probationary period, or disciplinary action, up to and including termination of employment.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Organization, functions, and operations of the criminal justice system.
- Basic principles, practices, and techniques of investigations.
- Methods for identifying, collecting, preserving, documenting, and maintaining evidence.
- Applicable federal, state, and local laws, regulations, policies, and procedures governing investigative support activities.
- Court procedures, legal terminology, and the preparation and processing of legal and investigative documents.
- Modern office practices, records management methods, and computer applications.
- Principles of business correspondence, report writing and correct English usage, grammar, spelling and punctuation.

**Skills in:**

- Researching, gathering, organizing, and verifying investigative information from a variety of sources.
- Reading, interpreting, and summarizing legal documents, criminal justice records, and investigative reports.
- Preparing clear, accurate, and concise correspondence, reports, and other written material.
- Operating computers, records management systems, databases, and standard office equipment.
- Maintaining accurate records and files with attention to detail.
- Communicating effectively and professionally, both orally and in writing.
- Establishing and maintaining cooperative working relationships with law enforcement agencies, court personnel, County staff, and members of the public.

**Mental and Physical Abilities:**

- Learn, interpret and apply applicable laws, regulations, policies, and procedures.
- Analyze information, exercise sound judgment, solve problems, and make appropriate decisions within established guidelines.
- Maintain confidentiality and exercise discretion when handling sensitive information.
- Organize work, establish priorities, and meet deadlines in a fast-paced work environment.
- Work independently while effectively supporting sworn investigative staff.
- Understand and carry out oral and written instructions.
- Adapt to changing priorities and interruptions while maintaining accuracy.
- Ability to work in a standard office environment; ability to sit for long periods of time; ability to use hands to finger, handle, manipulate and feel; ability to reach with hands and arms; ability to speak and hear; ability to lift and/or move up to 30 pounds, ability to occasionally lift up to 50 pounds.

**Working Conditions:**

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions, blood-borne pathogens, and hazardous situations that may involve armed or physically violent persons or interviewing mentally or emotionally disturbed persons.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

**ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Investigative Technician I

CLASS CODE: TBD

DEPARTMENT: District Attorney

REPORTS TO: Chief District Attorney Investigator  
FLSA STATUS: N  
CIVIL SERVICE: Yes  
BARGAINING UNIT: DSA (non-sworn)  
ADOPTED: 10/26

History Notes:



## Investigative Technician II Classification Specification

### **JOB SUMMARY:**

Under direction performs highly technical, non-sworn investigative support for attorneys and investigators, collects and preserves evidence; serves subpoenas, summons, warrants and other legal documents; prepares trial exhibits by recreating crimes scenes, designing and producing charts, maps, photographs, videos, etc. while maintaining oversight of the evidence unit in the District Attorney's Office.

### **DISTINGUISHING CHARACTERISTICS:**

The Investigative Technician class is distinguished from the District Attorney Investigator in that the latter is a sworn law enforcement classification that performs criminal investigations of alleged violations of criminal and civil laws.

The Investigative Technician series differs from the Legal Secretary series by the performance of investigative field duties performed by the Investigative Technician. Also, the Investigative Technicians perform minimal legal secretarial duties as performed by the Legal Secretary series.

Investigative Technicians are similar to the Sheriff's Property Room Technician in that both classifications ensure the integrity and security of evidence and involve the performance of technical duties related to the identification, collection, transportation and preservation of evidence. However, they differ in that the work of the Property Room Technician involves the security, storage, preservation, management, maintenance and disposal of evidence under Sheriff's jurisdiction.

Investigative Technician's performs technical duties in support of District Attorney investigators and attorneys during the investigation, preparation and presentation of Court cases; legal secretarial duties in support of Homicide cases; and grant administration duties.

The Investigative Technician II differs from the Investigative Technician I in that the Investigative Technician II is the advanced level of the series and performs the most complex duties, with more responsibilities, works under minimal direction and exercises a high level of discretion and independent judgment.

### **SUPERVISION EXERCISED:**

May serve as a lead worker by providing technical guidance and training to lower-level staff; does not exercise direct supervision.

### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

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

- Recreate crime scene drawings and maps for use by Investigators and Attorneys in case preparation and for Court presentations, using handwritten measurements and diagrams collected at crime scene and specialized software.
- Photograph crime scenes and evidence (may include autopsies), measure and map crime scene diagrams on location, tag and identify evidence, collect and transport evidence and log in to evidence records, secure evidence in vault.
- Use specialized equipment for the purpose of digitalizing and enhancing photos, audio and videotapes for use by Investigators and Attorneys in case preparation of, and during Court presentations.
- Prepare state-of-the-art photographs, charts, maps, crime scene diagrams, audio/visual presentations, etc. for Court presentations using specialized equipment and software.
- Review case files, computerized databases, and other documents to extract case file information useful to investigations and attorneys.
- Perform field service of civil and criminal legal process such as subpoenas, summons, and complaints; makes positive identification of persons served, documents time and location of services; assists in obtaining and serving search warrants.
- Collect, organize and analyze official and unofficial documents related to the assigned case such as law enforcement records and computer printouts.
- Identify and locate witnesses and victims, suspects and others using information obtained through databases, directories, and any other means available.
- Collect and prepare statistical information and other records related to State-reimbursed and grant funded activities; prepare quarterly and yearly reports and annual applications for grant renewals.

- Serve as liaison between other agencies in the administration and training of programs.
- Provide legal secretarial support in homicide cases; collect, document and maintain photos, audio visuals, etc; initiate and prepare various legal documents throughout the judicial process; receive and/or request discovery and process information by copying reports, police tapes, photos, etc., requesting further needed information and documenting all actions in order to assist attorneys in case preparation.
- Use a variety of specialty software (such as but not limited to, Wondershare and Nero Start, CAD Zone) to prepare photos, drawings, charts, maps for presentation in court.
- Prepare legal documents, including subpoenas, warrants, petitions, briefs, motions, citations, pleadings and others by typing from transcription, audio tapes, rough draft, oral instruction, dictation or clear copy; review drafts for punctuation, spelling and grammar and making corrections to drafts to produce final copies of professional work product.
- Organize and carry out support assignments; research, compile and organize information and data from various sources on a variety of specialized topics related to assigned areas; assist in a variety of division operations; perform special projects and assignments as requested.
- Set up, connect, operate and perform minor repairs on a wide variety of specialized audio/visual equipment for presentations in court, video conferencing and training.
- Compose and type letters, memoranda and basic reports, utilizing word processing software, from general instructions or information related to assigned responsibilities; review drafts for punctuation, spelling and grammar and suggest/make corrections to drafts; arrange for, or copy, distribute and file same to ensure smooth, efficient operations.
- Operate a variety of modern office equipment including specialized computer equipment and related software programs; and audio/visual equipment, audio/visual digitalizing equipment, copiers, word processors, tape recorders and duplicators and printers to enter, update retrieve and copy data in order to produce documents and reports.
- Perform other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

- General Office Equipment
- CLETS System, and other Law Enforcement databases
- Transcription Equipment
- Video Surveillance Equipment

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:**

Graduation from high school or equivalent;

**AND**

Four (4) years of full-time experience providing legal secretarial support in a law enforcement or criminal law agency;

**OR**

Two (2) years of full-time sworn or non-sworn experience in investigative support functions within a private or public law enforcement or criminal law agency.

**OR**

A combination of related higher education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

POST Field Evidence Technician certification

*Incumbents must possess and maintain, or obtain and maintain, all licenses, certifications, registrations, and/or other requirements identified in the minimum qualifications, as applicable, and within the timeframes specified. These requirements are conditions of continued employment and minimum qualifications for the position. Failure to possess, obtain, or maintain any required license, certification, registration, or other requirement within the*

*specified timeframe may result in rejection during the probationary period, or disciplinary action, up to and including termination of employment.*

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Organization, functions, and operations of the criminal justice system.
- Principles, practices, and techniques of investigations.
- Methods for identifying, collecting, preserving, documenting, and maintaining evidence.
- Applicable federal, state, and local laws, regulations, policies, and procedures governing investigative support activities.
- Court procedures, legal terminology, and the preparation and processing of legal and investigative documents.
- Modern office practices, records management methods, and computer applications.
- Principles of business correspondence, report writing and correct English usage, grammar, spelling and punctuation.

### **Skills in:**

- Researching, gathering, organizing, and verifying investigative information from a variety of sources.
- Reading, interpreting, and summarizing legal documents, criminal justice records, and investigative reports.
- Preparing clear, accurate, and concise correspondence, reports, and other written material.
- Operating computers, records management systems, databases, and standard office equipment.
- Maintaining accurate records and files with attention to detail.
- Communicating effectively and professionally, both orally and in writing.
- Establishing and maintaining cooperative working relationships with law enforcement agencies, court personnel, County staff, and members of the public.

### **Mental and Physical Abilities:**

- Learn, interpret and apply applicable laws, regulations, policies, and procedures.
- Analyze information, exercise sound judgment, solve problems, and make appropriate decisions within established guidelines.
- Maintain confidentiality and exercise discretion when handling sensitive information.
- Organize work, establish priorities, and meet deadlines in a fast-paced work environment.
- Work independently while effectively supporting sworn investigative staff.
- Understand and carry out oral and written instructions.
- Adapt to changing priorities and interruptions while maintaining accuracy.
- Ability to work in a standard office environment; ability to sit for long periods of time; ability to use hands to finger, handle, manipulate and feel; ability to reach with hands and arms; ability to speak and hear; ability to lift and/or move up to 30 pounds, ability to occasionally lift up to 50 pounds.

### **Working Conditions:**

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions, blood-borne pathogens, and hazardous situations that may involve armed or physically violent persons or interviewing mentally or emotionally disturbed persons.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

## **ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Investigative Technician II  
CLASS CODE: 7000  
DEPARTMENT: District Attorney  
REPORTS TO: Chief District Attorney Investigator  
FLSA STATUS: N  
CIVIL SERVICE: Yes  
BARGAINING UNIT: DSA (non-sworn)  
ADOPTED: 07/06; REV: 10/26

History Notes:



## Investigative Technician II Classification Specification

### **JOB SUMMARY:**

Under direction performs highly technical, non-sworn investigative support for attorneys and investigators, collects and preserves evidence; serves subpoenas, summons, warrants and other legal documents; prepares trial exhibits by recreating crime scenes, designing and producing charts, maps, photographs, videos, etc. while maintaining oversight of the evidence unit in the District Attorney's Office. ~~Performs related duties as required.~~

### **DISTINGUISHING CHARACTERISTICS:**

The Investigative Technician class is distinguished from the District Attorney Investigator in that the latter is a sworn law enforcement classification that performs criminal investigations of alleged violations of criminal and civil laws.

The Investigative Technician series differs from the Legal Secretary series by the performance of investigative field duties performed by the Investigative Technician. ~~As well~~ Also, the Investigative Technicians performs minimal legal secretarial duties as performed by the Legal Secretary series.

~~The Investigative Technician~~ Technicians are ~~is~~ similar to the Sheriff's Evidence Property Room Technician in that both classifications ensure the integrity and security of ~~evidence, and~~ evidence and involve the performance of technical duties related to the identification, collection, transportation and preservation of evidence. However, they differ in that the work of the Evidence Property Room Technician involves the security, storage, preservation, management, maintenance and disposal of evidence under ~~the Sheriff's jurisdiction, as well as other duties related to the Sheriff's activities and jurisdiction.~~ The.

The Investigative Technician's performs technical duties in support of District Attorney investigators and attorneys during the investigation, preparation and presentation of Court cases; legal secretarial duties in support of Homicide cases; and grant administration duties. ~~The Sheriff's Evidence Technician does not perform these types of duties.~~

The Investigative Technician II differs from the Investigative Technician I in that the Investigative Technician II is the advanced level of the series and performs the most complex duties, with more responsibilities, works under minimal direction and exercises a high level of discretion and independent judgment.

### **SUPERVISION EXERCISED:**

~~Exercises no supervision. This class may provide training to other staff.~~ May serve as a lead worker by providing technical guidance and training to lower-level staff; does not exercise direct supervision.

### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

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

- Recreate crime scene drawings and maps for use by Investigators and Attorneys in case preparation and for Court presentations, using ~~hand-written~~ handwritten measurements and diagrams collected at crime scene and specialized software.
- Photograph crime scenes and evidence (may include autopsies), measure and map crime scene diagrams on location, tag and identify evidence, collect and transport evidence and log in to evidence records, secure evidence in vault.
- Use specialized equipment for the purpose of digitalizing and enhancing photos, audio and videotapes for use by Investigators and Attorneys in case preparation of, and during Court presentations.
- Prepare state-~~of the~~ of the-art photographs, charts, maps, crime scene diagrams, audio/visual presentations, etc. for Court presentations using specialized equipment and software.
- Review case files, computerized databases, and other documents to extract case file information useful to investigations and attorneys.
- Perform field service of civil and criminal legal process such as subpoenas, summons, and complaints; makes positive identification of persons served, documents time and location of services; assists in obtaining and serving search warrants.
- Collect, organize and analyze official and unofficial documents related to the assigned case such as law enforcement records and computer printouts.
- Identify and locate witnesses and victims, suspects and others using information obtained through databases, directories, and any other means available.
- Collect and prepare statistical information and other records related to State-reimbursed and grant funded

activities; ~~prepares~~ prepare quarterly and yearly reports and annual applications for grant renewals.

- Serve as liaison between other agencies in the administration and training of ~~programs such as: Department of Justice Cal Photo program and "North Bay Heat" (Northern California Computer Crimes Task Force), train users and facilitate video conferencing related to these~~ programs.
- Provide legal secretarial support in homicide cases; collect, document and maintain photos, audio visuals, etc; initiate and prepare various legal documents throughout the judicial process; receive and/or request discovery and process information by copying reports, police tapes, photos, etc., requesting further needed information and documenting all actions in order to assist attorneys in case preparation.
- Use a variety of specialty software ~~such as CAD Zone, Smart Draw, Sound Forge, Snatchit/Snagit, Photo Studio~~ (such as but not limited to, Wondershare and Nero Start, CAD Zone) to prepare photos, drawings, charts, maps for presentation in court.
- Prepare legal documents, including subpoenas, warrants, petitions, briefs, motions, citations, pleadings and others by typing from transcription, audio tapes, rough draft, oral instruction, dictation or clear copy; review drafts for punctuation, spelling and grammar and making corrections to drafts ~~in order to~~ to produce final copies of professional work product.
- Organize and carry out support assignments; research, compile and organize information and data from various sources on a variety of specialized topics related to assigned ~~area~~ areas; assist in a variety of division operations; perform special projects and assignments as requested.
- Set up, connect, operate and perform minor repairs on a wide variety of specialized audio/visual equipment for presentations in court, video conferencing and training.
- Compose and type letters, memoranda and basic reports, utilizing word processing software, from general instructions or information related to assigned responsibilities; review drafts for punctuation, spelling and grammar and suggest/make corrections to drafts; arrange for, or copy, distribute and file same to ensure smooth, efficient operations.
- Operate a variety of modern office equipment including specialized computer equipment and related software programs; and audio/visual equipment, audio/visual digitalizing equipment, copiers, word processors, tape recorders and duplicators and printers to enter, update retrieve and copy data in order to produce documents and reports.
- Perform other related duties as assigned.

#### **MATERIAL AND EQUIPMENT USED:**

- ~~Personal Computer~~
- ~~Typewriter~~
- General Office Equipment
- ~~Digital Camera Equipment~~
  - ~~Printers~~
  - ~~Projectors~~
- ~~Paging System~~
- CLETS System, and other Law Enforcement databases
- ~~Transcription Equipment~~
- ~~Audio/Video Cassette Duplicators~~
- ~~Scanner~~
- ~~Video Conferencing Equipment~~
- Video Surveillance Equipment
  - ~~CAD Zone~~
- ~~Drawing & Photo software~~

#### **MINIMUM QUALIFICATIONS REQUIRED**

##### **Education and Experience:**

Graduation from high school or equivalent;

~~and~~ AND

~~Four~~ (4) years of full-time experience providing legal secretarial support in a law enforcement or criminal law agency;  
~~or~~

OR

~~Two (2)~~ years ~~of full-time~~ sworn or non-sworn experience in investigative support functions within a private or public law enforcement or criminal law agency.

## OR

~~Or, in addition to the required POST certification, a~~ combination of ~~related higher~~ ~~elated~~ education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

Valid Driver's License

POST Field Evidence Technician certification

*Incumbents must possess and maintain, or obtain and maintain, all licenses, certifications, registrations, and/or other requirements identified in the minimum qualifications, as applicable, and within the timeframes specified. These requirements are conditions of continued employment and minimum qualifications for the position. Failure to possess, obtain, or maintain any required license, certification, registration, or other requirement within the specified timeframe may result in rejection during the probationary period, or disciplinary action, up to and including termination of employment.*

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- ~~Basic~~ Organization, functions, and operations of the ~~of a law enforcement agency~~ criminal justice system.
- Principles, practices, and techniques of investigations ~~and investigative techniques.~~
- ~~Principles of the identification, preservation, and presentation of evidence, and the rules of evidence and court procedures~~ Methods for identifying, collecting, preserving, documenting, and maintaining evidence.
- ~~Functions~~ Applicable federal, state, and local laws, rules and regulations, policies, and procedures governing investigative support activities of District Attorney.
- ~~Modern office procedures, methods and equipment including computer equipment, word processing methods, techniques and programs~~ Court procedures, legal terminology, and the preparation and processing of legal and investigative documents.
- Modern office practices, records management methods, and computer applications.
- ~~Principles of business letter writing, including English usage, spelling, vocabulary, grammar and punctuation.~~
- ~~Record keeping, filing methods and records management techniques~~ Principles of business correspondence, report writing and correct English usage, grammar, spelling and punctuation.

### **Ability and Skills in to:**

- Researching, gathering, organizing, and verifying investigative information from a variety of sources.
- Reading, interpreting, and summarizing legal documents, criminal justice records, and investigative reports.
- Preparing clear, accurate, and concise correspondence, reports, and other written material.
- Operating computers, records management systems, databases, and standard office equipment.
- Maintaining accurate records and files with attention to detail.
- Communicating effectively and professionally, both orally and in writing.
- Establishing and maintaining cooperative working relationships with law enforcement agencies, court personnel, County staff, and members of the public.

### **Mental and Physical Abilities:**

- Learn, interpret and apply applicable laws, regulations, policies, and procedures.
- Analyze information, exercise sound judgment, solve problems, and make appropriate decisions within established guidelines.
- Maintain confidentiality and exercise discretion when handling sensitive information.
- Organize work, establish priorities, and meet deadlines in a fast-paced work environment.
- Work independently while effectively supporting sworn investigative staff.
- Understand and carry out oral and written instructions.
- Adapt to changing priorities and interruptions while maintaining accuracy.
- ~~Learn, understand, interpret and apply basic laws, rules, and regulations related to functions of the District Attorney's Investigative Division.~~
- ~~Read, analyze, interpret and understand civil and criminal court documents including civil proceedings, criminal complaints, pleadings, probation reports, prior conviction records, arrest and search warrants, etc.~~

- ~~Apply basic laws, rules and regulations related to investigations.~~
- ~~Communicate effectively, both orally and in writing.~~
- ~~Compose clear and concise correspondence, reports and other written materials.~~
- ~~Schedule and coordinate projects; set priorities; adapt to changing priorities.~~
- ~~Exercise good judgment, apply logical thinking and make sound decisions to accomplish tasks or solve problems.~~
- ~~Operate modern office equipment including specialized computer equipment and software programs and audio/visual equipment.~~
- ~~Collect, compile and file information and data.~~
- ~~Understand and carry out oral and written instructions.~~
- ~~Respond to questions from the public and County personnel regarding policies and procedures for the assigned area.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~
- ~~Type and enter data at a speed necessary for successful job performance.~~
- Ability to work in a standard office environment; ability to sit for long periods of time; ability to use hands to finger, handle, manipulate and feel; ability to reach with hands and arms; ability to speak and hear; ability to lift and/or move up to 30 pounds, ability to occasionally lift up to ~~30~~ 50 pounds.

#### **Working Conditions:**

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions, blood-borne pathogens, and hazardous situations that may involve armed or physically violent persons or interviewing mentally or emotionally disturbed persons.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

#### **ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Investigative Technician [II](#)  
 CLASS CODE: 7000  
 DEPARTMENT: District Attorney  
 REPORTS TO: Chief District Attorney Investigator  
 FLSA STATUS: N  
 CIVIL SERVICE: Yes  
 BARGAINING UNIT: DSA (non-sworn)  
 ADOPTED: 07/06; REV: [10/26](#)

History Notes:



# COUNTY OF MENDOCINO

## HUMAN RESOURCES DEPARTMENT

Cherie Johnson, Director

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### MEMORANDUM

To: Civil Service Commission

From: Brandy Dalzell, HR Manager

Date: October 21, 2026

Re: Registered Dietitian – Classification Specification Modification

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#### **RECOMMENDED MOTIONS:**

It is recommended that the Commission approve the proposed revisions to classification specification for Registered Dietician.

#### **SUMMARY OF RECOMMENDED ACTIONS:**

Human Resources recommends the Commission approve the proposed revisions to classification specification for Registered Dietician; or as modified by the Commission.

#### **BACKGROUND & ANALYSIS:**

The Registered Dietitian is being brought forth to the Commission with the recommendation to approve the proposed modification to the existing classification specification. The proposed changes impact the current Minimum Qualifications and are being updated to meet the standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) that were effective January 1, 2024.

The mandate by the Commission on Dietetic Registration (CDR) raises the entry-level education requirement to a master's degree.

This mandate did not negatively affect existing Registered Dietitians (RDs) who held a bachelor's degree and have fully grandfathered individuals who established eligibility for the registration examination or was already an active RD on or before December 31, 2023, they were exempt from the master's degree requirement. Their national registration and ability to practice remained fully secure, valid, and uncompromised.

Grandfathered RDs do not need to go back to school to maintain their credentials. They can continuously recertify and maintain their active status solely by fulfilling the standard Professional Development Portfolio (PDP) requirements, which consist of completing 75 continuing education units (CEUs) every 5 years.

Additionally, according to the CDR, former RDs with a bachelor's degree who let their registration lapse (due to non-payment or missed CEUs) do not need a master's degree to reinstate their status. Because they originally established exam eligibility before 2024, they can apply for exam reauthorization under the historical criteria.

**PROPOSED REVISIONS**

\_\_\_\_\_  
Registered Dietitian  
Classification Specification

**JOB SUMMARY:**

Under direction performs, develops and coordinates, supervises and implements the Women Infants, and Children (WIC) supplemental nutrition program. Performs a variety of clerical, analytical, and technical tasks related to nutrition programs, including, but not limited to, research, program development, assessment, contract monitoring, and grant proposal development.

**DISTINGUISHING CHARACTERISTICS:**

This is a specialized, single incumbent classification, for registered Dietitians. The incumbent is responsible for program planning, final determination of WIC eligibility, the nutritional assessment and education of WIC participants, and for the coordination of eligibility screening and voucher distribution. This class is distinguished from Nutritionist in that the Registered Dietitian is responsible for providing the full range of the highest quality nutrition services and supervision of other technical licensed and unlicensed staff.

**SUPERVISION EXERCISED:**

Exercises first line supervision over licensed and non-licensed staff.

**EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

*(Duties may include but are not limited to the following:)*

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.
- Coordinates W.I.C./nutrition staffing at other sites.
- Researches state and federal laws regulating provision of nutrition program services; evaluates and interprets recent nutrition research; prepares comprehensive narrative reports on issues related to nutrition.
- Researches grants, develop proposals and completes project and grant evaluation requirements related to assigned duties.
- Compiles, reviews, and develops nutrition reference and education material that are culturally and linguistically appropriate for dissemination to the public, including reports, pamphlets, exhibits, and news releases.
- Assists with preparation of the WIC grant reapplication and budget.
- Provides consultation to physicians, public health nurses and other department personnel regarding nutritional requirements and problems of the public and individual patients.
- Contacts community agencies and groups to plan, develop, and promote nutritional health programs.
- Collaborates with surrounding counties and communities on nutrition and health education.
- Gathers, evaluates, and completes quarterly, annual, and final reports.
- Plans and develop community events to promote assigned health programs.
- Prepares, coordinates, schedules, and conducts presentations before school groups, community organizations, youth groups, and other interested people.
- Participates in assessing community health needs and resources.
- Perform other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

- General Office Equipment
- ~~Computer~~
- Breast Pumps

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:**

Master's degree in dietetics or nutrition that is accredited by the ~~Bachelor's~~ Accreditation Council for Education in Nutrition and Dietetics (ACEND) ~~degree from an accredited college or university in Nutrition Science, Clinical Dietetics, Public Health Nutrition, Dietetics or related field,; and,~~  
~~two (2) years of progressively responsible experience;~~  
**OR**

If an individual established eligibility for the registration examination or was already an active Registered Dietitian on or before December 31, 2023:

Bachelor's degree from an accredited college or university in Nutrition Science, Clinical Dietetics, Public Health Nutrition, Dietetics or related field,

**AND**

Two (2) years of progressively responsible professional experience in dietetics, nutrition, or a closely related field.

**Or,**

~~An equivalent combination of related education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.~~

### **Licenses and Certifications:**

Valid driver's license

Current registration as a Registered Dietitian, issued by the Commission on Dietetic Registration, the credentialing agency for the American Dietetic Association.

*Incumbents must possess and maintain, or obtain and maintain, all licenses, certifications, registrations, and/or other requirements identified in the minimum qualifications, as applicable, and within the timeframes specified. These requirements are conditions of continued employment and minimum qualifications for the position. Failure to possess, obtain, or maintain any required license, certification, registration, or other requirement within the specified timeframe may result in rejection during the probationary period, or disciplinary action, up to and including termination of employment.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Administration of staff and activities, either directly or through subordinate supervision.
- Clinical nutrition and human physiology.
- Nutritional needs of pregnant and lactating women, infants, and children to age of five (5) years.
- Strategies for nutrition/breast-feeding education and counseling.
- Basic methods of assessing nutritional status of clients.
- Community agencies and resources.
- Internal departmental policies and procedures.
- Interviewing techniques.
- State W.I.C. computer program.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- All computer applications and hardware related to performance of the essential functions of the job.
- Standard business arithmetic, including percentages and decimals.
- Record keeping, report preparation, filing methods and records management techniques.
- General office procedures, policies and practices, as well as knowledge general office equipment.

#### **Skill in:**

- Planning, coordinating, implementing and evaluating the WIC program
- Interpreting policies and contractual agreements and communicating same to staff

- Supervising and training staff
- Communicating nutritional information to a diverse group of individuals
- Speaking and writing effectively to individuals as well as large groups
- Preparing clear, concise and comprehensive reports
- Analyzing situations accurately and adopting an effective course of action.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work
- Utilizing personal computer software applications for word processing and spread sheet

**Mental and Physical Abilities:**

- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Establish and maintain effective working relationships with others.
- Addressing problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: stand, walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 30pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet but may be loud at times and at some locations.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess and maintain a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

**ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Registered Dietitian

CLASS CODE: 4123

DEPARTMENT: Public Health

REPORTS TO: Women, Infant's, and Children Manager

FLSA STATUS: N

CIVIL SERVICE: Yes

BARGAINING UNIT: 101 - SEIU

ADOPTED: 02/25; [REV: 10/26](#)

History Notes:



# COUNTY OF MENDOCINO

## HUMAN RESOURCES DEPARTMENT

Cherie Johnson, Director

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### MEMORANDUM

To: Civil Service Commission

From: Denise Bartolomei, Assistant HR Director

Date: October 21, 2026

Re: Classification Specification Modification – Department of Transportation Deputy Director Classifications

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#### RECOMMENDED MOTIONS:

It is recommended that the Commission approve the proposed modifications to the following Department of Transportation classifications:

- Deputy Director of Transportation – Administration and Business Services
- Deputy Director of Transportation – Engineering
- Deputy Director of Transportation – Land Improvement
- Deputy Director of Transportation – Maintenance Services
- Deputy Director of Transportation – Solid Waste/Water Agency

#### SUMMARY OF RECOMMENDED ACTIONS:

Human Resources recommends the Commission approve the proposed modifications to the above classifications; or as modified by the Commission.

#### BACKGROUND & ANALYSIS:

Human Resources, at the request of and in collaboration with the Director of Transportation, proposes modifications to the five (5) Deputy Director classifications to reflect current operational and management needs and support the Department's strategic and succession-planning goals.

As part of this review, the five classification specifications were updated to more accurately describe current duties and to provide consistent language. Shared management responsibilities were standardized across all classifications, while specialized duties were retained or revised to reflect each division's unique function.

Currently, the Director holds all professional licensure necessary to oversee the Department's functions. The Deputy Director of Transportation – Engineering and the Deputy Director of Transportation – Land Improvement are the only Deputy Director classifications that require licensure. Language has been added to all Deputy Director

classifications that establish when a Deputy Director does not possess the required applicable professional license for the classification, the duties requiring that license, along with the associated professional responsibility, are assigned to an appropriately licensed individual by the Director. The licensed individual assumes responsibility for those functions rather than the unlicensed incumbent.

These revisions strengthen coordination across the divisions and reduce reliance on a single position for licensure. The revisions also provide flexibility to recruit, develop, and assign qualified staff while maintaining appropriate professional licensure within the Department. Overall, the proposed changes support the Director's strategic plan by strengthening management capacity, maintaining operational continuity, and preparing the Department for future leadership transitions.



## Deputy Director of Transportation - Administration and Business Services Classification Specification

### **JOB SUMMARY:**

Under ~~administrative-limited~~ direction, supervises, coordinates and directs the functions and staff of the Administration and Business Services Division. This classification assists the ~~department-director~~ Director of Transportation in managing the department administrative aspects-functions, of the department and has oversight of all business functions and daily operations including long and short-range planning, fiscal ~~operations management~~, and daily business operations. staff management.

### **DISTINGUISHING CHARACTERISTICS:**

This single-incumbent classification reports directly to the Director of Transportation and serves as a key member of the department's management team. Deputy Director of Transportation - Administration and Business This is a full management classification ~~responsible with oversight for the overall function~~ of the Administration and Business Services ~~of the department~~ Division, including planning, budget administration, and coordination of work within the division. ~~This single-incumbent classification reports directly to the Transportation Director and is expected to play an integral role in the department's management team.~~ This classification is distinguished from the Director of Transportation ~~Director who holds overall by the latter's overall~~ responsibility for the department, including statutory responsibility as the Road Commissioner, County Engineer, and County Surveyor per Mendocino County Code.

This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering ~~duties-responsibilities assigned to~~ of other Deputy Directors ~~within the department~~ may be rotated among the department's Deputy Directors, depending based on department ~~upon~~ workload and ~~department and/or~~ County operational needs.

This classification does not require professional licensure; however, an incumbent who possesses a valid, appropriate professional license may be assigned duties requiring that license, including duties otherwise assigned to another classification.

### **SUPERVISION EXERCISED:**

~~The Deputy Director of Transportation~~ Exercises management-level direct supervision over both supervisory and support classifications the Administration and Business Services Division staff, and other areas if assigned. ~~within the division.~~ Oversees or provides direction to professional consultants and/or contractors.

### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

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

- Administers, directs and supervises the ~~business~~ operations, activities and staff of the division, including planning, and budgeting development and oversight, preparing and presenting reports to the ~~DOT~~ Director of Transportation and Board of Supervisors, investigating and responding to complaints, overseeing the safety program, and ~~other-administering~~ department matters. ~~Plans, prioritizes and schedules the work of the unit.~~
- ~~Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in department for the dual goals of meeting department goals and employee career development. Carries out supervisory and managerial responsibilities in accordance with policies, procedures, and applicable laws. Duties include interviewing, hiring, and training staff; planning, prioritizing, assigning, and directing work; establishing deadlines; appraising performance; and administering rewards and discipline. Addresses complaints and resolves problems. Plans, coordinates, assigns, and monitors work performance; and provides coaching, counseling, mentoring, training, and guidance to employees to support both departmental objectives and employee career development.~~

- Manages and provides for the overall administration of personnel, projects, activities, and responsibilities of the Administration and Business Services Division of the department.
- Develops and recommends an operating budget for the division annually; monitors and administers approved budget. Assists with the budget process for all divisions.
- Develops, communicates, and monitors ordinances, policies, procedures, and standards for the department and County; recommends improvement ~~when necessary~~ as needed, and drafts or revises such documents accordingly. ~~writes/revises same.~~
- Oversees department personnel and payroll functions, including approving personnel transactions.
- Reviews division operating policies, procedures, and techniques to ensure continued effectiveness and efficiency.
- Confers with management to communicate key issues and progress toward objectives; provides recommendations to improve operations and outcomes.
- Assists the Director with the development, implementation, and achievement of departmental goals, objectives, and policies.
- Participates in and represents the department on internal County workgroups and external agency committees.
- Advises the Director of Transportation, Chief Executive Officer, and Board of Supervisors on matters related to division activities and functions.
- Prepares and/or assists in the preparation of contracts, resolutions, agenda summary forms, ~~etc~~ and related documents.
- Manages various functions associated with airport operations, including: accounting of revenues, fuel and oil inventory, reviewing reports, and resolving ~~problems~~ related issues.
- ~~Coordinates random drug and alcohol testing of department employees.~~ Coordinates and administers Department of Transportation (DOT) mandated random drug and alcohol testing for applicable department employees.
- Performs financial analysis ~~and/or provides~~ and provides data ~~at the as~~ requested by of the ~~department~~ Director, other officials, and the public.
- Assists in planning and implementing short-term ~~or~~ and annual goals, objectives, and strategies for the department, projects, or programs to ensure efficient ~~organization~~ operations and timely completion of work.
- Ensures ~~quality compliance standards and compliance~~ with regulations ~~are maintained~~ and adherence to quality standards.
- Maintains and ~~upgrades~~ enhances professional knowledge, ~~and skills, and development by~~ skills by attending ~~seminars and relevant~~ trainings, programs, conferences, technical workshops, and reading relevant trade and professional ~~journals and~~ publications.
- Prepares complex, routine, and ~~non-routine~~ special reports ~~as requested utilizing~~ using a variety of various software applications; ~~receives~~ collects, ~~sorts~~ organizes, and summarizes material data for the report preparation ~~of reports~~; ~~prepares~~ drafts work reports; ~~relays~~ communicates and interprets administrative decisions, policies, and instructions.
- Interacts with a variety of ~~high-level~~ high-level individuals and governmental agencies, both internally and within the community, to provide information, disseminates departmental information, and assists in resolving administrative issues.
- May act on behalf of the Director of Transportation during periods of absence. ~~May act on the behalf of the Transportation Director in his/her absence for brief periods.~~
- Performs other related duties as assigned.

#### **MATERIAL AND EQUIPMENT USED:**

- General Office Equipment

#### **MINIMUM QUALIFICATIONS REQUIRED**

##### **Education and Experience:**

Bachelor's degree from an accredited college or university in accounting, business administration or related field; AND, four ~~(4) to five~~ years of progressively responsible financial or accounting experience that involved budget development and administration, the development of financial-related policies and procedures, and contract administration experience, preferably within a public agency, with two (2) years at the management level; or, an equivalent combination of related training and education.

**Substitution:** Related experience may be substituted for up to two (2) years of ~~the~~ education at a rate of two (2) years of experience to one (1) year of education.

**Licenses and Certifications:**

Valid CA Driver's License

Certified Public Accountant (CPA) ~~highly preferred~~ desired.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Principles and practices of effective public administration, organizational management, supervision and team leadership, and administration of programs and activities.
- Principles and practices of public agency budgeting, including budget development, cost-control, resource allocation, and financial monitoring.
- Principles, practices, and requirements related to identifying, securing, administering, and monitoring state and federal transportation funding, including grant compliance, reporting, reimbursement, and audit requirements.
- Administrative principles and practices, including strategic planning, goal setting, policy implementation and performance management, and organizational effectiveness.
- Administration and oversight of staff and operational activities.
- Principles and practices of general and cost accounting.
- Principles and practices of contract negotiation and administration.
- Applicable federal, state, and local laws, regulations, codes, policies, and funding requirements affecting assigned programs and operations.
- Methods and techniques of research, statistical analysis and report presentation.
- County government organization and operations, including roles and responsibilities of governmental, regulatory, and other external agencies related to the area of assignment.
- Computer applications, systems, and technology relevant to the performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard business mathematics, including percentages, decimals, and financial calculations.
- Personnel policies and practices
- ~~• Principles of effective management and supervision~~
- ~~• Budgeting principles and practices.~~
- ~~• General and cost accounting.~~
- ~~• Administrative principles and practices, including goal setting and implementation.~~
- ~~• Administration of staff and activities, either directly or through subordinate supervision.~~
- ~~• External governmental bodies and agencies related to area of assignment.~~
- ~~• Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.~~
- ~~• Methods and techniques of research, statistical analysis and report presentation.~~
- ~~• Internal departmental policies and procedures.~~
- ~~• County government organization and operations.~~
- ~~• Computer applications and hardware related to the performance of the essential functions of the job.~~
- ~~• Correct English usage, including spelling, grammar, punctuation, and vocabulary.~~
- Airport operations and FAA rules and regulations.
- ~~• Standard business arithmetic, including percentages and decimals.~~
- ~~• Human Resources policies and practices~~

**Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of professional, technical, and support staff, including selecting, training, motivating, coaching and disciplining employees.
- Exercising tact, discretion, initiative and sound independent judgment in managing assignments and addressing sensitive, confidential or operational matters within established guidelines.
- Organizing and prioritizing work, managing multiple assignments and projects, meeting critical deadlines, and following up on assignments with a minimum of direction.

- Assessing administrative and business operations, identifying organizational or operational issues, and developing and implementing effective solutions.
- Analyzing financial, budgetary, and administrative information to support departmental planning and decision-making.
- Conducting, research, organizing data, and preparing clear, concise analysis for use in policy development and operational planning.
- Interpreting and applying complex policies, procedures, regulation, funding requirements, and technical information to resolve problems and achieve organizational objectives.
- Communicating complex information clearly, concisely, and respectfully, both orally and in writing, with staff, leadership, elected officials, regulatory agencies, contractors, stakeholders, and the public.
- Establishing and maintaining effective and cooperative working relationships with individuals and groups encountered in the course of work.
- ~~Planning, organizing, assigning, directing, supervising, reviewing and evaluating the work of staff.~~
- ~~Selecting and motivating staff and providing for their training and professional development.~~
- ~~Using tact, discretion, initiative and independent judgment within established guidelines.~~
- ~~Analyzing and resolving office administrative situations and problems.~~
- ~~Researching, compiling, and summarizing a variety of informational and statistical data and materials.~~
- ~~Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.~~
- ~~Applying logical thinking to solve problems or accomplish tasks, understand, interpret and communicate complicated policies, procedures and protocols.~~
- ~~Communicating clearly and concisely, both orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner. Operating and performing routine maintenance of general office machines.~~

#### **Mental and Physical Abilities:**

- Read, analyze, comprehend and interpret professional periodicals and journals, technical procedures and government regulations.
- Prepare clear, concise, accurate, and comprehensive reports, correspondence, policies, procedures, and other written materials.
- Analyze information, define problems, evaluate facts and alternatives, and exercise sound judgement in reaching effective conclusion and solutions.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Interpret and apply complex written and oral instructions, policies, regulations, and technical procedures.
- Represent the department effectively before public bodies, community groups, regulatory agencies, contractors, and other stakeholders.
- Develop, evaluate, and administer administrative, financial, and business systems that support departmental operations.
- Interpret financial information and communicate fiscal and administrative impacts to department leadership and other stakeholders.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Respond appropriately and effectively to questions, concerns and differing perspectives while maintaining productive working relationships.
- Deal with problems involving several concrete variables in standardized situations.

~~Read, Prepare, comprehend and interpret a wide range of documents, such as clear and concise reports, policies, and procedure manuals such as operation and maintenance instructions, procedure manuals, and so forth.~~

~~Analyze, Understand, and carry out written and oral instructions, giving close with a high degree of attention to detail and accuracy.~~

~~Establish and maintain Develop and sustain cooperative effective working relationships with others staff, elected officials, regulatory agencies, contractors, and the public in both group and individual settings.~~

~~Draft and type Prepare clear, concise, and professionally formatted correspondence and reports.~~

~~Add, subtract, multiply and divide whole numbers, common fractions and decimals.~~

~~Deal with/Resolve problems involving several concrete/multiple variables within established guidelines or standard\_ized situations/procedures.~~

- ~~• While performing the essential functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.~~
- While performing the essential functions of this job, the incumbent is regularly required to: stand, walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 10 pounds and occasionally weighing up to 25 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

Incumbent is on call twenty-four hours per day, seven days a week.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

**ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Deputy Director – Administration & Business Services

CLASS CODE: 2011

DEPARTMENT: Transportation

REPORTS TO: Transportation Director

FLSA STATUS: E

CIVIL SERVICE: YES

BARGAINING UNIT: Management

ADOPTED: 02/2000; REV: 12/2006; 04/21; 10/3/21; [10/2026](#)

History Notes:



## Deputy Director of Transportation - Administration and Business Services Classification Specification

### **JOB SUMMARY:**

Under limited direction, supervises, coordinates and directs the functions and staff of the Administration and Business Services Division. This classification assists the Director of Transportation in managing the department administrative functions, including long and short-range planning, fiscal management, and daily business operations.

### **DISTINGUISHING CHARACTERISTICS:**

This single-incumbent classification reports directly to the Director of Transportation and serves as a key member of the department's management team. This is a full management classification with oversight of the Administration and Business Services Division, including planning, budget administration, and coordination of work within the division. This classification is distinguished from the Director of Transportation who holds overall responsibility for the department, including statutory responsibility as the Road Commissioner, County Engineer, and County Surveyor per Mendocino County Code.

This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering responsibilities assigned to other Deputy Directors may be rotated based on department workload and County operational needs.

This classification does not require professional licensure; however, an incumbent who possesses a valid, appropriate professional license may be assigned duties requiring that license, including duties otherwise assigned to another classification.

### **SUPERVISION EXERCISED:**

Exercises management-level supervision over the Administration and Business Services Division staff, and other areas if assigned. Oversees or provides direction to professional consultants and/or contractors.

### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

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

- Administers, directs and supervises the operations, activities and staff of the division, including planning and budgeting and , preparing and presenting reports to the Director of Transportation and Board of Supervisors, investigating and responding to complaints, overseeing the safety program, and administering department matters.
- Carries out supervisory and managerial responsibilities in accordance with policies, procedures, and applicable laws. Duties include interviewing, hiring, and training staff; planning, prioritizing, assigning, and directing work; establishing deadlines; appraising performance; and administering rewards and discipline. Addresses complaints and resolves problems. Plans, coordinates, assigns, and monitors work performance; and provides coaching, counseling, mentoring, training, and guidance to employees to support both departmental objectives and employee career development. Manages and provides for the overall administration of personnel, projects, activities, and responsibilities of the Administration and Business Services Division of the department.
- Develops and recommends an operating budget for the division annually; monitors and administers approved budget. Assists with the budget process for all divisions.
- Develops, communicates, and monitors ordinances, policies, procedures, and standards for the department and County; recommends improvement as needed, and drafts or revises such documents accordingly.
- Oversees department personnel and payroll functions, including approving personnel transactions.
- Reviews division operating policies, procedures, and techniques to ensure continued effectiveness and efficiency.
- Confers with management to communicate key issues and progress toward objectives; provides recommendations to improve operations and outcomes.
- Assists the Director with the development, implementation, and achievement of departmental goals, objectives, and policies.

- Participates in and represents the department on internal County workgroups and external agency committees.
- Advises the Director of Transportation, Chief Executive Officer, and Board of Supervisors on matters related to division activities and functions.
- Prepares and/or assists in the preparation of contracts, resolutions, agenda summary forms, and related documents.
- Manages various functions associated with airport operations, including: accounting of revenues, fuel and oil inventory, reviewing reports, and resolving related issues.
- Coordinates and administers Department of Transportation (DOT) mandated random drug and alcohol testing for applicable department employees.
- Performs financial analysis and provides data as requested by the Director, other officials, and the public.
- Assists in planning and implementing short-term and annual goals, objectives, and strategies for the department, projects, or programs to ensure efficient operations and timely completion of work.
- Ensures compliance with regulations and adherence to quality standards.
- Maintains and enhances professional knowledge and skills by attending relevant trainings, conferences, technical workshops, and reading relevant trade and professional publications.
- Prepares complex, routine, and special reports using various software applications; collects, organizes, and summarizes data for report preparation; drafts work reports; communicates and interprets administrative decisions, policies, and instructions.
- Interacts with a variety of high-level individuals and governmental agencies, both internally and within the community, to provide information, disseminate departmental information, and assist in resolving administrative issues.
- May act on behalf of the Director of Transportation during periods of absence..  
Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

- General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:**

Bachelor's degree from an accredited college or university in accounting, business administration or related field; AND, four (4) years of progressively responsible financial or accounting experience that involved budget development and administration, the development of financial-related policies and procedures, and contract administration experience, preferably within a public agency, with two (2) years at the management level; or, an equivalent combination of related training and education.

**Substitution:** Related experience may be substituted for up to two (2) years of education at a rate of two (2) years of experience to one (1) year of education.

**Licenses and Certifications:**

Valid CA Driver's License

Certified Public Accountant (CPA) desired.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Principles and practices of effective public administration, organizational management, supervision and team leadership, and administration of programs and activities.
- Principles and practices of public agency budgeting, including budget development, cost-control, resource allocation, and financial monitoring.
- Principles, practices, and requirements related to identifying, securing, administering, and monitoring state and federal transportation funding, including grant compliance, reporting, reimbursement, and audit requirements.
- Administrative principles and practices, including strategic planning, goal setting, policy implementation and performance management, and organizational effectiveness.
- Administration and oversight of staff and operational activities.

- Principles and practices of general and cost accounting.
- Principles and practices of contract negotiation and administration.
- Applicable federal, state, and local laws, regulations, codes, policies, and funding requirements affecting assigned programs and operations.
- Methods and techniques of research, statistical analysis and report presentation.
- County government organization and operations, including roles and responsibilities of governmental, regulatory, and other external agencies related to the area of assignment.
- Computer applications, systems, and technology relevant to the performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard business mathematics, including percentages, decimals, and financial calculations.
- Personnel policies and practices
- Airport operations and FAA rules and regulations.

**Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of professional, technical, and support staff, including selecting, training, motivating, coaching and disciplining employees.
- Exercising tact, discretion, initiative and sound independent judgment in managing assignments and addressing sensitive, confidential or operational matters within established guidelines.
- Organizing and prioritizing work, managing multiple assignments and projects, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Assessing administrative and business operations, identifying organizational or operational issues, and developing and implementing effective solutions.
- Analyzing financial, budgetary, and administrative information to support departmental planning and decision-making.
- Conducting, research, organizing data, and preparing clear, concise analysis for use in policy development and operational planning.
- Interpreting and applying complex policies, procedures, regulation, funding requirements, and technical information to resolve problems and achieve organizational objectives.
- Communicating complex information clearly, concisely, and respectfully, both orally and in writing, with staff, leadership, elected officials, regulatory agencies, contractors, stakeholders, and the public.
- Establishing and maintaining effective and cooperative working relationships with individuals and groups encountered in the course of work.

**Mental and Physical Abilities:**

- Read, analyze, comprehend and interpret professional periodicals and journals, technical procedures and government regulations.
- Prepare clear, concise, accurate, and comprehensive reports, correspondence, policies, procedures, and other written materials.
- Analyze information, define problems, evaluate facts and alternatives, and exercise sound judgement in reaching effective conclusion and solutions.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Interpret and apply complex written and oral instructions, policies, regulations, and technical procedures.
- Represent the department effectively before public bodies, community groups, regulatory agencies, contractors, and other stakeholders.
- Develop, evaluate, and administer administrative, financial, and business systems that support departmental operations.
- Interpret financial information and communicate fiscal and administrative impacts to department leadership and other stakeholders.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Respond appropriately and effectively to questions, concerns and differing perspectives while maintaining productive working relationships.

- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: stand, walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 10 pounds and occasionally weighing up to 25 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

Incumbent is on call twenty-four hours per day, seven days a week.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

**ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Deputy Director – Administration & Business Services

CLASS CODE: 2011

DEPARTMENT: Transportation

REPORTS TO: Transportation Director

FLSA STATUS: E

CIVIL SERVICE: YES

BARGAINING UNIT: Management

ADOPTED: 02/2000; REV: 12/2006; 04/21; 10/3/21; 10/2026

History Notes:



## Deputy Director of Transportation - Engineering Classification Specification

### **JOB SUMMARY:**

Under ~~general~~limited direction, supervises, coordinates, and plans,~~organizes,~~ directs ~~and coordinates~~ the work functions and staff of the ~~engineering~~Engineering ~~division~~Division of the department; This classification monitors the progress of different~~oversees~~ engineering projects, ~~and~~ reviews the work of professional engineers, ~~and~~ represents the department before official bodies, regulatory agencies, contractors and the ~~general~~ public. ~~Incumbent~~Incumbents in this class must be a registered engineer with the state. If duly licensed, the incumbent may serve as County Engineer and/or County Surveyor.

### **DISTINGUISHING CHARACTERISTICS:**

This single incumbent classification reports directly to the Director of Transportation and serves as a key member of the department's management team.~~Deputy Director of Transportation - Engineering This is a full management classification responsible with oversight for the overall function of the Engineering Division, including planning, budget preparation, development,~~administration and coordination of work within the division. ~~This single incumbent classification reports directly to the Transportation Director and is expected to play an integral role in the department's management team.~~ This classification is distinguished from the Director of Transportation ~~Director by the latter's who holds~~ overall responsibility for the department, including statutory responsibility as the Road Commissioner, County Engineer, and County Surveyor per Mendocino County Code.

This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering ~~duties~~responsibilities assigned to other Deputy Directors ~~within the department may be rotated among the department's Deputy Directors, depending upon~~based on department workload, ~~department~~ and County operational needs.

### **SUPERVISION EXERCISED:**

~~The Deputy Director of Transportation, Engineering e~~Exercises management-level supervision over the Engineering Division staff, and other areas if assigned. Oversees or provides direction to professional consultants and/or contractors.

### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

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

- Administers, directs and supervises the operations ~~of Engineering unit,~~ activities and staff of the division, including planning, and budgeting, preparing and presenting reports to the Director of Transportation and Board of Supervisors, ~~investigating~~ and responding to complaints, overseeing the safety program and administering department matters.
- ~~Plans, prioritizes and schedules the work of the unit.~~
- Carries out supervisory and managerial responsibilities in accordance with policies, procedures, and applicable laws. Duties include interviewing, hiring, and training staff; planning, prioritizing, assigning, and directing work; establishing deadlines; appraising performance; and administering rewards and discipline. Addresses complaints and resolves problems. Plans, coordinates, assigns, and monitors work performance; and provides coaching, counseling, mentoring, training, and guidance to employees to support both departmental objectives and employee career development.~~Carries out supervisory and managerial responsibilities in accordance with policies, procedures, and applicable laws. Duties include interviewing, hiring, and training staff; planning, prioritizing, assigning, and directing work; establishing deadlines; appraising performance; and administering rewards and discipline. Addresses complaints and resolves problems. Plans, coordinates, assigns, and monitors work performance; and provides coaching, counseling, mentoring, training, and guidance to employees to support both departmental objectives and employee career development.~~Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including; interviewing, hiring and training, planning, assigning and directing work; appraising

~~performance; rewarding and disciplining employees; addressing complaints and resolving problems.~~

- Manages and provides for the overall administration of personnel, projects, activities, and responsibilities of the Engineering Division of the department.
- Administers Capital Improvement Program (CIP) funding, including securing and managing state and federal grants, ensuring compliance and monitoring project delivery, budgets and reporting.
- Develops, and recommends ~~and participates in the preparation of unit~~an operating budget for the division annually; monitors and administers approved budget.
- Develops, communicates, implements, and monitors division policies, procedures, and standards ~~for the division~~; recommends improvements when necessary.
- Reviews division operating policies, procedures, and techniques to ~~determine~~ensure continued effectiveness and efficiency.
- Confers with management to ~~keep them informed on~~communicate key issues and progress toward objectives; ~~and to gain their support and approval; makes~~provides recommendations to ~~assist management in making needed~~support improvements improve operations and outcomes.
- Assists the Director with the development, implementation, and achievement of departmental goals, objectives, and policies.
- ~~Participates in and represents the department on internal County workgroups and external agency committees, providing technical expertise and departmental perspective on current and upcoming projects. Participates in, and serves as a member of, a variety of committees and groups.~~
- Advises ~~the~~ Director of Transportation, County Chief Executive Officer and Board of Supervisors on issues/topics/matters related to concerning division activities and functions.
- Supervises and participates in the preparation of engineering calculations, ~~for~~ construction projects and master plans; ~~supervises and monitors the preparation of project~~oversees feasibility studies involving ~~the analysis of~~ engineering, surveying, environmental and economic factors; ~~supervises the preparation of cost estimates for construction quantities and materials, along with total project cost;~~ ensures ~~that engineering work is in~~ compliance with applicable state and federal requirements.
- Leads the development, funding, and delivery of capital improvement projects, including securing and administering state and federal grants.
- Oversees the preparation of cost estimates, project specifications, and supporting documentation for construction projects.
- ~~Supervises~~ Oversees the preparation of official reports for governmental agencies and departmental management; investigates and responds to inquiries and complaints from the public; ~~represents the department before official bodies, governmental agencies and the general public.~~
- Oversees the development of engineering software by subordinate professional staff.
- Prepares Requests for Proposals and quotations and oversees consultant and contract work as assigned.
- Confers with management staff and ~~subordinates~~ stakeholders regarding engineering ~~master plans, priorities~~ and operational priorities; ~~makes recommendations as solutions to complex problems areas and their solutions.~~
- Coordinates and reviews all work necessary to ~~gather fiscal data,~~ plan, design, and ~~accomplish~~ deliver the construction of complex projects; represents the department before governmental agencies and the public regarding such projects.
- Represents the department at technical meetings and public meetings, and professional forums ~~gatherings.~~
- ~~May act on the behalf of the Transportation Director in his/her absence for brief periods.~~ May act on behalf of the Director of Transportation during periods of absence.
- Maintains and enhances professional knowledge and skills by attending relevant trainings, conferences, technical workshops, and reading relevant trade and professional publications. Maintains required licenses/certifications.
- Performs other related duties as assigned.

#### **MATERIAL AND EQUIPMENT USED:**

- General Office Equipment
- Surveying Equipment
- Vehicle
- Drafting Equipment

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education and Experience:**

Bachelor's degree from an accredited college or university in Engineering; and a minimum of four (4) ~~or more~~ years of progressively responsible engineering experience that includes the administration of budget and staff, the development of related policies and procedures, and contract administration experience, preferably within a transportation agency or, an equivalent combination of training and education.

**Substitution:** Related experience may be substituted for up to two (2) years of the education at a rate of two years of experience to one year of education.

### **Licenses and Certifications:**

Valid Driver's License

~~State-California~~ Registered Civil Engineer ~~L~~license (or the ability to obtain within 18 months of appointment)

California ~~Licensed~~ Professional Land Surveyor license (desirable)

Should the incumbent fail to obtain the required license within 18 months of appointment, the Human Resources Director, in conjunction with the Director of Transportation will review the circumstances and may grant an extension if appropriate.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Advanced principles, practices, and techniques of civil engineering applicable to roadway, bridge, and other public infrastructure projects.
- Principles and practices of public administration, organizational management, supervision, and team leadership, and administration of programs and activities.
- Principles and practices of public agency budgeting, including budget development, cost-control, resource allocation, and financial monitoring.
- Principles, practices, and requirements related to identifying, securing, administering, and monitoring state and federal transportation funding, including grant compliance, reporting, reimbursement, and audit requirements.
- Principles and practices of topographic and construction surveying.
- Engineering mechanics, including stress analysis and the properties, selection, and application of construction materials.
- Principles of statistics and advanced mathematics applicable to engineering analysis, project evaluation, and decision-making.
- Administrative principles and practices, including strategic planning, goal setting, policy implementation, and performance measurement, and organizational effectiveness.
- Administration and oversight of staff and operational activities.
- Principles and practices of contract negotiation and administration.
- Applicable federal, state, and local laws, regulations, codes, policies, and funding requirements affecting assigned programs and operations.
- Methods and techniques of research, data analysis, and preparation and presentation of reports.
- County government organization and operations, including roles and responsibilities of governmental, regulatory, and other external agencies related to the area of assignment.
- Computer applications, systems, and technology relevant to the performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Personnel policies and practices.
- ~~Advanced principles, practices and techniques of civil engineering.~~
- ~~Project management and contract management methodologies.~~
- ~~Statistics and advanced mathematics including algebra, analytic geometry, trigonometry, and calculus.~~

- ~~Topographic and construction surveying, stress analysis, analytical mechanics and the strength, properties and uses of construction materials.~~
- ~~Federal and state regulatory agency policies, functions and procedures.~~
- ~~Procedures necessary to secure state and federal funds for transportation-related projects.~~
- ~~Common methods and equipment utilized in engineering construction and of inspection methods utilized in reviewing such work.~~
- ~~The legal requirements concerning the design, construction and inspection methodology necessary for major construction projects.~~
- ~~Real Property descriptions.~~
- ~~Civil engineering design and drafting methods and equipment.~~
- ~~Record keeping, report preparation, filing methods and records management techniques.~~
- ~~Administration of staff and activities, either directly or through subordinate supervision.~~
- ~~All computer applications and hardware related to performance of the essential functions of the job.~~
- ~~Basic budgetary principles and practices.~~
- ~~Methods and techniques of research, statistical analysis and report presentation.~~

#### **Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of professional, technical, and support staff, including selecting, training, motivating, coaching and disciplining employees.
- Applying logical analysis, engineering principles, and technical methods to evaluate alternatives and resolve complex engineering and management problems.
- Exercising tact, discretion, initiative, and sound independent judgment in managing assignments and addressing sensitive, confidential, or operational matters within established guidelines.
- Organizing and prioritizing work, managing multiple assignments and projects, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Conducting research, organizing and analyzing data, and preparing clear and concise analyses for use in policy development, decision-making, and operational planning.
- Applying critical thinking and sound judgement to analyze problems, develop solutions, interpret, and communicate complex policies, procedures, and technical information.
- Interpreting and applying complex policies, procedures, regulation, funding requirements, and technical information to resolve problems and achieve organizational objectives.
- Communicating complex information clearly, concisely, and respectfully, both orally and in writing, with staff, leadership, elected officials, regulatory agencies, contractors, stakeholders, and the public.
- Establishing and maintaining effective and cooperative working relationships with individuals and groups encountered in the course of work.
- ~~Using tact, discretion, initiative and independent judgment within established guidelines.~~
- ~~Researching, compiling, and summarizing a variety of informational and statistical data and materials.~~
- ~~Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.~~
- ~~Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.~~
- ~~Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.~~
- ~~Selecting and motivating staff and providing for their training and professional development.~~
- ~~Communicating clearly and concisely, both orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.~~

#### **Mental and Physical Abilities:**

- Read, analyze, comprehend and interpret professional periodicals and journals, technical procedures and government regulations.
- Prepare clear, concise, accurate, and comprehensive reports, correspondence, policies, procedures, and other written materials.
- Conduct and oversee inspections of engineering and construction projects to ensure quality, safety, and compliance with contract specifications, codes, standards, and approved plans.
- Analyze information, define problems, evaluate facts and alternatives, and exercise sound judgement in reaching effective conclusion and solutions.

- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Interpret and apply complex written and oral instructions, policies, regulations, and technical procedures.
- Represent the department effectively before public bodies, community groups, regulatory agencies, contractors, and other stakeholders.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Respond appropriately and effectively to questions, concerns and differing perspectives while maintaining productive working relationships.
- Deal with problems involving several concrete variables in standardized situations.
- ~~Prepare designs and make accurate drawings and maps.~~
- ~~Establish and maintain effective working relationships with a variety of individuals, regulatory agencies, and the public.~~
- ~~Write clearly and concisely in order to prepare technical reports, correspondence and maintain records.~~
- ~~Inspect construction projects and assure compliance with plans and specifications.~~
- ~~Read, understand and interpret complex technical and legal documents, maps, technical drawings and plans.~~
- ~~Apply principles of logic and scientific reasoning to develop and evaluate alternative courses of action and determine appropriate solutions.~~
- ~~Speak effectively before public groups and respond to questions.~~
- ~~While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.~~
- ~~While performing the essential functions of this job the employee is occasionally exposed to work in high precarious places.~~
- ~~Establish and maintain effective working relationships with others.~~
- ~~Deal with problems involving several concrete variables in standardized situations.~~
- While performing the essential functions of this job, the incumbent is regularly required to: stand, walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to \_\_\_\_\_ pounds. While performing the essential functions of this job, the incumbent is regularly required to: stand, walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 10 pounds and occasionally weighing up to 25 pounds.

#### **Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations

Incumbent is on call twenty-four hours a day, seven days a week.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

#### **ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**\_CLASS TITLE:** Deputy Director of Transportation - Engineering

**CLASS CODE:** 2010

**DEPARTMENT:** Transportation

REPORTS TO: Transportation Director  
FLSA STATUS: E  
CIVIL SERVICE: Yes  
BARGAINING UNIT: Management  
ADOPTED: 02/2000; REV: 01/07; 10/3/21; [10/26](#)

History Notes:



## Deputy Director of Transportation - Engineering Classification Specification

### **JOB SUMMARY:**

Under limited direction, supervises, coordinates, and directs the functions and staff of the Engineering Division. This classification oversees engineering projects, reviews the work of professional engineers, and represents the department before official bodies, regulatory agencies, contractors and the public. Incumbents in this class must be a registered engineer with the state. If duly licensed, the incumbent may serve as County Engineer and/or County Surveyor.

### **DISTINGUISHING CHARACTERISTICS:**

This single incumbent classification reports directly to the Director of Transportation and serves as a key member of the department's management team.— This is a full management classification with oversight of the Engineering Division, including planning, budget administration and coordination of work within the division. This classification is distinguished from the Director of Transportation who holds overall responsibility for the department, including statutory responsibility as the Road Commissioner, County Engineer, and County Surveyor per Mendocino County Code.

This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering responsibilities assigned to other Deputy Directors may be rotated based on department workload and County operational needs.

### **SUPERVISION EXERCISED:**

Exercises management-level supervision over the Engineering Division staff, and other areas if assigned. Oversees or provides direction to professional consultants and/or contractors.

### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

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

- Administers, directs and supervises the operations, activities and staff of the division, including planning, and budgeting, preparing and presenting reports to the Director of Transportation and Board of Supervisors. investigating and responding to complaints, overseeing the safety program and administering department matters.
- Carries out supervisory and managerial responsibilities in accordance with policies, procedures, and applicable laws. Duties include interviewing, hiring, and training staff; planning, prioritizing, assigning, and directing work; establishing deadlines; appraising performance; and administering rewards and discipline. Addresses complaints and resolves problems. Plans, coordinates, assigns, and monitors work performance; and provides coaching, counseling, mentoring, training, and guidance to employees to support both departmental objectives and employee career development.
- Manages and provides for the overall administration of personnel, projects, activities, and responsibilities of the Engineering Division of the department.
- Administers Capital Improvement Program (CIP) funding, including securing and managing state and federal grants, ensuring compliance and monitoring project delivery, budgets and reporting.
- Develops and recommends an operating budget for the division annually; monitors and administers approved budget.
- Develops, communicates, implements, and monitors division policies, procedures, and standards; recommends improvements when necessary.
- Reviews division operating policies, procedures, and techniques to ensure continued effectiveness and efficiency.
- Confers with management to communicate key issues and progress toward objectives; provides recommendations to improve operations and outcomes.
- Assists the Director with the development, implementation, and achievement of departmental goals, objectives, and policies.
- Participates in and represents the department on internal County workgroups and external agency committees. Advises the Director, Chief Executive Officer and Board of Supervisors on matters related to

division activities and functions.

- Supervises and participates in the preparation of engineering calculations, construction projects and master plans; oversees feasibility studies involving engineering, surveying, environmental and economic factors; ensures compliance with applicable state and federal requirements.
- Leads the development, funding, and delivery of capital improvement projects, including securing and administering state and federal grants.
- Oversees the preparation of cost estimates, project specifications, and supporting documentation for construction projects.
- Oversees the preparation of official reports for governmental agencies and departmental management; investigates and responds to inquiries and complaints from the public.
- Oversees the development of engineering software by subordinate professional staff.
- Prepares Requests for Proposals and quotations and oversees consultant and contract work as assigned.
- Confers with management staff and stakeholders regarding engineering plans, priorities and operational priorities; recommends solutions to complex problems .
- Coordinates and reviews all work necessary to plan, design, and deliver complex projects.; represents the department before governmental agencies and the public regarding such projects.
- Represents the department at technical meetings and public meetings, and professional forums.
- May act on behalf of the Director of Transportation during periods of absence.
- Maintains and enhances professional knowledge and skills by attending relevant trainings, conferences, technical workshops, and reading relevant trade and professional publications. Maintains required licenses/certifications.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

- General Office Equipment
- Surveying Equipment
- Vehicle
- Drafting Equipment

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Engineering; and a minimum of four (4) years of progressively responsible engineering experience that includes the administration of budget and staff, the development of related policies and procedures, and contract administration experience, preferably within a transportation agency or, an equivalent combination of training and education.

**Substitution:** Related experience may be substituted for up to two (2) years of the education at a rate of two years of experience to one year of education.

**Licenses and Certifications:**

Valid Driver's License

California Registered Civil Engineer license (or the ability to obtain within 18 months of appointment)

California Professional Land Surveyor license (desirable)

Should the incumbent fail to obtain the required license within 18 months of appointment, the Human Resources Director, in conjunction with the Director of Transportation will review the circumstances and may grant an extension if appropriate.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Advanced principles, practices, and techniques of civil engineering applicable to roadway, bridge, and other public infrastructure projects.
- Principles and practices of public administration, organizational management, supervision, and team leadership, and administration of programs and activities.

- Principles and practices of public agency budgeting, including budget development, cost-control, resource allocation, and financial monitoring.
- Principles, practices, and requirements related to identifying, securing, administering, and monitoring state and federal transportation funding, including grant compliance, reporting, reimbursement, and audit requirements.
- Principles and practices of topographic and construction surveying.
- Engineering mechanics, including stress analysis and the properties, selection, and application of construction materials.
- Principles of statistics and advanced mathematics applicable to engineering analysis, project evaluation, and decision-making.
- Administrative principles and practices, including strategic planning, goal setting, policy implementation, and performance measurement, and organizational effectiveness.
- Administration and oversight of staff and operational activities.
- Principles and practices of contract negotiation and administration.
- Applicable federal, state, and local laws, regulations, codes, policies, and funding requirements affecting assigned programs and operations.
- Methods and techniques of research, data analysis, and preparation and presentation of reports.
- County government organization and operations, including roles and responsibilities of governmental, regulatory, and other external agencies related to the area of assignment.
- Computer applications, systems, and technology relevant to the performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Personnel policies and practices.
- 

**Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of professional, technical, and support staff, including selecting, training, motivating, coaching and disciplining employees.
- Applying logical analysis, engineering principles, and technical methods to evaluate alternatives and resolve complex engineering and management problems.
- Exercising tact, discretion, initiative, and sound independent judgment in managing assignments and addressing sensitive, confidential, or operational matters within established guidelines.
- Organizing and prioritizing work, managing multiple assignments and projects, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Conducting research, organizing and analyzing data, and preparing clear and concise analyses for use in policy development, decision-making, and operational planning.
- Applying critical thinking and sound judgement to analyze problems, develop solutions, interpret, and communicate complex policies, procedures, and technical information.
- Interpreting and applying complex policies, procedures, regulation, funding requirements, and technical information to resolve problems and achieve organizational objectives.
- Communicating complex information clearly, concisely, and respectfully, both orally and in writing, with staff, leadership, elected officials, regulatory agencies, contractors, stakeholders, and the public.
- Establishing and maintaining effective and cooperative working relationships with individuals and groups encountered in the course of work.
- 

**Mental and Physical Abilities:**

- Read, analyze, comprehend and interpret professional periodicals and journals, technical procedures and government regulations.
- Prepare clear, concise, accurate, and comprehensive reports, correspondence, policies, procedures, and other written materials.
- Conduct and oversee inspections of engineering and construction projects to ensure quality, safety, and compliance with contract specifications, codes, standards, and approved plans.

- Analyze information, define problems, evaluate facts and alternatives, and exercise sound judgement in reaching effective conclusion and solutions.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Interpret and apply complex written and oral instructions, policies, regulations, and technical procedures.
- Represent the department effectively before public bodies, community groups, regulatory agencies, contractors, and other stakeholders.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Respond appropriately and effectively to questions, concerns and differing perspectives while maintaining productive working relationships.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: stand, walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 10 pounds and occasionally weighing up to 25 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations

Incumbent is on call twenty-four hours a day, seven days a week.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

**ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Deputy Director of Transportation - Engineering

CLASS CODE: 2010

DEPARTMENT: Transportation

REPORTS TO: Transportation Director

FLSA STATUS: E

CIVIL SERVICE: Yes

BARGAINING UNIT: Management

ADOPTED: 02/2000; REV: 01/07; 10/3/21; 10/26

History Notes:



## Deputy Director of Transportation – Land Improvement Classification Specification

### **JOB SUMMARY:**

Under limited direction, supervises, coordinates, and directs the functions and staff of the Land Improvement and Airports Divisions. This classification performs ~~The work consists of~~ complex and responsible professional engineering, surveying, administrative, and managerial duties within ~~a major County~~ the department. ~~The position may also carry the duties of County Surveyor if incumbent is so licensed. If duly licensed, the incumbent may serve as County Engineer and/or County Surveyor.~~

### **DISTINGUISHING CHARACTERISTICS:**

This single-incumbent classification reports directly to the Director of Transportation and serves as a key member of the department's management team. Deputy Director of Transportation—Land Improvement ~~This~~ is a full management classification ~~responsible with oversight for the overall function of~~ the Land Improvement Division, including planning, budget ~~preparation, development~~ administration, and coordination of work within the division. ~~This single-incumbent classification reports directly to the Transportation Director and is expected to play an integral role in the department's management team.~~ This classification is distinguished from the Director of Transportation, Director who holds overall by the latter's overall responsibility for the department, including statutory responsibility as the Road Commissioner, County Engineer, and County Surveyor per Mendocino County Code.

This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering ~~duties responsibilities assigned to~~ of other Deputy Directors ~~within the department~~ may be rotated ~~among the department's Deputy Directors, depending based upon on department workload, department and County operational~~ needs.

If the incumbent does not possess the required professional licensure, any duties requiring such licensure shall be performed by an appropriately licensed individual.

### **SUPERVISION EXERCISED:**

~~The Deputy Director of Transportation—Land Improvement~~ eExercises management-level supervision over the Land Improvement Division staff, and other areas if assigned. Oversees or provides direction to professional consultants and/or contractors.

### **EXAMPLES OF DUTIES and ESSENTIAL JOB FUNCTIONS:**

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

- Administers, directs, and supervises the operations, activities, and staff of the division, including planning, and budgeting, preparing and presenting reports to the Director of Transportation and Board of Supervisors, investigating complaints, overseeing the safety program, and administering department matters.
- Carries out supervisory and managerial responsibilities in accordance with policies, procedures, and applicable laws. Duties include interviewing, hiring, and training staff; planning, prioritizing, assigning, and directing work; establishing deadlines; appraising performance; and administering rewards and discipline. Addresses complaints and resolves problems. Plans, coordinates, assigns, and monitors work performance; and provides coaching, counseling, mentoring, training, and guidance to employees to support both departmental objectives and employee career development.
- ~~Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.~~
- Manages and provides for the overall administration of personnel, projects, activities, and responsibilities of the Land Improvement Division of the department.
- Administers construction projects and contracts, and oversees Capital Improvement Program (CIP) funding, including securing and managing state and federal grants, ensuring compliance and monitoring project delivery, budgets and reporting.
- Oversees the processing and issuance of transportation and encroachment permits.
- Oversees all functions of the Airports Division, including staffing, project management, regulatory compliance, and operations.
- Develops and recommends an operating budget for the division annually; monitors and administers approved budget.
- Administers construction projects and contracts and oversees Capital Improvement Program (CIP) funding.

including securing and managing state and federal grants.

- Develops, communicates, implements, and monitors division policies, procedures, and standards ~~for the division~~; recommends improvements when necessary.
- Reviews division operating policies, procedures, and techniques to ~~determine~~ ensure continued effectiveness and efficiency.
- Confers with management to ~~keep them informed on~~ communicate key issues and progress toward objectives; ~~and to gain their support and approval~~; ~~makes~~ provides recommendations to ~~assist management in making needed improvements~~ improve operations and outcomes.
- Assists the Director with the development, implementation, and achievement of departmental goals, objectives, and policies.
- ~~Participates in and represents the department on internal County workgroups and external agency committees. Participates in, and serves as a member of, a variety of committees and groups.~~
- Advises Director of Transportation, County Chief Executive Officer, and Board of Supervisors on ~~issues~~ matters concerning related to division activities and functions.
- ~~Manages and provides for the overall administration of personnel, projects, activities and responsibilities of the Land Improvement Division of the department.~~
- Responds to ~~questions~~ inquiries from the public, developers, the professional community, and other County department staff.
- ~~Reviews and approves employee payroll, invoices and claims for purchase.~~
- ~~Assures~~ Ensures conformance with County road standards and applicable regulations.
- May oversee technical plans, studies, and private development designs submitted by civil engineers, when assigned County Engineer duties.
- May ~~manage and provide for the overall~~ oversee operations and staff ~~administration of personnel~~ in the County Surveyor's Office, when licensed and assigned.
- Represents the department and County on multi-jurisdictional groups, including those related to ~~involved in~~ salmon habitat environmental protection, and habitat restoration, and ~~other environmental efforts~~ regulatory coordination.
- ~~Performs~~ Conducts research and evaluation ~~to provide information~~ and prepares interrogatories ~~information and documentation~~ required by County Counsel in support of litigation ~~involving department facilities~~; may serve as an expert witness in court.
- ~~Assists the Director in development, implementation, and achievement of departmental goals, objectives and policies.~~
- ~~Supervises, manages, and otherwise provides for the overall administration of personnel, projects, activities and responsibilities of the Airports division of the department.~~
- ~~Supervises issuance of transportation permits, and supervises issuance and processing of encroachment permits.~~
- ~~Acts as superior, in his/her absence, for temporary period of time.~~ May act on behalf of the Director of Transportation during periods of absence.
- Maintains and enhances ~~upgrades~~ professional knowledge, and skills, ~~and development~~ by attending relevant seminars and trainings ~~programs~~, conferences, technical workshops, and reading relevant trade and professional ~~journals and~~ publications. Maintains required licenses/certifications.
- Performs other related duties as assigned

#### **MATERIAL and EQUIPMENT USED:**

General Office Equipment

~~Computer~~

Vehicle

Surveying Equipment

#### **MINIMUM QUALIFICATIONS REQUIRED**

##### **Education and Experience:**

Bachelor's degree from an accredited college or university in Engineering, ~~or~~ Land Surveying, or a related field; and, six (6) ~~or more~~ years of progressively responsible engineering, land improvement or land surveying experience that includes the administration of budget and staff, the development of related policies and procedures, and contract administration experience, preferably within a public agency or, an equivalent combination of training and education.

**Substitution:** Related experience may be substituted for up to two (2) years of the education at a rate of two years of experience to one year of education.

## **Licenses and Certifications:**

Valid California Driver's License

California Registered Civil Engineer license (or the ability to obtain one within 18 months of appointment)

California Professional Land Surveyor license (or the ability to obtain one within 18 months of appointment)

Should the incumbent fail to obtain the required license within 18 months of appointment, the Human Resources Director, in conjunction with the Director of Transportation will review the circumstances and may grant an extension if appropriate.

At the discretion of the appointing authority, the required license may be satisfied by another Deputy Director within the department who holds the applicable license and assumes responsibility for the licensed duties.

~~• California State Registered Civil Engineer License (or the ability to obtain within 18 months of appointment)~~

~~California Licensed Professional Land Surveyor (or the ability to obtain within 18 months of appointment)~~

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Advanced principles and practices of Civil Engineering and Land Surveying applicable to area of assignment.
- Principles and practices of public administration, organizational management, supervision, and team leadership, and administration of programs and activities.
- Principles and practices of public agency budgeting, including budget development, cost-control, resource allocation, and financial monitoring.
- Advanced principles and practices of civil engineering and land surveying applicable to the area of assignment.
- Principles and practices of airport administration and applicable Federal Aviation Administration requirements.
- Principles, practices, and requirements related to identifying, securing, administering, and monitoring state and federal transportation funding, including grant compliance, reporting, reimbursement, and audit requirements.
- Administrative principles and practices, including strategic planning, goal setting, policy implementation, and performance measurement, and organizational effectiveness.
- Administration and oversight of staff and operational activities.
- Principles and practices of contract negotiation and administration.
- Applicable federal, state, and local laws, regulations, codes, policies, and funding requirements affecting assigned programs and operations.
- Methods and techniques of research, data analysis, and preparation and presentation of reports.
- County government organization and operations, including roles and responsibilities of governmental, regulatory, and other external agencies related to the area of assignment.
- Computer applications, systems, and technology relevant to the performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Personnel policies and practices.
- ~~• Principles and practices of public administration.~~
- ~~• Principles and practices of budget preparation and administration.~~
- ~~• Applicable state, federal and local ordinances, laws, rules and regulations.~~
- ~~• All computer applications and hardware related to performance of the essential functions of the job.~~
- ~~• Principles and practices of airport administration.~~
- ~~• Administrative principles and practices, including goal setting and implementation~~
- ~~• Administration of staff and activities, either directly or through subordinate supervision.~~

### **Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of professional, technical, and support staff, including selecting, training, motivating, coaching and disciplining employees.
- Exercising tact, discretion, initiative, and sound independent judgment in managing assignments and addressing sensitive, confidential, or operational matters within established guidelines.
- Organizing and prioritizing work, managing multiple assignments and projects, meeting critical deadlines, and following up on assignments with a minimum of direction.

- Conducting research, organizing and analyzing data, and preparing clear and concise analyses for use in policy development, decision-making, and operational planning.
- Interpreting and applying complex policies, procedures, regulation, funding requirements, and technical information to resolve problems and achieve organizational objectives.
- Evaluating technical information, plans, specifications, and project requirements for compliance with applicable standards and regulations.
- Communicating complex information clearly, concisely, and respectfully, both orally and in writing, with staff, leadership, elected officials, regulatory agencies, contractors, stakeholders, and the public.
- Establishing and maintaining effective and cooperative working relationships with individuals and groups encountered in the course of work.
- ~~Using tact, discretion, initiative and independent judgment within established guidelines.~~
- ~~Researching, compiling, and summarizing a variety of informational and statistical data and materials.~~
- ~~Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.~~
- ~~Applying logical thinking to solve problems or accomplish tasks.~~
- ~~Understanding, interpreting and communicating complicated policies, procedures and protocols.~~
- ~~Using mathematics.~~
- ~~Communicating clearly and effectively, both orally and in writing.~~
- ~~Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.~~
- ~~Selecting and motivating staff and providing for their training and professional development.~~
- ~~Preparing clear and concise reports, correspondence and other written materials~~

#### **Mental and Physical Abilities:**

- Read, analyze, **comprehend** and interpret professional periodicals and journals, technical procedures and government regulations.
- Interpret and apply complex engineering, surveying, construction, and airport related requirements.
- Principles and practices of transportation infrastructure maintenance, including roadways, bridges, drainage systems, traffic control, vegetation management, and weather-related operations.
- Construction methods, materials, equipment, and inspection practices applicable to transportation infrastructure.
- Prepare clear, concise, accurate, and comprehensive reports, correspondence, policies, procedures, and other written materials.
- Analyze information, define problems, evaluate facts and alternatives, and exercise sound judgement in reaching effective conclusion and solutions.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Interpret and apply complex written and oral instructions, policies, regulations, and technical procedures.
- Represent the department effectively before public bodies, community groups, regulatory agencies, contractors, and other stakeholders.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Respond appropriately and effectively to questions, concerns and differing perspectives while maintaining productive working relationships.
- ~~Speak effectively before public groups and respond to questions.~~
- ~~Define problems, collect data, establish facts and draw valid conclusions.~~
- ~~Interpret a variety of technical instructions with abstract and/or concrete variables.~~
- ~~Establish and maintain effective working relationships with others.~~
- Deal with problems involving several concrete variables in standardized situations.
- ~~While performing the essential functions of this job, the incumbent is regularly required to walk, sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear, to push, pull, move or lift above and below the neck objects weighing up to 10 pounds frequently and 50 pounds occasionally.~~ While performing the essential functions of this job, the incumbent is regularly required to: stand, walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 10 pounds and occasionally weighing up to 50 pounds.

#### **Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet but may be loud at times and at some locations. Occasional work performed in the field, roadway, and/or construction environments.

Incumbent is on call twenty-four hours per day, seven days a week.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

**ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: DEPUTY DIRECTOR – LAND IMPROVEMENT

CLASS CODE: 2009

DEPARTMENT: TRANSPORTATION

REPORTS TO: DIRECTOR OF TRANSPORTATION

FLSA STATUS: E

CIVIL SERVICE: YES

BARGAINING UNIT: MANAGEMENT

DATE: 02/00 Rev. 01/07 Rev 11/14; [10/26](#)

History Notes:

11/2014 - Updated license requirements



## Deputy Director of Transportation – Land Improvement Classification Specification

### **JOB SUMMARY:**

Under limited direction, supervises, coordinates, and directs the functions and staff of the Land Improvement and Airports Divisions. This classification performs complex and responsible professional engineering, surveying, administrative, and managerial duties within the department. If duly licensed, the incumbent may serve as County Engineer and/or County Surveyor.

### **DISTINGUISHING CHARACTERISTICS:**

This single-incumbent classification reports directly to the Director of Transportation and serves as a key member of the department's management team. This is a full management classification with oversight of the Land Improvement Division, including planning, budget administration, and coordination of work within the division. This classification is distinguished from the Director of Transportation, who holds overall responsibility for the department, including statutory responsibility as the Road Commissioner, County Engineer, and County Surveyor per Mendocino County Code.

This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering responsibilities assigned to other Deputy Directors may be rotated based on department workload and County operational needs.

If the incumbent does not possess the required professional licensure, any duties requiring such licensure shall be performed by an appropriately licensed individual.

### **SUPERVISION EXERCISED:**

Exercises management-level supervision over the Land Improvement Division staff, and other areas if assigned. Oversees or provides direction to professional consultants and/or contractors.

### **EXAMPLES OF DUTIES and ESSENTIAL JOB FUNCTIONS:**

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

- Administers, directs, and supervises the operations, activities, and staff of the division, including planning, and budgeting, preparing and presenting reports to the Director of Transportation and Board of Supervisors, investigating complaints, overseeing the safety program, and administering department matters.
- Carries out supervisory and managerial responsibilities in accordance with policies, procedures, and applicable laws. Duties include interviewing, hiring, and training staff; planning, prioritizing, assigning, and directing work; establishing deadlines; appraising performance; and administering rewards and discipline. Addresses complaints and resolves problems. Plans, coordinates, assigns, and monitors work performance; and provides coaching, counseling, mentoring, training, and guidance to employees to support both departmental objectives and employee career development.
- Manages and provides for the overall administration of personnel, projects, activities, and responsibilities of the Land Improvement Division of the department.
- Administers construction projects and contracts, and oversees Capital Improvement Program (CIP) funding, including securing and managing state and federal grants, ensuring compliance and monitoring project delivery, budgets and reporting.
- Oversees the processing and issuance of transportation and encroachment permits.
- Oversees all functions of the Airports Division, including staffing, project management, regulatory compliance, and operations.
- Develops and recommends an operating budget for the division annually; monitors and administers approved budget.
- Administers construction projects and contracts and oversees Capital Improvement Program (CIP) funding, including securing and managing state and federal grants.
- Develops, communicates, implements, and monitors division policies, procedures, and standards; recommends improvements when necessary.
- Reviews division operating policies, procedures, and techniques to ensure continued effectiveness and efficiency.
- Confers with management to communicate key issues and progress toward objectives;; provides recommendations to improve operations and outcomes.
- Assists the Director with the development, implementation, and achievement of departmental goals, objectives, and policies.

- Participates in and represents the department on internal County workgroups and external agency committees, Advises Director of Transportation, Chief Executive Officer, and Board of Supervisors on matters related to division activities and functions.
- Responds to inquiries from the public, developers, the professional community, and other County department staff.
- Reviews and approves employee payroll, invoices and claims for purchase. Ensures conformance with County road standards and applicable regulations.
- May oversee technical plans, studies, and private development designs submitted by civil engineers, when assigned County Engineer duties.
- May oversee operations and staff in the County Surveyor's Office, when licensed and assigned.
- Represents the department and County on multi-jurisdictional groups, including those related to environmental protection, habitat restoration, and regulatory coordination.
- Conducts research and evaluation and prepares information and documentation required by County Counsel in support of litigation; may serve as an expert witness in court.
- . May act on behalf of the Director of Transportation during periods of absence.
- Maintains and enhances professional knowledge and skills, by attending relevant trainings, conferences, technical workshops, and reading relevant trade and professional publications. Maintains required licenses/certifications.
- Performs other related duties as assigned

**MATERIAL and EQUIPMENT USED:**

General Office Equipment  
Vehicle  
Surveying Equipment

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Engineering, Land Surveying, or a related field, and, six (6) years of progressively responsible engineering, land improvement or land surveying experience that includes the administration of budget and staff, the development of related policies and procedures, and contract administration experience, preferably within a public agency or, an equivalent combination of training and education.

**Substitution:** Related experience may be substituted for up to two (2) years of the education at a rate of two years of experience to one year of education.

**Licenses and Certifications:**

Valid California Driver's License  
California Registered Civil Engineer license (or the ability to obtain one within 18 months of appointment)  
California Professional Land Surveyor license (or the ability to obtain one within 18 months of appointment)

Should the incumbent fail to obtain the required license within 18 months of appointment, the Human Resources Director, in conjunction with the Director of Transportation will review the circumstances and may grant an extension if appropriate.

At the discretion of the appointing authority, the required license may be satisfied by another Deputy Director within the department who holds the applicable license and assumes responsibility for the licensed duties.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Advanced principles and practices of Civil Engineering and Land Surveying applicable to area of assignment.
- Principles and practices of public administration, organizational management, supervision, and team leadership, and administration of programs and activities.
- Principles and practices of public agency budgeting, including budget development, cost-control, resource allocation, and financial monitoring.
- Advanced principles and practices of civil engineering and land surveying applicable to the area of assignment.
- Principles and practices of airport administration and applicable Federal Aviation Administration requirements.

- Principles, practices, and requirements related to identifying, securing, administering, and monitoring state and federal transportation funding, including grant compliance, reporting, reimbursement, and audit requirements.
- Administrative principles and practices, including strategic planning, goal setting, policy implementation, and performance measurement, and organizational effectiveness.
- Administration and oversight of staff and operational activities.
- Principles and practices of contract negotiation and administration.
- Applicable federal, state, and local laws, regulations, codes, policies, and funding requirements affecting assigned programs and operations.
- Methods and techniques of research, data analysis, and preparation and presentation of reports.
- County government organization and operations, including roles and responsibilities of governmental, regulatory, and other external agencies related to the area of assignment.
- Computer applications, systems, and technology relevant to the performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Personnel policies and practices.
- 

**Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of professional, technical, and support staff, including selecting, training, motivating, coaching and disciplining employees.
- Exercising tact, discretion, initiative, and sound independent judgment in managing assignments and addressing sensitive, confidential, or operational matters within established guidelines.
- Organizing and prioritizing work, managing multiple assignments and projects, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Conducting research, organizing and analyzing data, and preparing clear and concise analyses for use in policy development, decision-making, and operational planning.
- Interpreting and applying complex policies, procedures, regulation, funding requirements, and technical information to resolve problems and achieve organizational objectives.
- Evaluating technical information, plans, specifications, and project requirements for compliance with applicable standards and regulations.
- Communicating complex information clearly, concisely, and respectfully, both orally and in writing, with staff, leadership, elected officials, regulatory agencies, contractors, stakeholders, and the public.
- Establishing and maintaining effective and cooperative working relationships with individuals and groups encountered in the course of work.

**Mental and Physical Abilities:**

- Read, analyze, comprehend and interpret professional periodicals and journals, technical procedures and government regulations.
- Interpret and apply complex engineering, surveying, construction, and airport related requirements.
- Principles and practices of transportation infrastructure maintenance, including roadways, bridges, drainage systems, traffic control, vegetation management, and weather-related operations.
- Construction methods, materials, equipment, and inspection practices applicable to transportation infrastructure.
- Prepare clear, concise, accurate, and comprehensive reports, correspondence, policies, procedures, and other written materials.
- Analyze information, define problems, evaluate facts and alternatives, and exercise sound judgement in reaching effective conclusion and solutions.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Interpret and apply complex written and oral instructions, policies, regulations, and technical procedures.
- Represent the department effectively before public bodies, community groups, regulatory agencies, contractors, and other stakeholders.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Respond appropriately and effectively to questions, concerns and differing perspectives while maintaining productive working relationships.
-

- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: stand, walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 10 pounds and occasionally weighing up to 50 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet but may be loud at times and at some locations. Occasional work performed in the field, roadway, and/or construction environments.

Incumbent is on call twenty-four hours per day, seven days a week.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

**ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: DEPUTY DIRECTOR – LAND IMPROVEMENT

CLASS CODE: 2009

DEPARTMENT: TRANSPORTATION

REPORTS TO: DIRECTOR OF TRANSPORTATION

FLSA STATUS: E

CIVIL SERVICE: YES

BARGAINING UNIT: MANAGEMENT

DATE: 02/00 Rev. 01/07 Rev 11/14; 10/26

History Notes:

11/2014 - Updated license requirements



## Deputy Director of Transportation – Maintenance Services Classification Specification

### **JOB SUMMARY:**

Under general/limited direction, ~~directs and~~ supervises, coordinates, and directs the ~~operations~~ functions and staff, ~~budget and staff~~ of the Maintenance Services ~~Division~~. This classification performs ~~provides~~ a variety of complex and responsible technical and administrative duties related to ~~expertise~~ roads and bridges, and oversees vehicle and equipment procurement, maintenance, and repair services for the department. ~~The work consists of complex and responsible managerial duties within a major County department.~~

### **DISTINGUISHING CHARACTERISTICS:**

This single incumbent classification reports directly to the Director of Transportation and serves as a key member of the department's management team. ~~Deputy Director of Transportation – Maintenance Services~~ This is a full management classification responsible with oversight for the overall function of the Maintenance Services Division, including planning, budget ~~preparation, development,~~ administration and coordination of work within the division. ~~This single incumbent classification reports directly to the Transportation Director and is expected to play an integral role in the department's management team.~~ This classification is distinguished from the Director of Transportation ~~Director by the latter's~~ who holds overall responsibility for the department, including statutory responsibility as the Road Commissioner, County Engineer, and County Surveyor in accordance per Mendocino County Code.

This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering ~~duties responsibilities assigned to~~ other Deputy Directors ~~within the department~~ may be rotated ~~among the department's Deputy Directors, depending upon~~ based on department workload, ~~department~~ and County operational needs.

This classification does not require professional licensure; however, an incumbent who possesses a valid, appropriate professional license may be assigned duties requiring that license, including duties otherwise assigned to another classification.

### **SUPERVISION EXERCISED:**

Exercises ~~direct and indirect~~ management-level supervision over ~~supervisory and non-supervisory~~ staff assigned to the Maintenance Services Division staff, and other areas if assigned. Oversees or provides direction to professional consultants and/or contractors.

### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

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

- Administers, directs, and supervises the operations, activities, and staff of the division, including planning and budgeting, preparing and presenting reports to the Director of Transportation and Board of Supervisors, investigating and responding to complaints, overseeing the safety program, and administering department matters. This includes administering ~~franchise-construction contract~~ agreements and service agreements.
- Carries out supervisory and managerial responsibilities in accordance with policies, procedures, and applicable laws. Duties include interviewing, hiring, and training staff; planning, prioritizing, assigning, and directing work; establishing deadlines; appraising performance; and administering rewards and discipline. Addresses complaints and resolves problems. Plans, coordinates, assigns, and monitors work performance; and provides coaching, counseling, mentoring, training, and guidance to employees to support both departmental objectives and employee career development. Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Manages and provides for the overall administration of personnel, projects, activities, and responsibilities of the Maintenance Services Division of the department.

- Develops and recommends an operating budget for the division annually; monitors and administers approved budget.
- Develops, communicates, implements, and monitors division policies, procedures, and standards ~~for the division~~; recommends improvements when necessary.
- Reviews division operating policies, procedures, and techniques to ~~determine~~ ensure continued effectiveness and efficiency.
- Confers with management to ~~keep them informed on~~ communicate key issues and progress toward objectives; ~~and to gain their support and approval; makes~~ provides recommendations to ~~assist management in making needed improvements~~ operations and outcomes.
- Assists the Director with the development, implementation, and achievement of departmental goals, objectives, and policies.
- ~~Participates in and represents the department on internal County workgroups and external agency committees. Participates in, and serves as a member of, a variety of committees and groups.~~
- Advises ~~the~~ Director ~~of Transportation~~, ~~County Chief~~ Executive Officer and Board of Supervisors on issues/topics concerning division activities and functions.
- Plans, ~~Organizes~~ organizes, directs and coordinates a functional ~~grouping~~ section of the road services division within the ~~Department~~ department of Transportation, ~~including ensuring that~~ drainage facilities and vegetation are properly maintained, repaired and constructed in a safe, professional and timely manner. ~~in order~~
- Oversees activities to preserve the infrastructure and provide ~~effective, quality well-~~ maintained, ~~and constructed~~ high-quality roads for the traveling public.
- ~~This Division is also responsible for~~ Oversees vehicle and equipment procurement, maintenance, repair and ~~repair services~~ fleet management activities for the department.
- Oversees Road Services ~~the activities, and operations of Road Services~~ including planning for improvements, traffic control and encroachments, road maintenance, street landscaping, and drainage maintenance.
- ~~Assists in formulating long-range goals of the Department and in developing plans for accomplishing these goals; develops policies and procedures to carry out the plans which have been developed; and reviews and evaluates programs and anticipates future needs.~~
- Reviews and evaluation ~~evaluates~~ of land development projects for consistency with current road maintenance standards.
- ~~Provides direction and supervision to subordinate staff in areas of financial and program management; and supervises and directs subordinate staff in areas of personnel management including selection, evaluation, promotion, assignment, disciplinary action, and training of employees.~~
- Prepares reports on complex issues for the Board of Supervisors and presents in public meetings
- Coordinates the activities of the ~~assigned~~ divisions with those of other governmental agencies, the County, public utilities, contractors, and private organizations.
- Discusses and explains Department plans, programs, and projects at public and community meetings, legislative and administrative hearings, and related functions
- ~~;~~ and a Attends conferences and seminars to keep informed of new developments.
- Reviews and assists in ~~the preparation~~ preparing of a variety of plans, reports, and correspondence; ~~and~~ maintains ~~Department~~ department records and documents.
- Reviews and approves employee payroll, invoices and claims for purchase.
- Consults with legal counsel concerning contracts and ~~Department~~ department operations; monitors legislation on the state, federal, and local levels; and recommends changes required by new legislation.
- Maintains and enhances professional knowledge and skills by attending relevant trainings, conferences, technical workshops, and reading relevant trade and professional publications. Maintains required licenses/certifications.
- Interacts with a variety of high-level individuals and governmental agencies, both internally and within the community, to provide information, disseminate departmental information, and assist in resolving administrative issues.
- ~~Acts as superior, in his/her absence, for temporary period of time.~~ May act on behalf of the Director of Transportation during periods of absence.
- Performs other related duties as assigned.

#### **MATERIAL AND EQUIPMENT USED:**

- General Office Equipment

- Surveying Equipment
- Drafting Equipment
- Vehicle

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education and Experience:**

Associate's degree or equivalent from an accredited two-year college or technical school in Construction Management or related field; and/or continuing education and training in management; and five or more years of full-time, extensive professional construction management experience, including at least two years in an administrative or supervisory capacity.

**Substitution:** A combination of related education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

Valid Driver's License

California Registered Civil Engineer license (desirable)

California Professional Land Surveyor license (desirable)

~~State Registered Civil Engineer License or Land Surveyor License (desirable).~~

~~Completion of a "Project Management for Transportation Professionals Certificate Program" such as endorsed by CALTRANS and presenting 144 instructional hours & 14.4 CEU's, within two years.~~

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

~~The planning, design, and construction of large-scale Transportation projects; the principles, practices and techniques of civil engineering;~~

- Principles and practices of public administration, organizational management, supervision, and team leadership, and administration of programs and activities.
- Principles and practices of transportation infrastructure maintenance, including roadways, bridges, drainage systems, traffic control, vegetation management, and weather-related operations.
- Principles and practices of public agency budgeting, including budget development, cost-control, resource allocation, and financial monitoring.
- Principles, practices, and requirements related to identifying, securing, administering, and monitoring state and federal transportation funding, including grant compliance, reporting, reimbursement, and audit requirements.
- Construction methods, materials, equipment, and inspection practices applicable to transportation infrastructure.
- Traffic control, encroachment permitting, drainage, vegetation management, stormwater, and roadway maintenance requirements.
- Administrative principles and practices, including strategic planning, goal setting, policy implementation, and performance measurement, and organizational effectiveness.
- Administration and oversight of staff and operational activities.
- Principles and practices of contract negotiation and administration.
- Applicable federal, state, and local laws, regulations, codes, policies, and funding requirements affecting assigned programs and operations.
- Methods and techniques of research, data analysis, and preparation and presentation of reports.
- County government organization and operations, including roles and responsibilities of governmental, regulatory, and other external agencies related to the area of assignment.

- Computer applications, systems, and technology relevant to the performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Personnel policies and practices.
- ~~state and federal laws relative to the planning and development of Transportation projects. The principles and practices of personnel and fiscal administration, including the budgetary process, principles of supervision, staff development and training; the principles and practices of contract negotiation and administration; economic research and feasibility as it relates to transportation projects.~~

#### **Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of professional, technical, and support staff, including selecting, training, motivating, coaching and disciplining employees.
- Applying transportation standards and regulatory requirements to roadway maintenance and related operations.
- Exercising tact, discretion, initiative, and sound independent judgment in managing assignments and addressing sensitive, confidential, or operational matters within established guidelines.
- Organizing and prioritizing work, managing multiple assignments and projects, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Conducting research, organizing and analyzing data, and preparing clear and concise analyses for use in policy development, decision-making, and operational planning.
- Interpreting and applying complex policies, procedures, regulation, funding requirements, and technical information to resolve problems and achieve organizational objectives.
- Communicating complex information clearly, concisely, and respectfully, both orally and in writing, with staff, leadership, elected officials, regulatory agencies, contractors, stakeholders, and the public.
- Establishing and maintaining effective and cooperative working relationships with individuals and groups encountered in the course of work.
- ~~Using tact, discretion, initiative and independent judgment within established guidelines.~~
- ~~Researching, compiling, and summarizing a variety of informational and statistical data and materials.~~
- ~~Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.~~
- ~~Applying logical thinking to solve problems or accomplish tasks.~~
- ~~Understand, interpret and communicate complicated policies, procedures and protocols.~~
- ~~Using mathematics.~~
- ~~Communicating clearly and effectively, both orally and in writing.~~
- ~~Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.~~
- ~~Selecting and motivating staff and providing for their training and professional development.~~
- ~~Preparing clear and concise reports, correspondence and other written materials.~~

#### **Mental and Physical Abilities:**

- Read, analyze, comprehend and interpret professional periodicals and journals, technical procedures and government regulations.
- Prepare clear, concise, accurate, and comprehensive reports, correspondence, policies, procedures, and other written materials.
- Analyze information, define problems, evaluate facts and alternatives, and exercise sound judgement in reaching effective conclusion and solutions.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Interpret and apply complex written and oral instructions, policies, regulations, and technical procedures.
- Represent the department effectively before public bodies, community groups, regulatory agencies, contractors, and other stakeholders.
- Coordinate transportation maintenance activities with regulatory agencies, utility providers, contractors, emergency responders, and other external partners.

- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Respond appropriately and effectively to questions, concerns and differing perspectives while maintaining productive working relationships.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: stand, walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 10 pounds and occasionally weighing up to 25 pounds.
- ~~Plan, organize, and direct the work of subordinate staff.~~
- ~~Establish and maintain effective working relationships with a variety of individuals.~~
- ~~Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.~~
- ~~Define problems, collect data, establish facts, and draw valid conclusions.~~
- ~~Interpret a variety of technical instructions with abstract and/or concrete variables.~~
- ~~Speak effectively before public groups and respond to questions.~~
- ~~Establish and maintain effective working relationships with others.~~
- ~~Deal with problems involving several concrete variables in standardized situations.~~
- ~~While performing the essential functions of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.~~
- ~~While performing the essential functions of this job, the employee is regularly required to lift and/or move 10 pounds and occasionally required to lift and/or move up to 50 pounds.~~

#### **Other Information:**

#### **Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations. Incumbent is frequently exposed to outdoor weather conditions, work near moving mechanical parts, fumes or airborne particles, risk of electrical shock, work with explosives, and toxic or caustic chemicals.

Incumbent is on-call twenty-four hours a day, seven days a week.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

#### **ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Deputy Director of Transportation – Maintenance Services

CLASS CODE: 3046

DEPARTMENT: Transportation

REPORTS TO: Transportation Director

FLSA STATUS: E

CIVIL SERVICE: YES

BARGAINING UNIT: Management

ADOPTED: 02/07; REV: 10/3/21; [10/26](#)

History Notes:



## Deputy Director of Transportation – Maintenance Services Classification Specification

### **JOB SUMMARY:**

Under limited direction, supervises, coordinates, and directs the functions and staff of the Maintenance Services Division. This classification performs a variety of complex and responsible technical and administrative duties related to roads and bridges, and oversees vehicle and equipment procurement, maintenance, and repair services for the department.

### **DISTINGUISHING CHARACTERISTICS:**

This single incumbent classification reports directly to the Director of Transportation and serves as a key member of the department's management team. This is a full management classification with oversight of the Maintenance Services Division, including planning, budget administration and coordination of work within the division. This classification is distinguished from the Director of Transportation who holds overall responsibility for the department, including statutory responsibility as the Road Commissioner, County Engineer, and County Surveyor in accordance per Mendocino County Code.

This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering responsibilities assigned to other Deputy Directors may be rotated based on department workload, and County operational needs.

This classification does not require professional licensure; however, an incumbent who possesses a valid, appropriate professional license may be assigned duties requiring that license, including duties otherwise assigned to another classification.

### **SUPERVISION EXERCISED:**

Exercises management-level supervision over the Maintenance Services Division staff, and other areas if assigned. Oversees or provides direction to professional consultants and/or contractors.

### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

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

- Administers, directs, and supervises the operations, activities, and staff of the division, including planning and budgeting, preparing and presenting reports to the Director of Transportation and Board of Supervisors, investigating and responding to complaints, overseeing the safety program, and administering department matters. This includes administering construction contract agreements and service agreements.
- Carries out supervisory and managerial responsibilities in accordance with policies, procedures, and applicable laws. Duties include interviewing, hiring, and training staff; planning, prioritizing, assigning, and directing work; establishing deadlines; appraising performance; and administering rewards and discipline. Addresses complaints and resolves problems. Plans, coordinates, assigns, and monitors work performance; and provides coaching, counseling, mentoring, training, and guidance to employees to support both departmental objectives and employee career development.
- Manages and provides for the overall administration of personnel, projects, activities, and responsibilities of the Maintenance Services Division of the department.
- Develops and recommends an operating budget for the division annually; monitors and administers approved budget.
- Develops, communicates, implements, and monitors division policies, procedures, and standards recommends improvements when necessary.
- Reviews division operating policies, procedures, and techniques to ensure continued effectiveness and efficiency.
- Confers with management to communicate key issues and progress toward objectives; provides recommendations to improve operations and outcomes.
- Assists the Director with the development, implementation, and achievement of departmental goals, objectives, and policies.

- Participates in and represents the department on internal County workgroups and external agency committees, Advises the Director, Chief Executive Officer and Board of Supervisors on issues/topics concerning division activities and functions.
- Plans, organizes, directs and coordinates a functional section of the road services division within the department, ensuring that drainage facilities and vegetation are properly maintained, repaired and constructed in a safe, professional and timely manner.
- Oversees activities to preserve the infrastructure and provide well-maintained, high-quality roads for the traveling public.
- Oversees vehicle and equipment procurement, maintenance, repair and fleet management activities for the department.
- Oversees Road Services activities, including planning for improvements, traffic control and encroachments, road maintenance, street landscaping, and drainage maintenance.
- Reviews and evaluates land development projects for consistency with current road maintenance standards.
- Prepares reports on complex issues for the Board of Supervisors and presents in public meetings
- Coordinates the activities of the division with those of other governmental agencies, the County, public utilities, contractors, and private organizations.
- Discusses and explains Department plans, programs, and projects at public and community meetings, legislative and administrative hearings, and related functions
- Attends conferences and seminars to keep informed of new developments.
- Reviews and assists in preparing plans, reports, and correspondence; maintains department records and documents.
- Reviews and approves employee payroll, invoices and claims for purchase.
- Consults with legal counsel concerning contracts and department operations; monitors legislation on the state, federal, and local levels; and recommends changes required by new legislation.
- Maintains and enhances professional knowledge and skills by attending relevant trainings, conferences, technical workshops, and reading relevant trade and professional publications. Maintains required licenses/certifications.
- Interacts with a variety of high-level individuals and governmental agencies, both internally and within the community, to provide information, disseminate departmental information, and assist in resolving administrative issues.
- May act on behalf of the Director of Transportation during periods of absence.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

- General Office Equipment
- Surveying Equipment
- Drafting Equipment
- Vehicle

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:**

Associate's degree or equivalent from an accredited two-year college or technical school in Construction Management or related field; and/or continuing education and training in management; and five or more years of full-time, extensive professional construction management experience, including at least two years in an administrative or supervisory capacity.

**Substitution:** A combination of related education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

California Registered Civil Engineer license (desirable)

California Professional Land Surveyor license (desirable)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Principles and practices of public administration, organizational management, supervision, and team leadership, and administration of programs and activities.
- Principles and practices of transportation infrastructure maintenance, including roadways, bridges, drainage systems, traffic control, vegetation management, and weather-related operations.
- Principles and practices of public agency budgeting, including budget development, cost-control, resource allocation, and financial monitoring.
- Principles, practices, and requirements related to identifying, securing, administering, and monitoring state and federal transportation funding, including grant compliance, reporting, reimbursement, and audit requirements.
- Construction methods, materials, equipment, and inspection practices applicable to transportation infrastructure.
- Traffic control, encroachment permitting, drainage, vegetation management, stormwater, and roadway maintenance requirements.
- Administrative principles and practices, including strategic planning, goal setting, policy implementation, and performance measurement, and organizational effectiveness.
- Administration and oversight of staff and operational activities.
- Principles and practices of contract negotiation and administration.
- Applicable federal, state, and local laws, regulations, codes, policies, and funding requirements affecting assigned programs and operations.
- Methods and techniques of research, data analysis, and preparation and presentation of reports.
- County government organization and operations, including roles and responsibilities of governmental, regulatory, and other external agencies related to the area of assignment.
- Computer applications, systems, and technology relevant to the performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Personnel policies and practices.

### **Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of professional, technical, and support staff, including selecting, training, motivating, coaching and disciplining employees.
- Applying transportation standards and regulatory requirements to roadway maintenance and related operations.
- Exercising tact, discretion, initiative, and sound independent judgment in managing assignments and addressing sensitive, confidential, or operational matters within established guidelines.
- Organizing and prioritizing work, managing multiple assignments and projects, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Conducting research, organizing and analyzing data, and preparing clear and concise analyses for use in policy development, decision-making, and operational planning.
- Interpreting and applying complex policies, procedures, regulation, funding requirements, and technical information to resolve problems and achieve organizational objectives.
- Communicating complex information clearly, concisely, and respectfully, both orally and in writing, with staff, leadership, elected officials, regulatory agencies, contractors, stakeholders, and the public.
- Establishing and maintaining effective and cooperative working relationships with individuals and groups encountered in the course of work.

### **Mental and Physical Abilities:**

- Read, analyze, comprehend and interpret professional periodicals and journals, technical procedures and government regulations.
- Prepare clear, concise, accurate, and comprehensive reports, correspondence, policies, procedures, and other written materials.

- Analyze information, define problems, evaluate facts and alternatives, and exercise sound judgement in reaching effective conclusion and solutions.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Interpret and apply complex written and oral instructions, policies, regulations, and technical procedures.
- Represent the department effectively before public bodies, community groups, regulatory agencies, contractors, and other stakeholders.
- Coordinate transportation maintenance activities with regulatory agencies, utility providers, contractors, emergency responders, and other external partners.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Respond appropriately and effectively to questions, concerns and differing perspectives while maintaining productive working relationships.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: stand, walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 10 pounds and occasionally weighing up to 25 pounds.

**Other Information:**

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations. Incumbent is frequently exposed to outdoor weather conditions, work near moving mechanical parts, fumes or airborne particles, risk of electrical shock, work with explosives, and toxic or caustic chemicals.

Incumbent is on-call twenty-four hours a day, seven days a week.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

**ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Deputy Director of Transportation – Maintenance Services

CLASS CODE: 3046

DEPARTMENT: Transportation

REPORTS TO: Transportation Director

FLSA STATUS: E

CIVIL SERVICE: YES

BARGAINING UNIT: Management

ADOPTED: 02/07; REV: 10/3/21; 10/26

History Notes:



## Deputy Director of Transportation - Solid Waste and Water Agency Classification Specification

### **JOB SUMMARY:**

Under ~~general~~limited direction, ~~directs and~~ supervises, coordinates and directs the functions and staff operations, budget and staff of the Solid Waste and Water Agency Division. This classification performs a variety of complex and responsible technical, administrative and managerial duties, providing a variety of technical expertise and oversight within the department. ~~The work consists of complex and responsible managerial duties within a major County department.~~

### **DISTINGUISHING CHARACTERISTICS:**

This single incumbent classification reports directly to the Director of Transportation and serves as a key member of the department's management team. ~~Deputy Director of Transportation — Solid Waste and Water Agency~~ This is a full management classification ~~responsible with oversight for the overall function~~ of the Solid Waste and Water Agency Division, including planning, budget ~~preparation, development~~administration, and coordination of work within the division. ~~This single incumbent classification reports directly to the Transportation Director and is expected to play an integral role in the department's management team.~~ This classification is distinguished from the Director of Transportation ~~Director~~ (who serves as the Solid Waste Director ~~and Water Agency General Manager~~) ~~by the latter's and holds~~ overall responsibility for the department. The County Chief Executive Officer serves as the Water Agency General Manager.

This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering ~~duties responsibilities assigned to of~~ other Deputy Directors ~~within the department~~ may be rotated ~~among the department's Deputy Directors, depending based upon on department workload, department and County~~ operational needs.

This classification does not require professional licensure; however, an incumbent who possesses a valid, appropriate professional license may be assigned duties requiring that license, including duties otherwise assigned to another classification.

### **SUPERVISION EXERCISED:**

~~This class e~~ Exercises management-level management-level supervision over ~~staff assigned to the~~ Solid Waste and Water Agency Divisions ~~staff, and other areas if assigned.~~ Oversees or provides direction to professional consultants and/or contractors.

### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

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

- Administers, directs, and supervises the operations, activities, and staff of the division, including planning and budgeting, preparing and presenting reports to the Director of Transportation and Board of Supervisors, investigating and responding to complaints, overseeing the safety program, and administering department matters. This includes administering franchise agreements and service agreements.
- Carries out supervisory and managerial responsibilities in accordance with policies, procedures, and applicable laws. Duties include interviewing, hiring, and training staff; planning, prioritizing, assigning, and directing work; establishing deadlines; appraising performance; and administering rewards and discipline. Addresses complaints and resolves problems. Plans, coordinates, assigns, and monitors work performance; and provides coaching, counseling, mentoring, training, and guidance to employees to support both departmental objectives and employee career development.
- Manages and provides for the overall administration of personnel, projects, activities, and responsibilities of the Solid Waste and Water Agency Division of the department.
- ~~When designated by the Director, incumbent will act as the County's representative in the coordination of solid waste services and water resources to meet the directives of the Board of Supervisors (also, serving as the Board of Directors of the Water Agency) in implementation of its Solid Waste and Water Agency Goals and Policies through complex facilitation and negotiation with local stakeholders. Through the Director of Transportation, the Deputy Director Solid Waste & Water Agency will act as the advisor to the Mendocino~~

County Water Agency Board. When designated by the Director, the incumbent serves as the County's representative in coordinating solid waste services and water resources to implement the directives of the Board of Supervisors, also acting as the Board of Directors of the Water Agency, by advancing its Solid Waste and Water Agency goals and policies through complex facilitation and negotiation with local stakeholders. Acting through the Director of Transportation, the incumbent serves as advisor to the Mendocino County Water Agency Board.

- ~~Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.~~
- Develops and recommends an operating budget for the division annually; monitors and administers approved budget.
- Develops, communicates, implements, and monitors division policies, procedures, and standards ~~for the division; and~~ recommends improvements when necessary.
- Reviews division operating policies, procedures, and techniques to determine continued effectiveness and efficiency.
- Confers with management to ~~keep them informed~~ communicate on key issues and progress toward objectives ~~and to gain their support and approval; makes~~ provides recommendations to ~~assist~~ improve management ~~in operations and~~ making needed improvements outcomes.
- Assists the Director with the development, implementation, and achievement of departmental goals, objectives, and policies.
- Participates in and represents the department on internal County workgroups and external agency committees, ~~Participates in, and serves as a member of, a variety of committees and groups.~~
- Advises the Director of Transportation, ~~County Chief~~ Executive Officer and Board of Supervisors on issues ~~matters concerning related to~~ division activities and functions.
- Oversees all functions of Solid Waste Division, including staffing, project management, professional services and construction contracts, regulatory compliance, activities, and responsibilities.
- Oversees the administration of Solid Waste franchises.
- ~~Oversees the award, execution and administration of professional service and construction contracts.~~
- Responds to ~~requests~~ inquiries for information from ~~the press and the public, the press, professional community, and other County department staff.~~
- Receives customer complaints, investigates, determines appropriate action, and communicates outcome to customers.
- Reviews and approves employee payroll, invoices and claims for purchase.
- ~~Responds to legal counsel's requests for information regarding lawsuits.~~ Conducts research and evaluation to provide information and prepare interrogatories required by County Counsel in support of litigation involving department facilities; serves as an expert witness in court.
- Prepares reports on complex issues for the Board of Supervisors and presents in public meetings.
- Prepares correspondence on projects.
- Contacts and discusses regulations and permits with state and local agencies.
- Oversees implementation and enforcement of County Solid Waste and Water Agency Ordinances.
- Coordinates and fosters interagency efforts to explore, evaluate, and develop water resources. Meets with water agencies in the County and other water resource related organizations and municipalities to coordinate and facilitate the meeting of countywide goals and concerns.
- Organizes, directs and performs analysis regarding the development, preservation, restoration, enhancement and management of County water resources to meet current and future needs. Formulate and update the Water Agency Strategic Plan and long-range goals and protecting existing water sources and rights.
- Develops and implements programs promoting water awareness, water conservation and pollution prevention plan such as National Pollutant Discharge Elimination System (NPDES) permits and Total Maximum Daily Load (TMDL) requirements.
- Participates in the Russian River watershed process.
- Collects and maintains information and documents concerning water rights, including computerized databases to facilitate communication and coordination of effort.
- Helps protect groundwater quality and supply and facilitates Mendocino County's compliance with the California Statewide Groundwater Elevation Monitoring Program (CASGEM).
- Implements regulatory compliance components of the Ukiah Valley Groundwater Sustainability Plan and Mill Creek Ponds Mussel Prevention Plan.
- Represents the ~~organization~~ County and department at various functions such as making speeches at civic

and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.

- Directs preparation of grant applications.
- ~~When designated, acts as Transportation Director, in his/her absence, for temporary period of time.~~ May act on behalf of the Director of Transportation during periods of absence.
- Maintains and enhances professional knowledge and by attending relevant trainings, conferences, technical workshops, and reading trade and professional journals and publications.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment      ~~Computer~~      Vehicle

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:**

Bachelor's degree or equivalent, from an accredited college or university in Public Administration, Business Administration, Environmental Science, Engineering, or a related field; and, five (5) or more years of experience related to solid waste and water resources management, that includes the administration of budget and staff, the development of related policies and procedures, and contract administration experience, preferably within a public agency.

**Substitution:**

Related experience may be substituted for up to two (2) years of the education: Associate's degree, or equivalent, from an accredited college or university in Public Administration, Business Administration, Environmental Science, Engineering, or a related field; and seven (7) or more years of experience related to solid waste and water resources management, that includes the administration of budget and staff, the development of related policies and procedures, and contract administration experience, preferably within a public agency.

**Licenses and Certifications:**

Valid State Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Principles and practices of public administration, organizational management, supervision, and team leadership, and administration of programs and activities.
- Principles and practices of solid waste management and water resources management.
- Federal, state, and local regulatory requirements governing solid waste, water resources, environmental programs, and related operations.
- Principles and practices of public agency budgeting, including budget development, cost-control, resource allocation, and financial monitoring.
- Principles, practices, and requirements related to identifying, securing, administering, and monitoring state and federal transportation funding, including grant compliance, reporting, reimbursement, and audit requirements.
- Administrative principles and practices, including strategic planning, goal setting, policy implementation, and performance measurement, and organizational effectiveness.
- Administration and oversight of staff and operational activities.
- Principles and practices of contract negotiation and administration.
- Applicable federal, state, and local laws, regulations, codes, policies, and funding requirements affecting assigned programs and operations.
- Methods and techniques of research, data analysis, and preparation and presentation of reports.
- County government organization and operations, including roles and responsibilities of governmental, regulatory, and other external agencies related to the area of assignment.

- Computer applications, systems, and technology relevant to the performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Personnel policies and practices.
- ~~Principles and practices of solid waste and water resources management regulatory, financial, water availability and legislative challenges.~~
- ~~Principles and practices of Public Administration.~~
- ~~Chemical analysis.~~
- ~~Principles of geology.~~
- ~~Principles and practices of contract administration.~~
- ~~Capital project management.~~
- ~~Construction methods and equipment.~~
- ~~Applicable state, federal and local ordinances, laws, rules and regulations.~~
- ~~Standard business arithmetic, including percentages and decimals.~~
- ~~Basic budgetary principles and practices.~~
- ~~Administrative principles and practices, including goal setting and implementation.~~
- ~~Administration of staff and activities, either directly or through subordinate supervision.~~
- ~~All computer applications and hardware related to performance of the essential functions of the job~~

#### **Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of professional, technical, and support staff, including selecting, training, motivating, coaching and disciplining employees.
- Exercising tact, discretion, initiative, and sound independent judgment in managing assignments and addressing sensitive, confidential, or operational matters within established guidelines.
- Organizing and prioritizing work, managing multiple assignments and projects, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Conducting research, organizing and analyzing data, and preparing clear and concise analyses for use in policy development, decision-making, and operational planning.
- Applying critical thinking and sound judgement to analyze problems, develop solutions, interpret, and communicate complex policies, procedures, and technical information.
- Interpreting and applying complex policies, procedures, regulation, funding requirements, and technical information to resolve problems and achieve organizational objectives.
- Communicating complex information clearly, concisely, and respectfully, both orally and in writing, with staff, leadership, elected officials, regulatory agencies, contractors, stakeholders, and the public.
- Establishing and maintaining effective and cooperative working relationships with individuals and groups encountered in the course of work.
- ~~Using tact, discretion, initiative and independent judgment within established guidelines.~~
- ~~Researching, compiling, and summarizing a variety of informational and statistical data and materials.~~
- ~~Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.~~
- ~~Applying logical thinking to solve problems or accomplish tasks.~~
- ~~Understand, interpret and communicate complicated policies, procedures and protocols.~~
- ~~Using mathematics.~~
- ~~Communicating clearly and effectively, both orally and in writing.~~
- ~~Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.~~
- ~~Selecting and motivating staff and providing for their training and professional development.~~
- ~~Preparing clear and concise reports, correspondence and other written materials.~~

#### **Mental and Physical Abilities:**

- Read, analyze, comprehend and interpret professional periodicals and journals, technical procedures and government regulations.
- Prepare clear, concise, accurate, and comprehensive reports, correspondence, policies, procedures, and other written materials.
- Analyze information, define problems, evaluate facts and alternatives, and exercise sound judgement in reaching effective conclusion and solutions.

- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Interpret and apply complex written and oral instructions, policies, regulations, and technical procedures.
- Represent the department effectively before public bodies, community groups, regulatory agencies, contractors, and other stakeholders.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Respond appropriately and effectively to questions, concerns and differing perspectives while maintaining productive working relationships.
- Deal with problems involving several concrete variables in standardized situations.
- ~~Plan, organize, and direct the work of subordinate staff.~~
- ~~Establish and maintain effective working relationships with a variety of individuals.~~
- ~~Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.~~
- ~~Define problems, collect data, establish facts and draw valid conclusions.~~ Interpret and apply a variety of complex technical instructions and procedures, including those involving abstract and concrete variables to resolve operational or technical issues.
- ~~Interpret a variety of technical instructions with abstract and/or concrete variables.~~
- ~~Speak effectively before public groups and respond to questions.~~
- ~~Deal with problems involving several concrete variables in standardized situations.~~
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 20 pounds and occasionally weighing up to 40 pounds.

#### **Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet but may be loud at times and at some locations. Occasional work performed in the field, roadway, and/or construction environments.

Incumbent is on call twenty-four hours per day, seven days a week.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

#### **ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Deputy Director Transportation – Solid Waste and Water Agency

CLASS CODE: 3028

DEPARTMENT: Transportation

REPORTS TO: Transportation Director

FLSA STATUS: E

CIVIL SERVICE: YES

BARGAINING UNIT: Management

ADOPTED: 02/2000; Abolished by Civil Service Commission 6/2020; Re-established 1/2021; [10/26](#)

History Notes:



## Deputy Director of Transportation - Solid Waste and Water Agency Classification Specification

### **JOB SUMMARY:**

Under limited direction, supervises, coordinates and directs the functions and staff of the Solid Waste and Water Agency Division. This classification performs a variety of complex and responsible technical, administrative and managerial duties, providing technical expertise and oversight within the department.

### **DISTINGUISHING CHARACTERISTICS:**

This single incumbent classification reports directly to the Director of Transportation and serves as a key member of the department's management team. This is a full management classification with oversight of the Solid Waste and Water Agency Division, including planning, budget administration, and coordination of work within the division. This classification is distinguished from the Director of Transportation who serves as the Solid Waste Director and holds overall responsibility for the department. The County Chief Executive Officer serves as the Water Agency General Manager.

This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering responsibilities assigned to other Deputy Directors may be rotated based on department workload, and County operational needs.

This classification does not require professional licensure; however, an incumbent who possesses a valid, appropriate professional license may be assigned duties requiring that license, including duties otherwise assigned to another classification.

### **SUPERVISION EXERCISED:**

Exercises management-level supervision over Solid Waste and Water Agency Division staff, and other areas if assigned. Oversees or provides direction to professional consultants and/or contractors.

### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

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

- Administers, directs, and supervises the operations, activities, and staff of the division, including planning and budgeting, preparing and presenting reports to the Director of Transportation and Board of Supervisors, investigating and responding to complaints, overseeing the safety program, and administering department matters. This includes administering franchise agreements and service agreements.
- Carries out supervisory and managerial responsibilities in accordance with policies, procedures, and applicable laws. Duties include interviewing, hiring, and training staff; planning, prioritizing, assigning, and directing work; establishing deadlines; appraising performance; and administering rewards and discipline. Addresses complaints and resolves problems. Plans, coordinates, assigns, and monitors work performance; and provides coaching, counseling, mentoring, training, and guidance to employees to support both departmental objectives and employee career development.
- Manages and provides for the overall administration of personnel, projects, activities, and responsibilities of the Solid Waste and Water Agency Division of the department.
- When designated by the Director, the incumbent serves as the County's representative in coordinating solid waste services and water resources to implement the directives of the Board of Supervisors, also acting as the Board of Directors of the Water Agency, by advancing its Solid Waste and Water Agency goals and policies through complex facilitation and negotiation with local stakeholders. Acting through the Director of Transportation, the incumbent serves as advisor to the Mendocino County Water Agency Board.
- Develops and recommends an operating budget for the division annually; monitors and administers approved budget.
- Develops, communicates, implements, and monitors division policies, procedures, and standards and recommends improvements when necessary.
- Reviews division operating policies, procedures, and techniques to determine continued effectiveness and efficiency.
- Confers with management to communicate key issues and progress toward objectives ; provides

recommendations to improve operations and outcomes.

- Assists the Director with the development, implementation, and achievement of departmental goals, objectives, and policies.
- Participates in and represents the department on internal County workgroups and external agency committees,
- Advises the Director of Transportation, Chief Executive Officer and Board of Supervisors on matters related to division activities and functions.
- Oversees all functions of Solid Waste Division, including staffing, project management, professional services and construction contracts, regulatory compliance, activities, and responsibilities.
- Oversees the administration of Solid Waste franchises.
- Responds to inquiries for information from the public, the press, professional community, and other County department staff.
- Receives customer complaints, investigates, determines appropriate action, and communicates outcome to customers.
- Reviews and approves employee payroll, invoices and claims for purchase.
- Conducts research and evaluation to provide information and prepare interrogatories required by County Counsel in support of litigation involving department facilities; serves as an expert witness in court.
- Prepares reports on complex issues for the Board of Supervisors and presents in public meetings.
- Prepares correspondence on projects.
- Contacts and discusses regulations and permits with state and local agencies.
- Oversees implementation and enforcement of County Solid Waste and Water Agency Ordinances.
- Coordinates and fosters interagency efforts to explore, evaluate, and develop water resources. Meets with water agencies in the County and other water resource related organizations and municipalities to coordinate and facilitate the meeting of countywide goals and concerns.
- Organizes, directs and performs analysis regarding the development, preservation, restoration, enhancement and management of County water resources to meet current and future needs. Formulate and update the Water Agency Strategic Plan and long-range goals and protecting existing water sources and rights.
- Develops and implements programs promoting water awareness, water conservation and pollution prevention plan such as National Pollutant Discharge Elimination System (NPDES) permits and Total Maximum Daily Load (TMDL) requirements.
- Participates in the Russian River watershed process.
- Collects and maintains information and documents concerning water rights, including computerized databases to facilitate communication and coordination of effort.
- Helps protect groundwater quality and supply and facilitates Mendocino County's compliance with the California Statewide Groundwater Elevation Monitoring Program (CASGEM).
- Implements regulatory compliance components of the Ukiah Valley Groundwater Sustainability Plan and Mill Creek Ponds Mussel Prevention Plan.
- Represents the County and department at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.
- Directs preparation of grant applications.
- May act on behalf of the Director of Transportation during periods of absence.
- Maintains and enhances professional knowledge and by attending relevant trainings, conferences, technical workshops, and reading trade and professional journals and publications.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment                      Vehicle

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:**

Bachelor's degree or equivalent, from an accredited college or university in Public Administration, Business Administration, Environmental Science, Engineering, or a related field; and, five (5) or more years of experience related to solid waste and water resources management, that includes the administration of budget and staff, the

development of related policies and procedures, and contract administration experience, preferably within a public agency.

**Substitution:**

Related experience may be substituted for up to two (2) years of the education: Associate's degree, or equivalent, from an accredited college or university in Public Administration, Business Administration, Environmental Science, Engineering, or a related field; and seven (7) or more years of experience related to solid waste and water resources management, that includes the administration of budget and staff, the development of related policies and procedures, and contract administration experience, preferably within a public agency.

**Licenses and Certifications:**

Valid State Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Principles and practices of public administration, organizational management, supervision, and team leadership, and administration of programs and activities.
- Principles and practices of solid waste management and water resources management.
- Federal, state, and local regulatory requirements governing solid waste, water resources, environmental programs, and related operations.
- Principles and practices of public agency budgeting, including budget development, cost-control, resource allocation, and financial monitoring.
- Principles, practices, and requirements related to identifying, securing, administering, and monitoring state and federal transportation funding, including grant compliance, reporting, reimbursement, and audit requirements.
- Administrative principles and practices, including strategic planning, goal setting, policy implementation, and performance measurement, and organizational effectiveness.
- Administration and oversight of staff and operational activities.
- Principles and practices of contract negotiation and administration.
- Applicable federal, state, and local laws, regulations, codes, policies, and funding requirements affecting assigned programs and operations.
- Methods and techniques of research, data analysis, and preparation and presentation of reports.
- County government organization and operations, including roles and responsibilities of governmental, regulatory, and other external agencies related to the area of assignment.
- Computer applications, systems, and technology relevant to the performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Personnel policies and practices.

**Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of professional, technical, and support staff, including selecting, training, motivating, coaching and disciplining employees.
- Exercising tact, discretion, initiative, and sound independent judgment in managing assignments and addressing sensitive, confidential, or operational matters within established guidelines.
- Organizing and prioritizing work, managing multiple assignments and projects, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Conducting research, organizing and analyzing data, and preparing clear and concise analyses for use in policy development, decision-making, and operational planning.
- Applying critical thinking and sound judgement to analyze problems, develop solutions, interpret, and communicate complex policies, procedures, and technical information.
- Interpreting and applying complex policies, procedures, regulation, funding requirements, and technical information to resolve problems and achieve organizational objectives.

- Communicating complex information clearly, concisely, and respectfully, both orally and in writing, with staff, leadership, elected officials, regulatory agencies, contractors, stakeholders, and the public.
- Establishing and maintaining effective and cooperative working relationships with individuals and groups encountered in the course of work.
- 

#### **Mental and Physical Abilities:**

- Read, analyze, comprehend and interpret professional periodicals and journals, technical procedures and government regulations.
- Prepare clear, concise, accurate, and comprehensive reports, correspondence, policies, procedures, and other written materials.
- Analyze information, define problems, evaluate facts and alternatives, and exercise sound judgement in reaching effective conclusion and solutions.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Interpret and apply complex written and oral instructions, policies, regulations, and technical procedures.
- Represent the department effectively before public bodies, community groups, regulatory agencies, contractors, and other stakeholders.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Respond appropriately and effectively to questions, concerns and differing perspectives while maintaining productive working relationships.
- Deal with problems involving several concrete variables in standardized situations.
- Interpret and apply a variety of complex technical instructions and procedures, including those involving abstract and concrete variables to resolve operational or technical issues. While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 20 pounds and occasionally weighing up to 40 pounds.

#### **Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet but may be loud at times and at some locations. Occasional work performed in the field, roadway, and/or construction environments.

Incumbent is on call twenty-four hours per day, seven days a week.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Employees who operate a vehicle for County business must possess and maintain a valid California driver's license appropriate for the class of vehicle driven and meet the County's automobile insurability requirements. If driving is not a required duty, alternative transportation arrangements may be considered.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

#### **ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Deputy Director Transportation – Solid Waste and Water Agency

CLASS CODE: 3028

DEPARTMENT: Transportation

REPORTS TO: Transportation Director

FLSA STATUS: E

CIVIL SERVICE: YES

BARGAINING UNIT: Management

ADOPTED: 02/2000; Abolished by Civil Service Commission 6/2020; Re-established 1/2021; 10/26

History Notes:



# COUNTY OF MENDOCINO

## HUMAN RESOURCES DEPARTMENT

Cherie Johnson, Director

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### MEMORANDUM

To: Civil Service Commission

From: Denise Bartolomei, Assistant HR Director

Date: October 21, 2026

Re: Proposed Civil Service Rule Modifications

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Pursuant to Civil Service Rule XVI, Section 2(B), the proposed amendments to the Civil Service Rules are submitted to the Commission for consideration, possible discussion and approval to post for at least ten (10) calendar days before the next meeting.

#### **Rule I – Definitions**

*Proposed changes include the addition of one definition and other small grammatical and punctuation edits made.*

#### **Rule II – Organization and Administration**

*Proposed changes include formatting and the addition of clarifying language.*

#### **Rule III – Classification**

*Proposed changes include formatting edits.*

#### **Rules IV – Announcements and Applications**

*No changes*

#### **Rules V - Examinations**

*Proposed changes include formatting edits, updated language in Section 2, Types of Examinations and the addition of a new examination type (Training & Experience).*

#### **Rule VI – Employment Register and Lists**

*The insertion of a long-time practice of removing a name from the Employment Register.*

#### **Rule VII – Certifications and Waivers**

*Proposed changes include formatting edit*

#### **Rule VIII – Appointments**

*Proposed changes include formatting edit*

**Rule IX – Probationary Period**

*Proposed changes include formatting, adding language for extending an employee probationary period, approval authority to approve extension of probation, and dismissal of a probationary employee and other clarifying language edits.*

**Rule X – Reassignments**

*Proposed changes include clarification of when employees are removed from transfer lists, new language for appointment at a lower-level classification, promotions, added language for entry to journey level promotions, and other clarifying language edits.*

**Rule XI – Separations and Suspensions**

*Proposed changes to reorganize section 3 describing dismissals and expanding the list of causes for discipline or dismissal, adding language providing complete and detailed procedures for disciplinary actions, appeals, pre-hearing conferences, and hearings, due to procedures that are currently deficient and/or incomplete, and other clarifying language and formatting edits.*

**Rule XII – Leave of Absence**

*Proposed edits include clarification of roles, that addition of language to conform to County Employees Retirement Law (CERL) and simple language edits. These edits were made in conjunction with the Retirement Department.*

**Rule XIII – Politics**

*No changes*

**Rule XIV – Payment of Employees**

*Proposed deletion of this rule. Human Resources Director is not responsible for approving payroll; Human Resources is responsible for maintaining official employee personnel records. The Commission does not have oversight of employee wages or payment of wages.*

**Rule XV – Employee Reports**

*Proposed changes include adding clarifying language.*

**Rule XVI - Adoption and Amendment of Rules**

*Proposed minor edits for clarification.*



# Civil Service Rules

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**Amended and Adopted by the  
Mendocino County Civil Service Commission on  
March 18, 2026  
Proposed edits October 20, 2026**

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## RULE I - DEFINITIONS

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The following words and terms used in these rules shall have the meaning indicated below unless the context clearly indicates otherwise.

### **Allocation of Class**

The official determination that employees in a particular class shall be compensated at a specific salary or salary range.

### **Allocation of Position**

The official authorization for a specific position to be utilized by a specific department.

### **Alternate Class**

A classification level in a series, to which a position may be alternately filled.

### **Alternate Position**

A single position that may be filled alternatively by an employee ~~in~~at two (2) or more levels within a classification series, at the discretion of the appointing authority. The class to which the position is allocated shall be considered as the normal working level of such position, and each lower alternate class shall be construed as a level suitable for recruitment and training.

### **Announcement**

A public job posting to fill a full-time, part-time, or extra-help position.

### **Applicant**

An individual who submitted a formal application for employment in accordance with these rules. The term does not include any individual who has indicated either orally or in writing interest in employment.

### **Appointing Authority**

The board, commission, group of people, officer, department head or ~~an~~ individual having the power by lawfully delegated authority to make appointmentss to or removal from positions in the County service in a specified department.

### **Appointment**

The designation of an individual for employment in a specific position and is effective on the date the individual begins work in the position.

### **Appointment at Lower-Level Class**

The reassignment of an employee, whose name is on an employment list certified to the appointing authority, to a class which is allocated to a lower salary or salary range that is not of closely related class or series of the class to which the employee is currently assigned. This is not considered a demotion when an employee submits an application to compete for the lower-level class and is selected.

### **Business Day**

Days when the County offices are open for business, normally excluding weekends and official county, state and federal holidays when county, state and federal offices are closed.

**Calendar Year**

January ~~1 to 1st~~, and including, December 31.

**Candidate**

An applicant for employment who has been placed on an employment list.

**Certification**

The official notification to an appointing authority of those qualified candidates who may be appointed to a vacant position in the classified service.

**Classification (Class)**

The title assigned to a position of employment in accordance with Mendocino County Code Section 3.04.010(B) defined by its assigned duties, authority, responsibility, and work environment

**Classification Series (Class Series)**

A group of classifications with similar duties, responsibilities and qualifications ranked from lowest to highest by the level of supervision each position requires.

**Classification Plan**

An orderly arrangement of all positions into classes.

**Classified Service**

The title assigned to a position of employment that has been defined by the assigned duties, authority, responsibility, and work environment. All positions in the County service except those specifically placed in the "unclassified" service.

**Closely Related Class**

Any class that has been determined by the Human Resources Director or designee to have sufficiently similar duties and minimum qualifications to make a change of status compatible.

**Compensation**

The salary, wage, allowances, and all other forms of valuable consideration earned by or paid to an employee by reason of service in any position, excluding reimbursement for necessary expenses incurred by employees.

**Continuous Service**

Continuous employment with the County, without a break in service, in positions within the Civil Service system.

**County**

The County of Mendocino.

**Cut-Off Point**

The point in a ranking of examination scores which is determined by the Human Resources Director or designee as equaling the minimum passing ~~grade~~-score established for that examination.

**Demotion**

The reassignment of an employee from a position in one (1) class to a position in another class which is allocated to a lower salary or salary range. Demotion may occur voluntarily or as a disciplinary action.

**Department**

A branch of the County Government with one (1) or more employees under the specific charge of an elected official or ~~department head~~appointing authority.

**Discipline**

For all non-peace officer classifications, discipline includes dismissal, suspension or reduction in rank or compensation. For all peace officer classifications, discipline includes dismissal, suspension, reduction in rank or compensation or the issuance of a written reprimand.

**Dual Position**

The filling of a position with two (2) incumbents to permit the replacement of one (1) incumbent who has given notice of resignation, or is otherwise vacating the position, or who is absent due to long-term leave of absence. An employee in a dual position shall have either permanent, probationary, or provisional status, to be determined as provided in these rules for employees in a permanent position. The position must be filled with the same classification and salary grade as the existing incumbent.

**Eligible Candidate or Eligibles**

Candidates whose names are on the employment register for a given class.

**Emergency Appointment**

A temporary appointment made in an emergency situation under conditions specified in these rules.

**Employee**

Includes any individual legally defined as an officer or employee of the County of Mendocino.

**Employment List**

A list of names, arranged in rank order, of candidates who have been found qualified for employment in a specific class.

**Employment Register**

A consolidated listing of the names of candidates appearing on all employment lists for the same class of positions.

**Examination**

One (1) or more of the methods authorized by these rules to determine the qualifications of one (1) or more applicants, also known as a test.

**Exempt Employee**

An employee who is exempt from these rules pursuant to Mendocino County Code, Section 3.16.100 of the Civil Service Ordinance.

**Extra-Help Employee**

Employment that is temporary, seasonal, or intermittent in nature (on-call). Extra-help employment is exempt from these rules.

**Final Filing Date**

The last date on which an applicant may apply for a given examination or a given position.

**Fiscal Year**

July 1 to, and including, June 30.

**Form Test**

A written examination which is prepared for repeated administration to different groups of applicants.

**Full-Time**

Forty (40) hours per week.

**Hearing**

A public meeting of the Civil Service Commission at which the adoption or amendment of these rules and/or other personnel matters may be considered.

**Hearing Officer**

An individual selected to act as the presiding officer at a disciplinary appeal hearing. "Hearing Officer" shall have the same meaning as "referee", as used in Section 3.16.140 and 3.16.150 of the Mendocino County Code.

**Human Resources Department**

The office of the Civil Service Commission of the County of Mendocino.

**Incomplete Application**

An application submitted that is not complete, including such statements as "see resume" or any missing information required, as stated on the recruitment posting. Only content listed on a submitted application may be used or expanded upon for an application appeal.

**Layoff**

The involuntary separation of an employee due to the abolition of a position, lack of work, lack of funds, or other cause unrelated to the employee's job performance. "To be laid off" means to be separated from employment for the reasons stated herein.

**Layoff Displacement**

The bumping of an incumbent due to a reduction in force by a more senior employee within the same department who previously held permanent status in the same classification as the displaced employee.

**Minimum Qualifications**

The minimum required education, experience, certifications and/or licenses, or other requirements stated in the classification specification.

**Notice of Intent**

A written notice informing an employee of the appointing authority's intent to take disciplinary action against the employee. The notice includes a statement of fact, the charges against the employee, and citation of the section(s) of the Civil Service Rules which act as the basis upon which the appointing authority intends to take the disciplinary action.

**Open Examination**

A competitive examination in which any qualified applicant may participate.

**Order of Discipline**

A written order informing an employee of disciplinary action to be imposed and the employee's right to appeal to the Civil Service Commission.

**Part-Time Employee**

An employee who is appointed to perform fewer hours of work than a full-time employee in the same class.

**Permanent Employee**

An employee who has attained permanent status through the successful completion of the probationary period during continuous employment.

**Permanent Position**

Any allocated position in a classification which has required, or which is likely to require, the services of an employee without interruption for more than six (6) months.

**Permanent Status**

The status of an employee who is lawfully retained in a position after the successful completion of the probationary period provided ~~for~~ in these rules.

**Personnel File (Official)**

An employee personnel file is the official employment record maintained by the Human Resources Department, containing essential documents related to an employee's work history, performance, and status.

**Personnel Transaction**

Form documenting the appointment, separation, salary or reassignment of an employee.

**Position**

An assignment with duties and responsibilities calling for the full-time or part-time employment of one (1) incumbent in the performance and exercise thereof.

**Probationary Period**

A period which is used for the adjustment and evaluation of a newly appointed or reassigned employee. Probationary period may be extended as provided in these rules.

**Proctor**

An individual designated by the Human Resources Director or designee to conduct an examination.

**Promotion**

The reassignment of an employee from a position in one class to a position in another class which is allocated to a higher salary or salary range.

**Promotional Examination**

A competitive examination in which any qualified County employee with at least six (6) months of continuous full-time employment may participate.

**Promotional List**

A list of names, arranged in rank order, of qualified County employees for employment in a specific class.

**Provisional**

An appointment made in the absence of a sufficient number of candidates on an employment list, pending a competitive examination, as provided in these rules.

**Reassignment**

The separation of an employee from one (1) position and the concurrent appointment to another position.

**Reclassification**

A change in allocation of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level based on substantial changes in the kind, difficulty, or responsibility of duties performed in such position. Reclassification shall not be construed as promotion or demotion.

**Request for Certification**

The official request from an appointing authority for the Human Resources Director, or designee to certify candidates for appointment to a vacant allocated position in the classified service.

**Resignation**

The voluntary termination by an employee from employment.

**Seniority**

Privilege status attained by length of continuous service as a permanent employee.

**Separation**

The termination of employment of an individual.

**Series**

One (1) or more classes in the same occupational, professional, or functional field.

**Skelly Conference**

A pre-disciplinary conference with the appointing authority or designee during which an employee may respond to the charges outlined in a Notice of Intent. The meeting is conducted at the employees' request prior to the issuance of an Order of Disciplinary Action.

**Standing**

The rank order of each candidate on an employment register fixed in accordance with the final examination score, reemployment date, or reemployment status, as the case may be.

**Title or Class Title**

The official name given to each class of positions.

**Transfer**

The reassignment of an employee from one position to another position in the same class; or from a position in one class to a position in another class which is allocated to the same salary range and for which the employee possesses the required minimum qualifications.

**Unclassified Service**

Positions listed in the Mendocino County Code, Section 3.16.100 of the Civil Service Ordinance.

**Waiver**

The voluntary relinquishment by a candidate of standing on an employment register for one (1) or more certifications, or for a specified or unspecified period of time.

**End of Rule I**

## RULE II - ORGANIZATION AND ADMINISTRATION

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### Section 1 – Civil Service System

The Civil Service System of the County of Mendocino must be administered based on merit principles of employment and promotion to ensure that the most qualified individuals are selected for County service. In doing so, the system must consider and balance the interests and responsibilities of the following:

1. The public;
2. The Human Resources Director and staff, who are responsible for implementing and overseeing the merit-based system;
3. Department management;
4. Elected officials; and
5. County employees and their representative organizations.

### Section 2 – Civil Service Commission

#### A. Chair and Vice-Chair

1. The order of the Chair and Vice-Chair will be designated by district. At the first meeting in July of each year, or the soonest meeting thereafter, if no meeting is held in July, the Chair and Vice-Chair will rotate, with the Vice-Chair becoming Chair and the next district Commissioner becoming Vice-Chair. Should the incoming Chair decide not to assume the role of Chair, the duty will pass to the incoming Vice-Chair, and rotation will continue as set forth herein.

#### B. Meetings

1. Regular public meetings shall be held on the third Wednesday of each month. If the regular meeting falls on a holiday, the meeting shall be held on the first regular workday immediately following the holiday.
2. Special meetings shall be held ~~on~~at the request of the Chair or any of the five (5) members of the Civil Service Commission.
3. Three (3) members, constituting a majority of the Commission, shall constitute a quorum for the transaction of business.
4. Written notice of and an agenda for each regular meeting of the Commission shall be posted at least seventy-two (72) hours in advance thereof on the bulletin board of the Human Resources Department and Mendocino County's website and otherwise comply with State Law, and shall be mailed, emailed or delivered at the same time of posting to each individual entitled to such notice.
5. Written notice of and for an agenda for each special meeting of the Commission shall be posted at least twenty-four (24) hours in advance thereof on the bulletin board of the Human Resources Department and Mendocino County's website and otherwise comply with State Law, and shall be mailed, emailed or delivered at the same time of posting to each individual entitled to such notice.

6. Each meeting shall be conducted in accordance with the most recent edition of Robert's Rules of Order and the applicable provisions of the Brown Act (Gov. Code Section 54950 set. seq.).
7. Communications and requests to the Civil Service Commission shall be made in writing (c/o the Human Resources Director). The substance of such requests and the action taken thereon shall be incorporated in the meeting minutes.

### **Section 3 – Human Resources Director**

- A. The Human Resources Director shall:
1. Perform and discharge, under the direction and control of the Civil Service Commission, such authority and duties as are delegated.
  2. Carry out all procedures in the administration of the classified personnel in conformity with the provisions of the Civil Service Ordinance (Title 3, Chapter 3.16 of the Mendocino County Code) and the rules of the Civil Service Commission.
  3. Conduct examinations, prepare and maintain employment and reemployment lists, and certify the names of candidates for employment.
  4. Manage and maintain personnel records, Civil Service Commission records, and prepare Commission meeting agendas and minutes.
  5. Direct and supervise Human Resources staff in the performance of their duties.
  6. Administer, maintain, and adjust the Classification Plan and recommend rates of pay for each classification of position to the Board of Supervisors.
  7. Maintain the central roster of employees and positions.

### **Section 4 – Roster of Employees and Positions**

~~A.~~ A central roster of employees and positions shall be maintained in the Human Resources Department. It shall include the record of employment of each employee in the classified service, including dates of service, positions held, rate of pay received, vacation and sick leave balances, and such other information as may be deemed appropriate.

### **Section 5 – Reports by Appointing Authorities**

- A. Each appointing authority shall promptly report in writing the following matters to the Human Resources Director or designee:
1. Requests for certifications of candidates.
  2. Appointments of all employees.
  3. Separations of any employees, with reasons.
  4. Promotions, demotions, and transfers of all employees.
  5. Leaves of absence, with or without pay.

6. Disciplinary actions, with reasons therefor following Rule XI.
7. Refusal or failure of certified candidates to accept employment.
8. Other matters which the Civil Service Commission may direct.

End of Rule II

## RULE III - CLASSIFICATION

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### Section 1 – Classification of Positions

~~A.~~ All positions established by the Board of Supervisors, except those specifically excluded by Mendocino County Code, Section 3.16.100 of the Civil Service Ordinance, shall be classified and given appropriate classification titles by the Civil Service Commission. Each class established pursuant to these rules shall include all positions sufficiently similar in duties and responsibilities to meet the requirements as specified under the definition of “class.”

### Section 2 – Changes in Classification or Positions

- A. Whenever an appointing authority finds that a new classification is needed, or a significant change has occurred in the duties and responsibilities of an existing position, a written memo containing the significant facts shall be submitted to the Civil Service Commission (c/o the Human Resources Director), with a copy to the County Chief Executive Officer.
- B. The Human Resources Director, upon the written request of an appointing authority, employee, or upon their own initiative, may review the classification of any existing position due to:
  - ~~a)~~ 1. a significant change in ~~the~~ duties and responsibilities
  - ~~b)~~ 2. creation of a new class in which such a position may be more appropriately classified;
  - ~~c)~~ 3. abolition
  - ~~d)~~ 4. a combination of any existing positions or classes
  - ~~e)~~ 5. the request of the Commission
- C. Following a review pursuant to this Section, Human Resources shall provide a written report on the findings of the request and make a recommendation to the Civil Service Commission, at which time the appointing authority and the incumbent of each position reviewed will be given the opportunity to speak to the matter.
- D. When reviewing the classification of any position, each prospective class shall be considered in its entirety, with particular reference to its class specifications and to its relation to other classes in the County service. Likewise, the positions shall be considered in relation to other positions in each prospective class or classification series.
- E. Where the Commission finds that there are significant factors that justify a change in the classification of a position, and that such factors have been characteristic of the position over a period of time or throughout the service of the incumbent in the position, it shall reclassify the position.
- F. Where the Commission finds significant factors that justify a change in the classification of a position, but do not warrant reclassification, the Commission shall recommend to the Board of Supervisors that the position be abolished and replaced with a new position in the appropriate class.

### Section 3 – Status of Incumbent in Position After Change in Classification

- A. When a position is reclassified from one (1) class to another class, the incumbent shall retain the same probationary status as held in the former classification. If the reclassification results in a monetary change, the incumbent shall be placed at the nearest salary step that does not result in a monetary loss, excluding any pay differentials, pay premiums or temporary assignment.
- B. When a position is reclassified from one (1) class to a class that may be filled with two (2) or more alternate levels in the same classification series, the incumbent shall continue in the position, or in an alternate level in the same classification series in which the incumbent is currently performing based on the classification study. If the incumbent is performing at the journey level and is no longer on probation, a new probationary period is not required.
- C. When a position is abolished and replaced with a new position in a different class, any incumbent in such position may qualify for reassignment to the new position in the manner provided by these rules.

#### **Section 4 – Class Specifications**

- A. For each class, the Civil Service Commission shall adopt and maintain written class specifications, which must include the following:
  - 1. The definition of the class **which** shall be a general description of the kind of work performed by employees of the class. It shall not be considered as an all-inclusive list of duties.
  - 2. A summary of tasks typical of the class, which will illustrate examples of work typically performed. The summary need not include all tasks typical of the class. The presence or absence in the class specifications of tasks performed in each position shall not be considered as conclusive evidence of the classification of the position.
  - 3. A statement of the minimum or desirable qualifications for the class, including knowledge, skills, and abilities.
  - 4. A list of duties that can be essential for the successful performance in the class.

#### **Section 5 – Class Minimum Qualifications**

- A. For each class, the Civil Service Commission shall establish minimum or desirable qualifications, which shall be met by each candidate for employment with the County of Mendocino
- B. All minimum qualifications that these rules specify shall be met by each applicant for employment with the County of Mendocino. They need not be repeated in individual class specifications.
- C. When applicable, any qualifications required by law or the State Merit System for a given class must be met or exceeded by the qualification established by the Civil Service Commission. In the absence of Commission-established qualifications, the legal or State Merit System requirements shall apply.

**Section 6 – Use of Class Title and Working Titles**

~~A.~~ The official class title of each position shall be used in all official personnel and fiscal records, and all official personnel transactions. However, an appointing authority may assign other appropriate working titles which do not conflict with official class titles.

End of Rule III

## **RULE IV - ANNOUNCEMENTS AND APPLICATIONS**

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### **Section 1 – Announcements**

- A. The Human Resources Department shall make a public announcement of each class for which certification to fill an allocated permanent, full-time or part-time position is approved. Such announcement must be made for a minimum of (2) weeks for open recruitment and a minimum of one (1) week for promotional opportunity recruitment, before the final filing date.
- B. For each such class, a job posting shall be prepared and distributed, which must include the following information:
  - 1. The official class title.
  - 2. The salary range.
  - 3. The final filing date, unless otherwise stated as continuous, and method of filing applications to comply with such date.
  - 4. The location at which applications may be filed.
  - 5. A statement that references information from prior employers and other background information obtained on a confidential basis will not be made available to applicants unless required by law.
  - 6. The minimum or desirable qualifications, including any licenses and/or certifications.
  - 7. A summary of the definition and typical tasks of the class.
  - 8. The conditions of competition, including the minimum passing score; and the relative weights assigned to different exams.
  - 9. Physical and mental requirements of the essential functions of the position, with or without reasonable accommodation.
  - 10. Environmental factors.
  - 11. Any other information which is believed to help prospective applicants to understand the nature of the employment and the procedure necessary to participate in the competition.

### **Section 2 – Applications**

- A. Application Forms
  - 1. The Human Resources Director or designee shall define official application forms to be completed by each applicant for Mendocino County employment. Application materials are confidential, become the property of Mendocino County once submitted and will not be returned.
  - 2. All applicants must submit an official application form detailing their employment history and relevant personal information for each recruitment they wish to be considered for.
- B. Filing Period

1. All applications must be submitted as described in the corresponding job posting to the Human Resources Department or postmarked on or before the final filing date. Applications may be accepted on a continuous filing basis when so announced and shall be subject to appropriate periodic cut-off dates to be determined by the Human Resources Director or designee.

C. General Qualifications

1. All applicants for employment with Mendocino County shall meet the following qualifications:
  - a) If hired, each applicant shall be required to show authorization to work in the United States.
  - b) Each applicant shall meet or exceed the minimum qualifications established and announced for the class for which they apply.
  - c) Each applicant shall possess the mental and physical ability to perform the duties essential to the class with or without reasonable accommodation.

**Section 3 – Disqualification**

A. Reasons for Disqualification

1. The Human Resources Director, or designee, may refuse to examine an applicant, remove a candidate's name from the employment list, or refuse to certify a candidate for any of the following reasons:
  - a) When found to lack any of the minimum qualifications established for the class.
  - b) When the applicant has made a false statement of material fact or has practiced or attempted any deception, fraud, or misconduct in connection with the application or any part of the examining process.
  - c) Incomplete application.
  - d) Failure to pass any background check required for the position,
  - e) When terminated from County service for cause during the previous twelve (12) months.
  - f) When terminated from County service during a probationary period in the same classification and the same department during the previous twelve (12) months.
  - g) Any other basis for disqualification identified in these rules, County Code or required or allowed pursuant to state or federal law or regulation.
2. An applicant disqualified for any of the above reasons shall promptly be issued a notification of disqualification

B. Appeal of Disqualification

1. An applicant disqualified in any of the manners provided in this Section, except for Section 3A.1.e and f, may appeal in writing to the Human Resources Director, or designee. Any such appeal must contain the specific reasons why the applicant believes the appeal should be granted, including addressing the basis for disqualification. It must be delivered or postmarked no later than seven (7) calendar days after the date of the notice of disqualification. Receipt of an appeal for disqualification does not delay the subsequent steps in the recruitment process, up to and including hiring. The Human Resources Director or designee shall investigate the facts involved and shall grant or deny the appeal and inform the appellant in writing no later than fourteen (14) calendar days after the appeal was filed.
2. If the appeal is not granted by the Human Resources Director or designee, the appellant may request in writing within seven (7) calendar days of the date on the written notice of denial ("Appeal Deadline") that the Human Resources Director advance the original appeal to the Civil Service Commission.

The Commission shall hear the facts involved at its next regular meeting during closed session and shall grant or deny the appeal. Appeals received less than seven (7) calendar days prior to the next regular meeting will be placed on the agenda for the next regular meeting to be held not less than seven (7) calendar days after the appeal was received.
3. If an appeal is granted, the appellant will be invited to participate in the examination process. When granting of such appeal results in a change to a corresponding employment list, the list will be corrected in accordance with Rule VI, Section 10.
4. Incomplete appeals, or appeals not delivered, postmarked, or received by the appeal deadline will be rejected by the Human Resources Director or designee. Rejected appeals have no standing to be heard by the Commission

#### **Section 4 – Qualifications for Veterans Preference**

- A. Each candidate who is successful in an open examination and who has submitted with the application a report of separation under honorable conditions or similar document showing honorable service in one of the armed forces of the United States of America shall receive an extra credit of 5% of the earned credits for Veterans Preference as provided in the Mendocino County Code, Section 3.16.120(H) of the Civil Service Ordinance.
- B. Under the provisions of the Mendocino County Code, Section 3.16.120(H) of the Civil Service Ordinance, an additional 5% of earned credits shall be given to any veteran who provides documentation of service-connected disability rating by the State Department of Veterans Affairs.

#### ***End of Rule IV***

## RULE V - EXAMINATIONS

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### Section 1 – Scheduling of Examinations

~~A.~~ The Human Resources Director or designee shall schedule competitive examinations as the needs of the service require. Examinations may be scheduled in anticipation of future vacancies.

An examination may be scheduled and conducted as a promotional examination, as an open examination, or as both. A promotional examination shall be conducted exclusively where a sufficient number of qualified County employees are available to ensure fair competition and a reasonable selection of candidates for appointments.

### Section 2 – Types of Examinations

A. ~~Each examination may consist of any of the following types of assessments in Subsections A.1-7, below which are designed to fairly evaluate applicant qualifications or any other type which will fairly test the qualifications of applicants, in any combination. All examinations are confidential and shall not be available for review by any applicant or their representative. All examinations are related to the performance of the duties of the particular class.~~ Each examination may consist of one or more assessment methods designed to fairly evaluate the qualifications of applicants or any other valid, job-related assessment method determined by the Human Resources Director. Assessment methods may be used individually or in any combination. All examination materials are confidential and shall not be available for review by any applicant or their representative. All examinations and assessment methods shall be job-related and designed to evaluate the knowledge, skills, abilities, competencies, and other qualifications necessary to perform the duties of the classification.

1. ~~WRITTEN: examinations, to measure the knowledge, ability, judgement, aptitude, and/or alertness of applicants, as such factors are related to performance of the duties of the particular class. They may be form tests, electronic or online exams, or may be different tests each time an examination is given for the class.~~ A written examination designed to measure a candidate's knowledge, skills, abilities, or other job-related qualifications. Written examinations may be administered in paper, electronic, or other approved formats. A written examination shall be included when required by law or as a condition of state or federal funding.
2. ~~ORAL: examinations, to evaluate and measure the personal fitness, experience, training, knowledge, capacity, judgment, and personality of an applicant, by means of an oral interview. Individual ratings of applicants by this means shall not be available for review by applicants.~~ A structured oral examination or interview conducted to evaluate a candidate's knowledge, communication skills, judgment, problem-

- solving abilities, interpersonal effectiveness, competencies or other job-related qualifications.
3. **APPLICATION APPRAISAL:** ~~examinations, to evaluate and measure the extent, relevance, level, progression, and quality of experience and education of applicants; through reference to applications for employment, any license or other evidence of professional standing, and the results of any background examinations.~~An evaluation conducted without requiring candidates to appear for a scheduled testing session. The assessment may include review of complete employment applications, supplemental questionnaires, certifications, education, experience, or other submitted materials to evaluate job-related qualifications.
  4. **BACKGROUND:** ~~examinations, to investigate the employment, education, loyalty and/or personal fitness of candidates, and the presence or absence of records of arrests. This may include fingerprinting of candidates and/or reports from former employers, educational institutions, law enforcement agencies, or other suitable sources. Records of such examinations shall be confidential and shall not be available for review by candidates, but may be made available to appointing authorities and members of oral interview boards.~~An assessment conducted to verify information provided by the candidate and evaluate suitability for employment. A background examination may include verification of employment history, education, licenses, certifications, references, criminal history, driving record, fingerprinting, or other job-related investigations as authorized by law and County policy.
  5. **PERFORMANCE:** ~~examination, to determine the ability of applicants to perform sample tasks of the class, and to measure their speed and/or accuracy as they pertain to the job requirements.~~An examination requiring candidates to demonstrate the practical knowledge, skills, or abilities necessary to perform the essential functions of the position through work samples, simulations, demonstrations, practical exercises, or other performance-based assessments.
  6. **PHYSICAL:** ~~examinations, to determine and measure the physical agility, strength, coordination, and fitness of candidates as they pertain to the class.~~An assessment of a candidate's physical ability to safely and effectively perform the essential functions of the position. Physical agility examinations shall be administered only when job-related, consistent with business necessity, and in compliance with applicable federal and state laws.
  7. **MEDICAL:** ~~examinations, to establish freedom from physical incapacity to perform the duties of the class, as related to the class. Such an examination shall be performed under the direction of a licensed physician or other health care provider familiar with the requirements of occupational medicine. Unless an effective reasonable accommodation can be provided under the Americans with Disabilities Act/Fair~~

~~Employment and Housing Act (ADA/FEHA), failure to pass such examination shall be disqualifying.~~ A medical examination conducted by a licensed physician or other qualified health care provider familiar with occupational medicine, to determine whether a candidate can safely perform the essential functions of the position, with or without reasonable accommodation. Medical examinations shall be conducted only when authorized by applicable federal or state law and, except where otherwise permitted by law, only after a conditional offer of employment has been made. Records of such examinations shall be confidential and shall not be available for review by candidates, appointing authorities, or members of oral interview boards.

8. TRAINING & EXPERIENCE: (T&E) An assessment of an applicant's education, training, work experience, certifications, and other job-related qualifications using a structured rating process. A T&E assessment may include supplemental questionnaires or other documented evaluation methods designed to measure the knowledge, skills, abilities, competencies and qualifications necessary for successful job performance.

### Section 3 – Conduct of Examinations

Each examination shall be conducted to afford each qualified applicant an equal opportunity to compete.

- A. The Human Resources Director or designee shall designate the time, place, and type of each examination; the conditions under which it shall be conducted; and the proctor to conduct the examination.
- B. Each applicant who competes in a written examination may be assigned an identification number which shall be used in lieu of a name or other identifying data on each answer sheet. Unless otherwise dictated by the examination rental agency.
- C. For each oral examination, the Human Resources Director or designee shall appoint one (1) or more oral interview boards, as needed. Such boards shall consist of individuals known to be interested in the advancement of public service and in the selection of effective personnel. At least one (1) member of each board shall be technically familiar with the work of the class (subject matter expert) and is not the appointing authority or selection decision maker.
- D. Each candidate in an examination which includes physical exertion or other activity that may result in injury or damage to the candidate or the candidate's property may be required to execute a document releasing the County from any and all liability in connection with the examination. Failure to execute such a document when requested to do so shall result in disqualification of the candidate.
- E. Failure to follow instructions of any examination process or otherwise interfering with the orderly conduct of any examination may result in the applicant being disqualified.

## Section 4 – Scoring of Examinations

- A. The Human Resources Director or designee shall determine a procedure for scoring each examination which will give due weight to each portion of the examination, and which will afford each qualified applicant with an equal opportunity to compete.
- B. The Human Resources Director or designee shall establish a minimum passing score for each written, oral, and application appraisal examination which shall be set forth in the job posting. Applicants who do not achieve the minimum passing score in any portion of an examination will be eliminated from competition in any further portion of the examination. Disqualified applicants so eliminated will be notified promptly in writing.
- C. Each written examination shall be scored and the cut-off point established before the name of any applicant is revealed to the individual scoring the examination, or the appointing authority, or their designee.
- D. Each performance, physical, and medical examination shall be scored in a manner that will determine:
  - 1. The successful candidates, if any, with their rankings, if any, who may compete further.
  - 2. The unsuccessful candidates, if any, shall be eliminated from further competition and so notified promptly in writing.
- E. The Human Resources Director or designee may accept the request of an applicant to use a passing score for future written examinations when:
  - a) ~~1.~~ 1. The examination is not more than three (3) years old or otherwise determined by the exam agency.
  - b) ~~2.~~ 2. The examination content and/or scoring has not changed, or
  - c) ~~3.~~ 3. The score used is from an exam folder that is currently maintained by the Mendocino County Human Resources Department.

## Section 5 – Appeal of Examinations

- A. Appeals
  - 1. Unless otherwise provided herein, any applicant who competes in an examination may appeal the examination results to the Human Resources Director on any of the following grounds:
    - a) Incorrect scoring of examination, defined as a computational error in calculating an applicant's final score in an examination process, or the incorrect assignment of a candidate's standing on an employment list.
    - b) Unfair or improper conduct of examination, defined as a departure from the announced selection process for the position or any deviation from the Conduct of Examinations, as prescribed in Rule V, Section 3, which has adversely affected the final score and standing of any candidate or group of candidates.

- c) Fraud, bias, or error in rating resulting from oral, application appraisal, performance, physical or medical examination.
2. Any such appeal shall be made in writing and shall state the specific nature of the appeal, as prescribed in Rule V, Section 5.D.1; the item or incident to which it refers, and the reasons why the applicant believes the appeal should be granted. The appeal shall be delivered or postmarked no later than seven (7) calendar days after the date of notice of examination results to applicants by the Human Resources Director or designee. Incomplete or late appeals will not be accepted. Receipt of an examination appeal does not delay the establishment of an employment list or the subsequent steps in the selection process, up to and including hiring.
3. The Human Resources Director shall investigate each appeal and shall grant or deny the appeal and inform the appellant in writing no later than fourteen (14) calendar days after the appeal was filed.
4. If the appeal is not granted by the Human Resources Director, the appellant may request in writing within seven (7) calendar days of the date on the written notice of denial that the Human Resources Department advance the original appeal to the Commission. The Commission shall hear the facts involved at its next regular meeting during closed session and shall grant or deny the appeal. Appeals received less than seven (7) calendar days before the next regular meeting may be held until such meeting that the appeal may be placed on the agenda.
5. If an appeal is granted, all records resulting from the examination shall show the candidate as having the same standing that the candidate would have if the appeal had been granted at the time the examination was scored. When granting such appeal results in a change to a corresponding employment list, the list will be corrected in accordance with Rule VI, Section 10.
6. Appeals alleging unlawful or prohibited discrimination shall be filed with the Human Resources Director pursuant to Mendocino County Policy #10 Equal Opportunity Employment.

## **Section 6 – Copying of Examination Records**

When electronic or online exams or copyrighted examinations from outside consultants, jurisdictions, or publishers are used, the County is unable to provide a record for review.

- A. No applicant may copy, photograph, or capture any portion of any examination records or materials. Unauthorized copying will result in removal from employment lists, dismissal from Mendocino County employment, and/or from future employment with Mendocino County.

## **Section 7 – Retention of Examination Records**

- A. Applications shall be retained for not less than four (4) years after the establishment of the employment list resulting from the examination.

Applications of those candidates appointed shall be filed with the report of their appointment and placed in their official personnel file.

- B. All examination records and related papers are the property of Mendocino County. They shall be confidential records which may be inspected or copied only under such conditions as may be specified by the Civil Service Commission, the Human Resources Director, source of the records, or an administrative or judicial authority exercising jurisdiction to compel such inspection or copying subject to appropriate protective orders.

***End of Rule V***

## **RULE VI - EMPLOYMENT REGISTER AND LISTS**

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### **Section 1 – Employment Register**

- A. An employment register shall be established for each class. The register shall contain the names of all candidates eligible for employment in permanent, full-time or part-time positions. It shall be composed of all names appearing on employment lists provided for in these rules, and of all employees requesting transfer.

### **Section 2 – Order of Priority Lists**

- A. Certification will be made from the Employment Register in the following order of priority:
1. Layoff Reemployment Lists (refer to Section 3 below).
  2. Probationary Reemployment Lists (refer to Section 4 below).
  3. Reemployment Lists (refer to Section 5 below).
  4. Promotional Employment Lists (refer to Section 6 below).
  5. Open Employment Lists (refer to Section 7 below).

### **Section 3 – Layoff Reemployment Lists**

- A. An employee who is laid off from a position in which they held permanent status in the classified service shall be placed on a Layoff Reemployment List for that classification. Their placement on the list shall be based on their length of service in the classification, as calculated under Rule XI, Section 6.A.4. Eligibility on this list shall expire one (1) year from the date of layoff. If the employee is reemployed under this Rule, they shall return to the same classification with continuous service credit, except for the period of layoff which shall be shown as “without pay status,” and shall not count toward benefits that are based on time in the classified service.
- B. A former employee wishing to return to County service under Rule XII, Section 2.B, shall be placed on the Layoff Reemployment List. However, they may not be added to this list through Rule VI, Section 3.A. Otherwise, the position of former employees being added to this list by operation of this subsection shall be determined by seniority computed according to Rule XI, Section 6.
- C. A former employee's status on the Layoff Reemployment List shall expire one (1) year from the date their name is placed on the list, unless the list is extended by the Civil Service Commission in accordance with these rules. A former employee who is reemployed under this subsection shall be returned to work in the classification from which they separated with continuous service, except for any period spent on disability retirement.

## **Section 4 – Probationary Layoff Reemployment Lists**

- A. A probationary employee who is laid off shall be placed on the Probationary Layoff List for the classification from which they were laid off. Eligibility on this list shall expire six (6) months from the date of layoff from the probationary position. If the employee held permanent status in another classification before accepting the probationary appointment, they will also be placed on the Layoff Reemployment List in accordance with Section 3A, for that classification. Placement on the Layoff Reemployment List will be determined by the employee's length of service in the former classification. If the employee is reemployed under this Rule, they shall return to the same classification with continuous service credit, except for the period of layoff which shall be shown as "without pay status," and shall not count toward benefits that are based on time in the classified service.
- B. A probationary employee who is laid off shall be placed on the Probationary Layoff Reemployment List for the classification from which they were laid off. If the employee never held permanent status in another classification before the probationary appointment, eligibility on this list shall expire six (6) months from the date of layoff from the probationary position.

## **Section 5 – Reemployment Lists**

- A. An employee who resigns from a position in which they held permanent status in the classified service, or wishes to return to County service under Rule XII, Section 2.B., may request placement on a Reemployment List by submitting a written request to the Human Resources Director, within one (1) year of separation. Each request shall be referred to the appropriate appointing authority for recommendation before approval or denial. Employees reinstated under the provisions of Rule XII, Section 2.B. shall return to the classification from which they separated with continuous service.
- B. An employee who resigns in good standing during their probationary period may submit a written request to be reinstated on the unexpired employment list from which they were hired. Each request shall be referred to the appropriate appointing authority for a statement on whether or not they wish to reemploy the person.

## **Section 6 – Promotional Employment Lists**

Promotional employment lists expire six (6) months after the establishment of the list.

- A. The names of employees with at least six (6) months of continuous full-time County service, or the equivalent in permanent part-time County service, as calculated in Rule XI, Section 6.A.4, and who are successful in a promotional examination shall be placed on Promotional Employment Lists in the order of their final examination scores, as determined in the manner provided herein for Open Employment Lists.

- B. Upon the written request of the appointing authority, County employees currently on an Open Employment List for a classification in which a vacancy exists may be added to the Promotional Employment List for the department in which they are employed.

## Section 7 – Open Employment Lists

Open employment lists expire six (6) months after the establishment of the list.

- A. The names of competitors successful in open examinations shall be placed on Open Employment Lists in the order of their final examination scores, beginning with the highest score, as determined in the following manner:
1. For each candidate who attains the announced minimum passing score on each portion of the examination, the scores on all portions shall be combined in accordance with the announced weights.
  2. For each candidate who qualified for Veterans Preference 5% of the passing score earned shall be added to the combined score, with an additional 5% of the passing score for service-connected disability.
  3. A candidate having permanent status in the classified service shall receive promotional points added to their passing examination score. The percentage of promotional points awarded shall be based on the employee's total years of continuous service, as follows:

|               |    |
|---------------|----|
| 1 – 3 years   | 4% |
| 4 – 6 years   | 5% |
| 7 – 10 years  | 6% |
| 11 – 15 years | 7% |
| 16+ years     | 8% |

An employee having less than one (1) year of completed service will not receive any promotional points.

4. The final examination score for each candidate shall be a whole number of points, not to exceed one hundred (100) points. For this purpose, each score which is greater than a whole number by .445 or more shall be counted as the next greater whole number. Each score which is greater than a whole number by less than .445 shall be counted as the nearest whole number.
  5. A candidate whose name appears on a Layoff Reemployment List who applies and tests for a different classification may request to be certified for that classification in accordance with Rule VII, Section 2, if they receive a raw test score of 80% or more.
- B. If two (2) or more candidates attain the same final score in the same examination, their names shall be placed in the same ranking on the employment list.

- C. Active employment lists may be merged in the event of subsequent recruitment before a previous list expires. Employment lists shall only be merged when an identical recruitment and selection process is used, including the weight of the selection process. Candidate's names shall be placed on a merged list in order of their scores on their original lists. The expiration of candidates on merged lists shall maintain their original expiration date.
- D. A successful candidate may submit a written request to have their name placed on an Open Employment List for a closely related classification that requires the same or lesser qualifications as the classification for which the candidate's name already appears on the employment list. Candidates' names placed on an Open Employment List in this manner will be considered a "free name" when certified to a department and will be provided in addition to the names of the candidates ranked on the open list.

### **Section 8 – Sworn Public Safety (Law Enforcement)**

Whenever there is a critical shortage of sworn law enforcement positions, and at the request of the appointing authority, the Human Resources Department may share the list of applicants with the appointing authority before an examination and exam results are received. This allows the department to contact applicants and explain the examination and lengthy background processes. No person shall be hired into any position, including a sworn public safety position, without passing the required examination and receiving a passing score for placement on an employment list.

This applies to those classifications that exercise the powers of a peace officer, in either a full or limited capacity, as defined in California Penal Code section 830 et seq.

### **Section 9 – Approval of Lists**

- A. Each employment list shall be approved by the Human Resources Director or designee.
- B. The Human Resources Director or designee may suspend or cancel any approved employment list, upon discovery of an error or irregularity.

### **Section 10 – Correction of Lists**

- A. When it becomes evident that an omission or other error has occurred in the preparation of an employment list, a corrected list shall be prepared and approved, and the incorrect list shall be canceled.
- B. The cancellation of an incorrect list shall not invalidate any appointment made therefrom, if the name of the individual appointed appears on the corrected list. Should such individuals name not appear on the corrected list, the candidate shall be treated as a provisional employee.

## Section 11 – Removal of Names from Employment Register

- A. The name of a candidate shall be removed from the Employment Register by the Human Resources Director or designee, and notified in writing for any of the following reasons:
1. For any disqualification reason outlined in Rule IV, Section 3.
  2. If the candidate cannot be located by their last known requested contact method (email or mail).
  3. Failure to respond to a certification notice or other official correspondence from the Human Resources Department.
  - ~~3.4.~~ Failure to attend a scheduled department interview.
  - ~~4.5.~~ Upon receipt of a written request from the candidate to be removed from an employment list.
  - ~~5.6.~~ Upon receipt of three (3) unconditional waivers of certification for the same class.
  - ~~6.7.~~ Upon one (1) waiver if the candidate's name has been reinstated to the list in accordance with Section B of this rule.
  - ~~7.8.~~ Upon appointment to, or refusal of, a position in the same class or a related class at the same or higher salary.
  - ~~8.9.~~ Upon separation from County service for any reason other than layoff, an individual shall no longer be considered for promotional certification but shall retain standing on any open list except as provided in these rules.
- B. When the name of a qualified candidate has been removed from the Employment Register in accordance with Rule VI, Section 11.A, and the candidate notifies the Human Resources Director in writing within seven (7) calendar days of the removal notice date, that they are available and willing to accept employment, their name may be reinstated to the Employment List from which the candidate was removed, provided the list is still active. If the candidate name is removed from a list a second time, for any reason stated in Section 11.A of this rule, the applicant may not request subsequent reinstatement to the list.

## Section 12 – Expiration of Lists

- A. Status on the Layoff Reemployment List shall expire one (1) year after placement on that list. Any individual whose status is expiring may request that the Human Resources Director or designee grant the individual up to an additional year on this list. In no case shall a name be carried for more than two (2) years on this list.
- B. Each Open Employment List shall expire six (6) months after its approval.
- C. At the discretion of the Human Resources Director or designee, or the request of a department head and approval from the Human Resources Director, or designee, Human Resources may extend or reinstate a list for any period of

time, except that no list shall be in force longer than one (1) year after its initial approval.

***End of Rule VI***

## RULE VII - CERTIFICATIONS AND WAIVERS

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### Section 1 – Request for Certification

- A. Whenever an appointing authority wishes to fill a vacant permanent full-time or part-time position, other than through intra-departmental transfer or demotion, notification shall be given to the Human Resources Department as far in advance as possible. The request shall specify the type of certification, Departmental Promotional, County Promotional, or Open. If there are employees on the Layoff Reemployment List for the classification requested, the Human Resources Director or designee shall certify the highest-ranking individual, based on seniority, from the Layoff Reemployment List.
- B. Such notification shall be treated by the Human Resources Director or designee as a request for certification, until such time as it may be withdrawn by the appointing authority. The employment of a provisional employee in a permanent full-time or part-time position shall constitute a request for certification until such employment is terminated.

### Section 2 – Certification of Candidates

- A. Upon receipt of a request for certification, the Human Resources Director or designee shall, as soon as practicable, certify to the appointing authority a list of the names and contact information of the candidates having the highest scores on the Employment Register for the class. The number of candidates shall be governed by whether the appropriate list is the Layoff Reemployment List (Rule of 1), or the Open/Promotional List. The Human Resources Director or designee shall also furnish the appointing authority with the application and other pertinent examination records of each candidate.
- B. For each open/promotional certification, the Human Resources Director or designee shall, unless otherwise provided by these rules, certify no less than three (3) and no more than ten (10) of the top-ranked candidates from the associated employment list, as requested by the appointing authority at the time the request is submitted.
- C. Whenever the number of available eligible candidates is not sufficient to permit certification of such number of candidates as requested by the appointing authority, the names of all eligible candidates shall be certified.
- D. All candidates having the same score shall be certified in accordance with the requirements of Rule VII, Section 2.B.
- E. Whenever the number of available eligible candidates is not sufficient to permit certification of such number of candidates, the Human Resources Director or designee may, upon request by the appointing authority, include the names of candidates appearing on the Employment Register for closely related classes which require the same or greater qualification.
- F. Any candidate who waives a certification or who does not respond to a certification shall be deemed not available. Whenever all candidates with the

same standing are not available, all candidates with the next highest standing shall be certified if a supplementary certification is desired by the appointing authority.

- G. The Human Resources Director or designee shall provide each certified candidate with a written notification which shall include:
1. The fact of certification.
  2. The official class title.
  3. The department contact information of the appointing authority.
  4. The department.
  5. The salary range.
  6. A statement that the candidate is to contact the appointing authority or designee within five (5) calendar days after the date appearing on the notification to schedule an interview.
  7. A form upon which the candidate may enter a waiver of certification.
  8. A statement that failure to contact the department contact or waive the certification with Human Resources may result in removal from all Employment Lists for the class being certified.

### **Section 3 – Special Certifications**

~~A.~~ When a vacant position includes bona fide occupational qualifications, such as residency in a specific area, availability for unusual work hours or remote locations, a particular sex of the appointee for the position, or other legally supported special requirements, the Human Resources Director or designee may, upon written justification from the appointing authority, limit certification to candidates who meet the specified qualifications.

### **Section 4 – Promotional Certification**

- A. Trainee to Journey: When the incumbent of an alternate position meets the qualifications for an approved journey level alternate class to which the position is allocated, the appointing authority may request promotion of the incumbent without recruitment. The request must be submitted to Human Resources Department for review and approval and must include a justification memo and an official personnel transaction form.
- B. Departmental: When one (1) or more County employees qualify for promotion within the same department in which they are employed, a certification which includes their names may be limited to such employees, at the written request of the appointing authority.
- C. Countywide: When one (1) or more County employees qualify for promotion or transfer, a certification that includes their names may be limited to such employees, at the request of the appointing authority.

## **Section 5 – Waivers of Certifications**

- A. An eligible candidate may enter a waiver of any of the following types, by so notifying the Human Resources Director in writing within five (5) calendar days after the date appearing on the notification to schedule an interview.
  - 1. Unconditional Waiver
    - a) A candidate may waive consideration for one (1) or more specific certifications to a maximum of three (3) certifications for the same class.
    - b) A candidate may waive consideration for any certifications for a specified or unspecified period of time up to the expiration date of the employment list upon which their name appears.
  - 2. Conditional Waiver
    - a) A candidate may waive consideration for any certification to positions that do not provide employment under specified conditions which the candidate is willing to accept.

## **Section 6 – Report of Certification**

- A. Upon receipt of a certification list, an appointing authority must consider every candidate by allowing candidates five (5) calendar days after the date of certification to schedule an interview, submit a waiver, or request removal from the employment list.
- B. The appointing authority may only offer employment to a candidate certified for the class in which the certification was created.
- C. Upon appointment of a candidate from a certification, or upon exhaustion of a certification without appointment, and in no event later than one (1) month after the date appearing on the certification, the appointing authority, or designee shall return the certification to the Human Resources Director or designee indicating the action taken about each candidate certified. The Human Resources Director or designee shall notify the candidates in writing, other than the appointee, that they have not been selected but may be considered for any future openings for the duration of the employment list upon which their name appears.

***End of Rule VII***

## RULE VIII - APPOINTMENTS

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### Section 1 – Appointments After Certification

- A. No person shall be appointed to a position for which the person fails to meet the required minimum qualifications of the classification.

Upon receipt of a certification of eligible candidates, the appointing authority must interview each candidate requesting an interview in accordance with Rule VII, Section 2.G.6.

- B. The appointing authority shall receive the applications of all certified candidates, with relevant examination records, excluding confidential records, related to the certification. The appointing authority may proceed with conducting any further investigation of certified candidates deemed necessary.
- C. Upon selection, the appointing authority will notify each selected candidate (conditional job offer) and coordinate with Human Resources to schedule any required pre-employment medical or other lawful examinations, as applicable to the classification.

### Section 2 – Provisional Appointments

- A. Whenever it is necessary to fill a vacancy in a position in a class for which fewer than three (3) candidates are eligible for certification and available for employment, the appointing authority may, with the approval of the Human Resources Director or designated Civil Service Secretary on behalf of the Civil Service Commission, provisionally appoint to the position, any person who has filed an application and who meets the minimum qualifications for the class. The provisional appointment shall be reported to the Commission during the next regular Commission meeting following the appointment. The provisional appointment shall be deemed approved unless the Commission disapproves.
- B. A provisional appointment shall be terminated at the end of six (6) months or within one (1) month after the date of certification to the appointing authority of a minimum of three (3) candidates who are available for employment, whichever occurs first.
- C. The Human Resources Director or designee shall make every reasonable effort to schedule examinations to ensure that provisional appointments do not exceed six (6) months.
- D. A provisional employee is subject to dismissal at the pleasure of the appointing authority.

### Section 3 – Extra-Help Appointments

Extra-help employees, as authorized by County Code Section 3.04.110, serve at the will of the appointing authority; they are hired for the purpose of relieving or augmenting permanent staff in the accomplishment of work. Extra-help employees

shall not be used to circumvent filling allocated positions. Extra-help employees serve no probationary period and receive benefits as required by law.

Extra-help employees are limited to a maximum of 1,560 hours worked per calendar year. Any extension beyond this limit requires prior approval from the Human Resources Director or the Chief Executive Officer.

Extra-help employees are hired from an extra-help list established by Human Resources unless otherwise stated in this rule.

Retired annuitants are responsible for monitoring their hours worked to ensure they do not exceed the limits imposed by their retirement system.

#### Types of Extra-Help Employment

- A. Temporary extra-help employees assist departments by performing work on a short-term basis.
- B. Seasonal extra-help employees assist departments by performing work that is required at certain times or seasons of the year.
- C. Intermittent extra-help employees support departments by providing work coverage as needed, either for short periods at regular intervals or for extended periods at less frequent intervals.
- D. In emergencies where immediate appointments are necessary to prevent the stopping of public business, loss of life, or damage to people or property, the appointing authority must request and obtain approval from the Human Resources Director to appoint a qualified person without referring to employment lists. The appointing authority shall promptly submit the official personnel transaction form to Human Resources.
- E. Intern: extra-help employees enrolled in a specific full-time or part-time academic curriculum directly related to the work the Intern performs for the County, or in a formal workforce development program. An internship is limited to a maximum of thirty-six consecutive months. Interns are to be hired through procedures approved by the Human Resources Director.

If an emergency extra-help employee is required beyond the 1,560 hours per calendar year due to ongoing emergency-related needs and replacing them would disrupt operations, the appointing authority may request an extension, subject to approval by the Human Resources Director or Chief Executive Officer.

#### **Section 4 – Referrals for Appointments**

~~A.~~ Whenever a provisional, or extra-help appointment is planned, the Human Resources Director shall, upon request from the appointing authority, provide the names application materials, and contact information of those persons who appear to meet the qualifications for the class and who have made known their interest in employment, whether or not qualified by examination.

## **Section 5 – Reports of Appointments**

**A.** All appointments for employment with the County of Mendocino shall be promptly reported by the appointing authority to the Human Resources Department on an official personnel transaction form to Human Resources.

***End of Rule VIII***

## RULE IX - PROBATIONARY PERIOD

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### Section 1 – Purpose of Probationary Period

~~A. The probationary period shall be the final phase of the examination process. It shall be used by the appointing authority for the effective adjustment of new employees, and for the elimination of any probationary employee whose performance does not meet the required standard of work.~~ The probationary period shall constitute the final phase of the examination process. During this time, the appointing authority evaluates and supports the adjustment of newly hired or promoted employees and may separate any probationary employee whose performance does not meet required standards.

### Section 2 – Duration and Status of Probationary Period

- A. Each appointment, promotion, demotion, or transfer to a permanent position shall be subject to a probationary period of not less than six (6) months of full-time (or equivalent) work, except as otherwise provided in these rules.
- B. The ~~Civil Service Commission~~ Human Resources Director may extend the probationary period for any position to a period not to exceed one (1) year.
- C. The probationary period shall date from the time of appointment to a permanent position, but shall not include time served as a provisional employee, except as provided in this Section.
- D. ~~In the event that a~~ if a provisional employee is certified from an employment list ~~promulgated~~ created next after the original application for employment in that class, the probationary period shall include the time served as a provisional employee. ~~Wherever an employee may have failed to qualify by an examination from which was promulgated the employment list next the original application, the probationary period shall not include the time served as a provisional employee.~~
- E. An employee who is laid off during the probationary period shall, if re-employed in the same position, be required to complete only the balance of the probationary period.
- F. Those classifications that exercise the powers of a peace officer, in either a full or limited capacity, as defined in ~~Sections 830 – 832.18 of the~~ California Penal Code section 830 et seq., shall serve a probationary period of at least one (1) year.
- ~~G. An employee who is rejected during the probationary period shall be reinstated to the eligible list from which the appointment was made providing the list is still in existence.~~

### Section 3 – Expiration of Probationary Period

- A. The Human Resources Director, or designee shall, in writing, notify the appointing authority of the date on which each employee's probationary period will expire.

B. The appointing authority shall, in writing, reply to such notification not less than ~~two (2) weeks~~ thirty (30) calendar days prior to the date of expiration, and shall inform the employee of the nature of the reply. The reply shall specify ~~on request~~ one (1) of the following actions:

1. The employee shall assume permanent status.
2. The probationary period should be extended for a specified period.
3. The employee will be separated or demoted.

C. If an appointing authority wishes to extend an employee's probationary period, they shall, in writing, submit a request to the Human Resources Director not less than thirty (30) calendar days before the probationary period expires. The written request shall specify the reasons for the extension to obtain approval.

~~C.D. If an appointing authority wishes to dismiss an employee during the probationary period, they shall, in writing, inform the Human resources Director not less than thirty (30) calendar days before the probationary period expires. When an appointing authority finds it necessary to extend an employee's probationary period, and the employee's probation would have expired prior to a regularly scheduled Civil Service Commission meeting, an appointing authority and an employee may agree to extend probation until the next scheduled Civil Service Commission meeting. The agreement to extend must be in writing and signed by both parties. The original agreement shall be sent to the Civil Service Commission, to be calendared for the next meeting. Copies of the agreement shall be sent to the employee's bargaining unit representative and the Human Resources Department for placement in the employee's personnel file.~~

~~D.E. The permanent status of a probationary employee shall begin on the day following the end of the probationary period, as determined by Human Resources, provided the Human Resources Director has received from the appointing authority a statement in writing that the services of the employee is recommended for permanent appointment.~~

#### Section 4 – Extension of Probationary Period

A. The Human Resources Director, or designee, may grant an extension of probationary period for up to one (1) year.

B. If a request for extension of probationary period is not granted by the Human Resources Director, or designee, the appointing authority may request, in writing, that the Human Resources Director advance the request to the Civil Service Commission.

The Commission shall hear the request at its next regular meeting during closed session. Requests received less than seven (7) days prior to the next regular meeting will be placed on the agenda for the next regular meeting.

## **Section 5 - Dismissal of Probationary Employees**

- A. A probationary employee may be dismissed at any time during the probationary period without right of appeal or hearing.
- B. An employee who is dismissed during a probationary period shall be restored to any position in the class from which they had permanent or probationary status immediately prior, assuming the position for which they are restored to exists.
- C. If an employee is dismissed during the probationary period and the employee's former department, prior to promotion, has been renamed or the functions of that department have been merged into another department, the employee shall be restored to a position in the class in said renamed or merged department which the employee held before the employee began serving the probationary period.
- D. If an employee is dismissed during a probationary period and the employee's return to a position in their former classification creates a layoff, Rule XI applies.
- E. If an employee is dismissed during the probationary period but the employee's former class from which they had been promoted has been retitled with the same or lesser pay range, the employee shall be restored to any position in the retitled class in accordance with these rules. If the former class has been abolished rather than retitled, Rule XI applies.
- F. If it is alleged that said dismissal occurred because of discrimination or retaliation, as prohibited in the Mendocino County Code (Section 3.16.180 of the Civil Service Ordinance), County Policy 10 – Equal Employment Opportunity, County Policy 23 – Harassment, and state and federal law, the dismissed employee may file a complaint with Human Resources or with outside administrative agencies such as California Civil Rights Department and the Equal Employment Opportunity Commission (EEOC).

## **Section ~~4~~6 – When Probationary Period is Not Required**

- A. An employee shall not be required to serve a probationary period when:
  - 1. Restored to a position in which previous permanent status was held, following dismissal as a probationary or exempt employee.
  - 2. Displacing a junior employee in the manner prescribed by these rules in case of a layoff.
  - 3. Reemployed in a position in which permanent status was held immediately prior to the layoff or the abolition of the position.
  - 4. Returning to work in a position in which permanent status was held immediately prior to ~~the~~a suspension or leave of absence.
  - 5. Demoted voluntarily, in accordance with these rules, from a position in which permanent status was held; or to a position ~~where~~in which previous

permanent status was held without an intervening break in continuous employment with the County of Mendocino.

6. Reclassified in accordance with these rules and the incumbent is found to be performing at a satisfactory level as a result of the required desk audit.

#### **Section 56 – Assumption of Function from Other Employer**

In the event that a new position is created to perform duties of a function which is assumed by the County from another employer, the Civil Service Commission may, by majority vote, provide that the total time of consecutive employment in comparable positions of an employee who is employed consecutively by the other employer and by the County be added together to determine the probationary or permanent status of the employee.

***End of Rule IX***

## RULE X - REASSIGNMENTS

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### Section 1 – Transfers

Transfer list placement is valid for one (1) calendar year. Employees must submit a transfer application each calendar year.

- A. An employee may be transferred to a position in the same classification ~~and~~ within the same department at the discretion of the ~~department head~~ appointing authority.
- B. An employee may, ~~in writing,~~ submit a written request to the Human Resource Director or designee for transfer to a position in the same classification in a different department, ~~to the Human Resources Director~~ to be placed on an employment list. If selected by the appointing authority of the department to which the employee requests a transfer, the ~~employee may be~~ transfer may occur ~~transferred~~ two (2) weeks after notice is ~~given~~ provided to the employee's ~~present current~~ department head appointing authority. This notice period may be waived with the agreement ~~With concurrence~~ of the employee, both ~~department head~~ appointing authorities, and the Human Resources Director, or designee ~~an employee may be transferred at any time~~.
- C. An employee ~~having~~ with permanent or probation
- D. any status may request, in writing, placement on the employment register as a transfer candidate ~~for an appropriate class in their current classification~~. ~~The name of all employees requesting transfer shall be distinguished from other names appearing on the employment list. Placement as a transfer shall be retained on the employment list until removal is requested in writing by the employee.~~ Transfer candidates shall be identified separately from other candidates on the employment list.
- E. A permanent or probationary employee may, ~~request~~ request in writing, ~~request~~ transfer to a position in a closely related classification, provided the employee meets the minimum qualifications or has ~~with the same salary allocation when possessing the required minimum qualifications, or in which~~ previously held permanent or probationary status ~~was held~~ in that classification. The Human Resources Director or designee may approve an employment list containing the names of such employees. Such employment list shall follow on the employment register any employment list of the same category which may be in force for the same class.
- F. Whenever a certification is requested from an employment register ~~upon which there appear the names of~~ that includes one (1) or more ~~employees requesting~~ transfer candidates, the Human Resources Director, or designee shall provide ~~include with such certification~~ the names of all such employees ~~requesting~~ transfer in the class. ~~The employees' names shall be~~ in addition to the certified names, ~~of other candidates included in the same or subsequent certifications in the class, and~~ These names shall not be ~~construed~~ considered as part of any

the certification. ~~In the event that~~ if an appointment is made from ~~among those employees requesting the~~ transfer candidates, ~~the Human Resources Director shall enter~~ all records shall be marked as "Certification Canceled" ~~upon all records pertaining to such certification.~~

~~G. An employee who is transferred shall serve the probationary period prescribed by Rule IX. However, the Civil Service Commission may earlier, upon the request of the appointing authority of the department to which an employee is transferred, authorize permanent status of an employee who has permanent status immediately prior to transfer, or of an employee who has served at least six (6) consecutive months in probationary status.~~

G. A transferred employee who is dismissed ~~separated by dismissal~~ during the probationary period shall ~~be placed on the reemployment list for any class in which permanent status was held immediately prior to transfer~~ be subject to Rule XI Section 3.

H. An employee shall be removed from the transfer list upon the following:

1. transfer to another position in the same classification
2. becoming ineligible due to change in classification
3. separation from County service
4. expiration of the one-year placement period without submission of a new request.

## Section 2 – Demotions

### A. Voluntary Demotions

1. Any employee may ~~be request voluntary demotioned voluntarily~~ to a position in a closely related class with a lower salary allocation when possessing the required minimum qualifications, or in which previous permanent or probationary status was held. The voluntary demotion requires the written request ~~or concurrence~~ and acknowledgement of a lower salary allocation ~~of by~~ the employee ~~to be demoted~~ and the approval of any appointing authority concerned.
2. A voluntarily demoting employee shall not have bumping rights to the position or classification held immediately prior to demotion.

### B. Involuntary Demotions

1. A permanent employee may be involuntarily demoted without written request or concurrence, for any of the reasons and by the procedures provided by these rules for discipline or dismissal when possessing the required minimum qualifications.
2. A probationary employee may be involuntarily demoted, without written request or concurrence, to a closely related class when possessing the required minimum qualifications ~~are met~~, upon written request by the appointing authority and approval by the Human Resources Director, or designee.

3. Upon involuntary demotion, an employee shall assume their same status as a permanent employee or as a probationary employee which was held immediately prior to demotion. A probationary employee who is involuntarily demoted shall be required to complete only the balance of the probationary period.
4. An involuntarily demoted employee shall not have bumping right to the position or classification held immediately prior to demotion.

### **Section 3 – Appointment at Lower-Level Class**

1. An employee who submits an application and is selected through a competitive recruitment process for a position in a lower-level classification, that is not in the same or closely related classification or classification series as their current appointment, shall be appointed in accordance with Rule VIII, Section 1. The employee must be certified from an eligible list for the classification. An appointment under this provision shall not be considered a voluntary demotion.

### **Section ~~3~~4 – Promotions**

- A. Vacant positions in the classified service shall be filled by promotion, whenever ~~the qualifications are met by a sufficient number of County employees to provide reasonable competition among candidates and reasonable choice of candidates for appointment~~ a promotional certification is applied in accordance with Rule VII Section 4.
- B. When the position is so allocated, and the classification specification provides for it, an employee who meets the minimum qualifications for the journey-level classification may be promoted from the entry-level within the same classification series without a competitive process. Such promotion requires a written request from the appointing authority and approval from the Human Resources Director, or designee.

***End of Rule X***

## RULE XI ~~—~~ SEPARATIONS, ~~AND~~ SUSPENSIONS AND DEMOTIONS

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### Section 1 – Separations

- A. An appointing authority may separate any employee in accordance with these rules. All separations shall be discussed with and promptly reported to the Human Resources Director, or designee on standard forms as provided by Human Resources.

### Section 2 – Resignations

#### A. Resignation in Good Standing

1. ~~In order to~~ To resign in good standing, an employee shall provide written notice to their appointing authority ~~give written notice of resignation to the appointing authority~~ not less than two (2) weeks prior ~~thereto~~ to resignation effective date, unless the appointing authority consents to shorter notice.

#### B. Job Abandonment

1. An employee who is absent from duty for three (3) consecutive working days without obtaining approval from the ~~department head~~ appointing authority may, with the concurrence of the Human Resources Director, or designee be separated as having abandoned the job. An employee resigning pursuant to this section shall not be deemed to have resigned in good standing.

### Section 3 – Dismissals

#### A. Dismissal or Layoff of Probationary Employee

1. A probationary employee may be dismissed or laid off at any time during the probationary period. Such dismissal or layoff shall be without the right of appeal or hearing.
2. If it is alleged that said dismissal occurred because of discrimination or retaliation, as prohibited in the Mendocino County Code (Section 3.16.180 of the Civil Service Ordinance), County Policy 10 – Equal Employment Opportunity, County Policy 23 – Harassment, and state and federal law, the dismissed employee may file a complaint with Human Resources or with outside administrative agencies such as California Civil Rights Department and the Equal Employment Opportunity Commission (EEOC).
3. A permanent employee so dismissed or laid off during the probationary period due to a promotion or transfer shall be restored to any position in another class in which permanent or probationary status was held immediately prior to the probationary period in which the layoff or dismissal occurred. Should the position be occupied by another employee, the other employee shall be treated as provided by these rules in cases of layoff.

- a. When a permanent employee is restored to a previous position in which they held permanent status, the time served in the probationary status shall be counted as service in the class to which the employee is restored.
  - b. When a permanent employee is restored to a previous position in which they were serving probationary period due to promotion or transfer, the employee shall serve any remaining period of probation for the restored class that was not served prior to the promotion or transfer.
4. A probationary employee who has not attained permanent status in any position and is dismissed or laid off during a subsequent probationary period due to promotion or transfer, may be restored to a position in the class in which probationary status was held immediately prior to the probationary period in which the layoff or dismissal occurred at the discretion of the appointing authority of the department to which the employee would be restored. If restored to the previous probationary position, the employee shall serve any remaining period of probation for the restored class that was not served prior to the promotion or transfer. If not restored to the previous probationary position, the employee will be released in accordance with Section 3.A of this rule.

#### B. Dismissal of Exempt Employee

- 1. An exempt employee may be dismissed or rejected at any time without right of appeal or hearing, except as may otherwise be provided by law or ordinance.
- 2. An exempt employee so dismissed or rejected shall be restored to any position in which permanent status was held and from which reassignment to the exempt position occurred within six (6) months prior to the dismissal. Should the position be occupied by another employee, the other employee shall be treated as provided by these rules.

#### A.C. Dismissal, Suspension, or Involuntary Demotion of a Permanent Employee

- 1. To initiate disciplinary action against a permanent Civil Service employee, the appointing authority, or designee, must submit to the employee a written Notice of Intent (NOI) to take disciplinary action and file a copy with the Human Resources Director, or designee. The notice must state specifically the reason(s) for the action, with accompanying documentation and explanation of the employee's right to a Skelly-rights of appeal Meeting to respond to the NOI. Should the disciplinary action be imposed, the employee will be notified by a written Order of Discipline (Order), including notification of their right to appeal the action. The Order will be filed with the Human Resources Department for placement in the employee's official personnel file.

#### B.D. Cause for ~~Dismissal~~ Discipline of a Permanent Employee

1. Any employee who has attained permanent status may be disciplined, up to and including dismissal, for reasonable cause, including but not limited to:
  - a) Unauthorized absence.
  - b) Conviction of a felony or of any criminal act involving moral turpitude which has a nexus to employment.
  - c) Conduct which brings discredit to the County.
  - d) Disorderly conduct.
  - e) Incapacity due to mental or physical disability to the extent permitted by law.
  - f) Willful concealment or misrepresentation of a material facts, or other dishonesty in connection with ~~in~~ applying for or securing employment, or in the performance of job duties.
  - g) Inefficiency, incompetence ~~in~~ or inefficiency unsatisfactory job performance.
  - h) Willful disregard of a lawful directive or order from a duly constituted authority (insubordination).
  - i) Willful disregard of a departmental policy and/or laws regarding the confidentiality of records, misuse or breach of confidentiality, law or policy.
  - j) Willful disregard, or violation of, or instructing a subordinate to violate, any established County or department published policy, procedure, rule or requirement to follow lawful instructions.
  - k) Using, being in possession of, or being under the influence of alcohol, narcotics, intoxicants, drugs, or hallucinatory agents, or any controlled substance prohibited by state or federal law, while on County property, in a vehicle during working hours, or reporting to work under such conditions; or abuse-use of alcohol or drugs while in County uniform. Possession and proper use of drugs prescribed by a licensed physician and appropriate possession of unopened alcoholic beverages are not prohibited by this Section.
  - l) Neglect of duty.
  - m) Negligence or willful damage to public property or waste or theft of public supplies or equipment.
  - n) Willful violation of the Civil Service Ordinance (Chapter 3.16 of the Mendocino County Code) or of these rules.
  - o) Failure to meet reasonable work performance standards and requirements.
  - p) Refusal to comply with a proper directive to undergo a medical examination as issued by an appointing authority.
  - q) ~~Hostile or discourteous treatment of the public or other employees.~~

- q) Falsification of any records, ~~such as~~ including but not limited to medical forms, time-cards, or employment applications.
- r) Making material dishonest work-related statements ~~to other employees at work~~ or committing perjury.
- s) Unauthorized use of County vehicles, ~~and~~ equipment, technology and resources.
- t) ~~Conviction of~~ Driving under the influence, driving in excess or the speed limit, unsafe or reckless driving, or hit-and-run driving, or in violation of traffic laws, whether on or off the job, in a County vehicle.
- u) Unauthorized possession of weapons or explosives on County premises.
- v) Willful carelessness or violation of safety rules and regulations which jeopardize the safety of others and/or which could result in bodily injury to others or damage to County property.
- w) Sexual harassment of, or unlawful discrimination against, another employee, an applicant for employment, or a member of the public.
- x) Unauthorized copying of examination.
- y) Working overtime without prior authorization or refusing to work assigned overtime.
- z) Threats, threats of assault or assault on an employee or member of the public, acts of intimidation, or comments of violence or harm.
- aa) Mishandling, misappropriation, or misuse of public funds, property, personnel or services.

#### ~~C. Dismissal or Layoff of Probationary Employee~~

- ~~1. A probationary employee may be dismissed or laid-off at any time during the probationary period. Such dismissal or layoff shall be without right of appeal or hearing.~~
- ~~2. If it is alleged that said dismissal occurred because of discrimination, as prohibited in the Mendocino County Code (Section 3.16.180 of the Civil Service Ordinance), County Policy 10—Equal Employment Opportunity, and state and federal law, the dismissed employee may file a complaint with the Human Resources Director, or with outside administrative agencies such as Department of Fair Employment and Housing (DFEH) and Equal Employment Opportunity Commission (EEOC).~~
- ~~3. A permanent employee so dismissed or laid-off during the probationary period due to a promotion or transfer shall be restored to any position in another class in which permanent or probationary status was held immediately prior to the probationary period in which the layoff or dismissal occurred. Should the position be occupied by another employee, the other employee shall be treated as provided by these rules in cases of layoff.~~

- a) ~~When a permanent employee is restored to a previous position in which they held permanent status, the time served in the probationary status shall be counted as service in the class to which the employee is restored.~~
  - b) ~~When a permanent employee is restored to a previous position in which they were serving probationary period due to promotion or transfer, the employee shall serve any remaining period of probation for the restored class that was not served prior to the promotion or transfer.~~
4. ~~A probationary employee who has not attained permanent status in any position and is dismissed or laid-off during a subsequent probationary period due to promotion or transfer, may be restored to a position in the class in which probationary status was held immediately prior to the probationary period in which the layoff or dismissal occurred at the discretion of the appointing authority of the department to which the employee would be restored. If restored to the previous probationary position, the employee shall serve any remaining period of probation for the restored class that was not served prior to the promotion or transfer. If not restored to the previous probationary position, the employee will be released in accordance with Section 3.C of this rule.~~
  5. ~~A permanent or probationary employee so dismissed or laid-off during the probationary period shall be reinstated to the eligible list from which the appointment was made, providing said list is still in existence.~~

#### ~~D. Dismissal of Exempt Employee~~

1. ~~An exempt employee may be dismissed or rejected at any time without right of appeal or hearing, except as may otherwise be provided by law or ordinance.~~
2. ~~An employee so dismissed shall be restored to any position in which permanent status was held and from which reassignment to the exempt position occurred within six (6) months prior to the dismissal. Should the position be occupied by another employee, the other employee shall be treated as provided by these rules in cases of layoff.~~

### **Section 4 – Suspensions**

- A. ~~Any employee may be suspended without pay for any of the reasons provided in these rules for dismissal. No such suspension shall exceed thirty (30) consecutive working days and must be in accord with the procedure set forth in Rule XI, Section 5.~~

### **Section ~~5~~ 4 – Procedures for Dismissal, Suspension, or Involuntary Demotions of a permanent employee**

- A. Any employee may be disciplined for any of the reasons provided in these rules or for violation of any other applicable policy or law. Disciplinary suspensions

shall not exceed thirty (30) consecutive working days and must be in accord with the procedure set forth in Rule XI, Section 4. ~~Attention is directed to the Mendocino County Code, Civil Service Ordinance, Sections 3.16.130 Dismissal, Suspension or Reduction, and 3.16.140 Appeals and 3.16.70 Hearing of the Civil Service Ordinance, for the procedures to be followed in case of dismissal, suspension, or involuntary demotion of a permanent employee, and for the procedures for appeal therefrom.~~

A.B. Procedures to be followed in imposing discipline on a permanent employee, including appeals therefrom must comply with Chapter 3.16 of the Mendocino County Code. Additionally, the following rules and procedures shall be followed for such proceedings.

1. An appointing authority, or designee, who proposes to discipline an employee who has permanent status in the classified Civil Service, prior to taking such action, shall serve a Notice of Intent to Take Disciplinary Action ("NOI") on the affected person. The notice shall be in writing and shall include the proposed disciplinary action, reasons for taking the proposed action, the charges and materials upon which the proposed action is based, and notification that the employee has the right to respond, either orally or in writing, to the appointing authority.
2. The employee who receives the NOI shall be given an opportunity to respond to the appointing authority, or designee, before the disciplinary action is taken (Skelly Meeting). The employee may affirmatively waive the right to respond. The appointing authority shall give the employee at least five (5) business days following the day of service of the NOI in which to notify the appointing authority that they wish to respond in writing or through a Skelly Meeting. The right to respond will be deemed waived unless the employee's desire to respond is communicated within five (5) business days. Responses, if made, may be oral or in writing and shall be communicated to the appointing authority, or designee at a reasonable time and place designated by the appointing authority. The appointing authority may appoint a Skelly Meeting Officer to hear the employee's response.
3. The appointing authority shall consider the response, if any, of the employee in determining the propriety and nature of disciplinary action.
4. The Order of Discipline shall be in writing and state specific reasons for the action.
5. The Order shall be filed with the Human Resources Director, and a copy thereof shall be personally served on the employee or mailed to them, postage prepaid by registered or certified mail at their address as shown in the County personnel records.
6. The Order of Discipline shall be effective as set forth therein.

C. Appeal to Commission

The employee may appeal an order imposing discipline by providing a written request to appeal to the Civil Service Commission with a copy to the Human Resources Director/Secretary to the Commission, within ten (10) business days after the date the Order was furnished to the employee.

Upon receipt of a request to appeal to the CSC the Human Resources Director shall schedule the appeal pursuant to Mendocino County Code Section 3.16.140.

1. The appellant and the appointing authority or designee are required to attend the scheduled pre-hearing conference.
2. Each party appearing in any appeal shall attend a prehearing conference with their respective counsel, or representative, if any, and shall have a thorough knowledge of the action and resulting appeal; be prepared to discuss it to make stipulations or admissions where appropriate; and attempt to resolve the appeal if possible.
3. The parties, or their respective representatives, are encouraged to confer in person or by correspondence before the date assigned for the pre-hearing conference to reach agreement upon as many matters as possible.
4. At the conference, each party shall identify to the other and to the Secretary of the Commission a tentative list of the documents which they will seek to introduce at the time of the hearing, as well as a tentative witness list.
5. At the time of the conference, the parties will try to simplify the factual and legal issues involved in the appeal. The parties shall also use their best efforts to stipulate to admissions of fact and of documents as will avoid unnecessary proof. At the time of the conference, the parties shall also be prepared to give their best estimation of the time necessary for the hearing of the appeal.
6. Absent good cause therefore, the failure of any person to prepare reasonably for, appear at, or participate in good faith, in a prehearing conference as required by these rules, constitutes an interference with the proceedings of the Commission. Upon such failure, the Commission may order an appropriate change in the calendar status of the action.
  - a. If the Commission finds that the employee or employee representative's failure to appear at, proceed with, or produce information required for the prehearing conference was not justified, then the Commission may dismiss the appeal or impose other appropriate sanctions.

#### D. Disciplinary Appeal Hearings

In the case of a disciplinary appeal hearing, unless the appellant agrees to waive time, the Commission shall hold a hearing within thirty (30) business days after the filing of a disciplinary appeal with the Human Resources Director/ Secretary to the

Commission. Such hearing shall be conducted in closed session unless the applicant requests an open hearing prior to the commencement of the hearing. For both closed and open hearings, the Commission shall adjourn to a closed session, outside of the presence of the parties upon the conclusion of testimony, to deliberate and render a decision. The Commission's decision shall be announced in open session. At a subsequent meeting the Commission shall adopt findings to support the decision and provide notice of the right to seek judicial review of the decision pursuant to California Civil Procedure Section 1094.6.

#### E. Motions and Exchange of Evidence

1. Motions by either party shall be in writing and if based on factual matters, shall be supported by a declaration or declarations, executed under penalty of perjury, and a proof of service. Motions shall be served on the opposing party or their attorney of record and filed with the Secretary of the Commission and its counsel no later than ten (10) business days prior to the date of hearing of the motion.

2. Exchange of Evidence

No later than ten (10) calendar days prior to the date of hearing or such other time as designated by the Commission, each party shall submit to the other party and to the Secretary of the Commission and its counsel, a list of witnesses it intends to call at the hearing, a narrative description of the testimony of each witness, and a list of documents the party intends to introduce into evidence at the hearing. Hearing briefs are not required, but if submitted, must be submitted no later than ten (10) calendar days prior to the hearing. The Secretary may modify these deadlines as appropriate. Failure to comply with this subsection may be grounds for the exclusion of the narrative or documentary evidence not included in the lists set forth herein.

#### F. Subpoenas

1. In accordance with Mendocino County Code Section 3.16.150, the Commission shall have the power of subpoena. The appellant or the appointing authority may request subpoenas to be issued from the Commission Chair (or Vice-Chair, or Secretary to the Commission in the Chair's and Vice Chair's absence), who may issue subpoenas on behalf of the Commission, subject to the following:

- a. ~~(1)~~ a written request for subpoena is submitted to the Civil Service Commission Secretary for transmittal to the Chair or Vice-Chair;
- b. ~~(2)~~ The request for the subpoena(s) shows that the parties to the appeal have been notified of the request, for subpoena, by email, fax or overnight delivery not less than four (4) business days before the request is submitted to the Commission; and
- a.c. ~~(3)~~ No written objection to the issuance of the subpoena is submitted to the Commission Secretary by email, fax or overnight delivery within four (4) business days after having been notified of the subpoena request. In the case of objections, the Commission

shall conduct a hearing to consider the objections and decide whether the subpoenas will be issued.

2. Any person served with a subpoena may object to the subpoena in writing prior to the hearing or may appear and object to the subpoena at the hearing. At the hearing, the Commission shall consider and decide whether the subpoena will be enforced before hearing the evidence offered by the parties.
3. The Commission may continue the hearing to a later date if it overrules objections to a subpoena and additional time is required to serve the subpoena, or to produce evidence sought by the subpoena.
- ~~3.~~4. The party requesting the subpoena has the responsibility to serve the subpoena on the witness.

#### G. Continuances

The Commission may grant a request for a continuance of a scheduled hearing upon a showing of good cause as to why the party seeking the continuance is not able to proceed on the hearing date. Continuance requests must be in writing and may be granted if there is good cause. Any cancellation costs of meeting rooms, hearing officer or court reporter due to inadequate notice may, at the order of the Commission, be borne by the party requesting the continuance. If the parties to an appeal agree to a continuance, such continuance may occur without requiring a determination by the Commission. Such mutual requests for a continuance shall be communicated to the Secretary of the Commission, in writing signed by both parties or their attorneys of record. Upon receipt thereof, the Secretary of the Commission shall reschedule the hearing.

#### H. Settlements and Cancellations

When the parties to an appeal settle the matter in advance of the hearing, they shall notify the Civil Service Commission through the Secretary to the Commission as soon as practicable.

#### I. Hearings Before the Commission

##### 1. Quorum

When an appeal is heard by the Commission, a majority of the Commission shall constitute a quorum. If a Commissioner is absent from any part of a hearing, they shall not be permitted to participate in any further portion of the proceeding unless both parties agree that they may familiarize themselves with the proceedings held during their absence and continue to participate. If the disqualification of a Commissioner reduces the Commission to less than a quorum, and the parties do not agree that the absent Commissioner may continue as provided above, the hearing shall be terminated, and a new hearing commenced as soon as a quorum of the Commission can be assembled or the appeal may be referred to a hearing officer by order of the Chairperson or Vice Chairperson of the Commission.

When only four of the five Commissioners are available and qualified to participate in a hearing, to avoid the risk of a tie vote, one of the four Commissioners shall be excluded from participating.

The determination of which Commissioner shall not participate shall be based on the supervisorial district number, beginning with district 1 proceeding sequentially through district 5.

If the Commissioner from the designated district is not available, absent, recused, or otherwise not participating in the hearing, the next available district in sequential order shall not participate in the hearing.

The skipped district shall retain its place in the rotation for the next hearing in which this process is required.

The Human Resources Director or designee, serving as secretary to the Commission, shall maintain the rotation record.

### 3. Hearing Procedure

The appointing authority or representative shall open the case and present their evidence. The employee shall then present their defense. Thereafter, each side may present rebuttal evidence. Prior to calling their first witness, each side may make an opening statement. After all evidence has been presented by each side, the appointing authority followed by the appellant may make -closing arguments. The appointing authority may also make a rebuttal closing argument.

All rulings on motions, objections to evidence, and rulings on interlocutory questions, shall be made by the Chairperson, subject to objection by any member of the Commission. If objections are raised, the questions shall be discussed by the Commission and the ruling of the Chairperson voted on by the Commission. The vote shall either uphold or overrule the Chairperson.

The Chairperson shall have authority to maintain order during the proceedings of the Commission, and for that purpose to order persons to conform to rules of the Commission and to order persons to leave who in the judgment of the Chairperson are disrupting the hearing.

### 3. Evidence; Examination of Witness

The hearing need not be conducted according to technical rules relating to evidence and witnesses. The Commission shall have the authority to question witnesses during the hearing.

### 4. Counsel

The appointing authority and the employee may be represented at the appeal hearing. The Commission shall be advised by its counsel during a disciplinary appeal hearing.

## 5. Reporter

The proceedings of the Commission shall be reported by a court reporter or recorded with an audio recording device. Either party to an appeal hearing may have a court reporter present to report the proceedings. The cost of the reporter and responsibility for securing a reporter shall be the responsibility of the party desiring the reporter unless the parties mutually agree otherwise. When the parties agree that the reporter is making the official record, any audio recording of the hearing shall not be considered an official record of the proceedings.

## 6. Decision

At the conclusion of the introduction of evidence and argument of counsel, the hearing shall be submitted for decision. The Commission shall retire to deliberate in private without the presence of any persons except the Commission, counsel to the Commission and Commission Secretary as required.

In determining whether the charges have been proved, the Commission must find each separate charge or specification to be sustained by the preponderance of the evidence. Any charge or specification not so sustained shall be rejected by the Commission.

A majority vote of the Commissioners present is required to make a finding or decision. Any decision by the Commission shall specify a finding as to each ground.

Pursuant to Mendocino County Code Section 3.16.150, after reaching a decision, the Commission shall reduce its findings or decision to writing, addressing each charge, with the assistance of its counsel. Prior to adopting written findings required by Mendocino County Code Section 3.16.150, the Commission shall convene in open session to announce a preliminary decision, stating whether the Commission has voted to affirm, modify or revoke the discipline. At a subsequent meeting the Commission shall adopt written findings.

The decision of the Commission shall be final and reviewable immediately upon the adoption of a written decision that includes the Commission's findings.

## ~~C. Prehearing Conference~~

- ~~1. Each party appearing in any appeal shall attend prehearing conferences with their respective counsel, if any, and shall have a thorough knowledge of the action and resulting appeal; be prepared to discuss it to make stipulations or admissions where appropriate; and attempt to resolve the appeal if possible.~~

- ~~2. The parties, or their respective representatives, are encouraged to confer in person or by correspondence before the date assigned for the prehearing conference to reach agreement upon as many matters as possible.~~
- ~~3. Each party shall make reasonable efforts to complete discovery proceedings before the conference.~~
- ~~4. At the conference, each party shall identify to the other and to the Secretary of the Commission the documents which they will seek to introduce at the time of the hearing, as well as a tentative witness list.~~
- ~~5. At the time of the conference, the parties will try to simplify the actual and legal issues involved in the appeal. The parties shall also use their best efforts to stipulate to admissions of fact and of documents as will avoid unnecessary proof. At the time of the conference, the parties shall also be prepared to give their best estimation of the time necessary for the hearing of the appeal.~~
- ~~6. The failure of any person to prepare reasonably for, appear at, or participate in good faith, in a prehearing conference as required by these rules, unless good cause is shown for that failure, is in interference with the proceedings of the Commission. Upon such failure, the Commission may order an appropriate change in the calendar status of the action.~~

#### Hearings Before a Hearing Officer

##### 1. Prehearing Procedure

The Commission shall have the authority to designate a hearing officer to hear an appeal pursuant to the limitations set forth in Mendocino County Code sections 3.16.140 and 3.16.150. If the appeal hearing is referred to a hearing officer, the Commission shall continue the matter on the calendar of the Commission until a date for a hearing before a hearing officer can be set. The Secretary of the Commission shall identify a hearing officer, subject to approval by the Commission. The Secretary of the Commission shall arrange for a hearing at the earliest date, consulting with the parties, and the hearing officer selected by the Commission. As soon as a date for a hearing has been secured by the Secretary, they shall notify the Commission. The Commission at its earliest opportunity shall, in open session with all parties present, refer the hearing to the hearing officer at the time and date arranged.

The parties may agree by written stipulation to waive any of the foregoing formalities. If the parties can stipulate to the selection of a hearing officer, then that individual shall serve as the hearing officer. If a stipulation cannot be reached, then the Commission shall select a hearing officer.

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##### 2. Hearing Procedure

The hearing officer shall have the right to rule on all interlocutory questions of law arising during the hearing and may continue the hearing from time-to-time until the hearing is completed.

##### 3. Action by Commission After Decision by Hearing Officer

The Commission shall meet in open session to receive or act on the proposed decision of the hearing officer but may retire to deliberate on the Hearing Officer's proposed decision, in private without the presence of any persons except the Commission, counsel to the Commission and Commission Secretary as may be required. The Commission may proceed as follows:

If a disciplinary appeal is heard by a hearing officer, they shall prepare a proposed decision in such form that it may be adopted as the decision of the Commission. A copy of the proposed decision shall be filed with the Commission, and a copy of the proposed decision shall be served by the Commission on each party in the case and their representative. The decision shall be accompanied by findings of facts.

The Commission may adopt the proposed decision in its entirety, reject the proposed decision, or otherwise modify the proposed decision as it deems necessary. The decision of the Commission shall be final and shall include the notice required by and be subject to the time limits for seeking judicial review of the decision as set forth in California Code of Civil Procedure 1094.6.

## **Section ~~6-5~~ – Layoffs**

- A. Employees shall be subject to layoff whenever their positions are abolished, or whenever necessary because of lack of work or lack of funds. Layoffs shall be administered in accordance with applicable state and federal law.

### **1. Order of Layoffs**

- a) Whenever it is necessary to layoff one (1) or more employees in a department in which there is more than one (1) employee in the affected class in which the layoff is necessary, employees shall be laid-off in the following order:
  - i. Temporary, provisional, and extra-help employees.
  - ii. Probationary employees.
  - iii. Permanent part-time employees, permanent full-time employees, and permanent part-time employees who are part-time because of the operation of Subsection 5 of this Section.
- b) Within the categories set forth in paragraph 1.a, above, ~~no employee shall be laid-off until those~~ employees in the same class, or in classes in the same ~~occupational classification~~ series in the same department with less total continuous County service in the affected class shall be laid off before those with greater total continuous County service in the affected class, ~~have been laid-off~~. If an employee has terminated from County employment, periods of service prior to such termination shall not be counted towards determining total service.

c) If the calculation of service between two (2) or more employees produces a tie in the length of service, the order of layoff shall be determined as follows:

- i. The employee with the least amount of total continuous service in the department, regardless of class, will be laid-off or displaced first.
- ii. If a tie still exists, the employee with the least amount of total continuous service in the county, regardless of the class, will be laid-off or displaced.
- iii. If a tie still exists, ~~the involved employees shall compete in an examination to be conducted in the same manner as would be used to fill the position if it were vacant, except that if a written exam is used there shall be no oral exam unless it is necessary to break a tie on the written exam.~~ chance will determine who is laid off (e.g. lottery).

## 2. Displacement

- a) If an employee who is laid-off has greater total service in the County than another employee in an ~~occupational~~ classification series, or class previously held with the same or lower salary allocation the employee with the least total service shall be displaced by the senior employee and shall be laid-off.
- b) An employee who is displaced because of layoff may in the same manner displace an employee who has less seniority in accordance with these rules.
- c) Should an employee have the right to displace in more than one (1) class, displacement shall occur first in the class with the highest salary allocation.
- d) After all displacement procedures have been utilized within the department, an employee shall be placed on the Layoff Reemployment list in accordance with these rules.

## 3. Restoration

- a) Each person who has been laid off or displaced from a position in which permanent status was held shall, in writing, be offered restoration to the next position in the same classification to be filled in the County. Should a position in the same classification in the same department become available or should the necessity for layoff or displacement cease to exist within one (1) year after the date of layoff or displacement, an employee shall have the right to be restored to the position within the department of layoff. A candidate for restoration must be available to begin work within three (3) weeks after receipt of the offer, or within any longer period set forth in the offer.

Should the offer not be accepted, the rights to restoration for this position shall be forfeited. An individual shall have the right to waive the offer of restoration twice. Upon the waiver of a third offer, the name of the individual shall be removed from the Layoff Restoration List.

- b) Whenever more than one (1) person has been laid off and/or displaced in the same class in the same department, the order of restoration shall be in the reverse order of layoff.
- c) Whenever a person is unavailable for restoration, the next senior person who is eligible for restoration shall be offered restoration in the same manner and under the same conditions. Should there be no person eligible and available for restoration, the position may be filled as otherwise provided by these rules for appointment to a vacant position.
- d) A person who is unavailable for restoration may, within two (2) weeks after being declared unavailable, request in writing to the Civil Service Commission that consideration be given for further offer of restoration; should such occur within one (1) year after layoff or displacement.  
*(Continued on following page)*

— The request shall contain a full explanation of the reason for unavailability. At the next meeting of the Commission, the Commission shall either grant or deny further offer to restoration. The Commission may specify conditions under which further offer to restoration may be granted.

#### 4. Calculating Service

- a) Service means employment by the County, whether with or without pay status. The length of service shall be calculated by counting calendar days except for:
  - i. Permanent part-time employees, whose service shall be counted in calendar days in proportion to the fixed percentage of full-time work to which the position is budgeted and allocated.
  - ii. Extra-help, whose service shall be counted in actual hours worked.
- b) Calculation of length of service in a particular status or classification shall be counted from the first working day of that employee.
- c) Length of service shall be calculated in order to ascertain the following:
  - i. Service in a class.
  - ii. Service in a department.
  - iii. Service in a class in a department.
  - iv. Service in a status.
  - v. Service with the County.
  - vi. Service for reasons of displacement (under Rule XI Section 6.A.2).
  - vii. Such other purpose as may be required by these rules.
- d) ~~If an employee has terminated from County employment, periods of service prior to the termination shall not be counted towards calculating length of service; however, interruptions of service in a class as a result of layoff, promotion, demotion, probationary status, temporary or provisional assignment in another class, or retirement for service~~

~~connected or non-service connected disability for which the retirement allowance is subsequently canceled by the Retirement Board, shall not constitute a break in service in calculating length of service.~~ Separation from County employment constitutes a break in service, and service prior to the separation shall not be counted toward length of service. The following shall not be considered a break in service for purposes of calculating length of service: layoff, promotion, demotion, probationary service in another class, temporary or provisional assignment in another class, or disability retirement later canceled by the Retirement Board.

## 5. Reduction in Hours

- a) Whenever a layoff due to financial restraints should otherwise be necessary in a department, any regular full-time or part-time employee may, with the approval of the ~~department head~~appointing authority, voluntarily consent to a reduction in hours in place of such layoff. Under such circumstances the following shall apply:
  - i. For the purposes of layoff and displacement, a full-time employee shall retain length of service in the classification just as if employment had continued on a full-time basis.
  - ii. A regular part-time employee shall have length of service calculated at the same fixed percentage of full-time work as actually worked prior to the reduction in hours.
- b) Such schedule of reduced hours shall be for a minimum period of time set by the ~~department head~~appointing authority. Should it be determined that department operations so require, an employee may be recalled to former status, even should the action result in layoffs. The employee may not unilaterally return to former status in the former position until the end of the minimum period.
- c) At the conclusion of the minimum period, the employee and the ~~department head~~appointing authority shall either agree to extend the period, or the employee voluntarily working reduced hours shall be restored to former regular full-time or part-time employment. The employee must be available to resume restored hours within two (2) weeks of a written notice of restoration or shall be declared unavailable and shall be terminated.
- d) If, while assigned to a schedule of reduced hours, an employee is requested to work additional hours for temporary periods, such time worked will not be seen as full or partial restoration to former regular employment.

## ***End of Rule XI***

## RULE XII - LEAVE OF ABSENCE

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### Section 1 – Leave Without Pay

#### A. General Provisions

- ~~1. Department Heads may grant leaves without pay not to exceed five (5) working days to employees of their department.~~ Appointing authorities may grant leave without pay for up to five (5) working days to employees within their department upon request.
- ~~2. Department Heads may grant leaves without pay for periods in excess of five (5) working days, and not to exceed three (3) months, to employees of their department at employee's request, due to illness, disability, pregnancy, or for other reasons when approved by the Human Resources Director.~~ Appointing authorities may grant leave without pay for more than five (5) working days, up to three (3) months, upon request and with approval of the Human Resources Director.
- ~~3. Requests for leaves without pay for periods in excess of three (3) months shall be submitted to the Civil Service Commission for approval or disapproval.~~ Employee requests for leave without pay exceeding three (3) months, up to one (1) year, for reasons that are not protected under state or federal law, shall be submitted to the Civil Service Commission for approval or disapproval, with approval of the appointing Authority, and Human Resources Director.
- ~~4. Requests for leaves without pay for periods in excess of one (1) year for reasons other than military service shall be further submitted, together with recommendations by the Health Officer in cases involving illness or disability, to the Board of Supervisors for approval or disapproval.~~ Employee requests for leave without pay exceeding one (1) year, for reasons that are not protected under state or federal law, shall also be submitted to the Board of Supervisors for approval or disapproval, with approval of the appointing Authority, and Human Resources Director.

#### ~~A. Leave without Pay for Job-Incurred Disability~~

- ~~1. Requests for leaves without pay for disabilities which are determined to be work-incurred as the result of Mendocino County employment shall be approved by department heads for the period following expiration of paid sick leave and vacation until discontinuation of disability compensation payments. Requests for such leaves in excess of one (1) year shall be further submitted with a recommendation by the Health Officer to the Board of Supervisors for approval or disapproval.~~

#### ~~B. Leave without Pay for Military Service~~

- ~~1. Requests for leaves without pay for military service shall be approved by Department Heads and the Civil Service Commission in accordance with applicable law.~~

## B Accruals During Leave without Pay

- ~~1. No employee who is granted a leave without pay, who is absent without leave, or who is suspended without pay shall accrue any paid vacation or sick leave during any period of such leave, absence, or suspension.~~ Employees shall not accrue paid vacation or sick leave while on leave without pay, absent without leave, or suspended without pay.

## C Family Medical Leave

- An employee may request Family Medical Leave ~~(up to twelve [12] weeks of unpaid leave per year)~~ for: any of the reasons allowed by state or federal laws.
  - ~~a) Birth or adoption of a child, or receiving a child for foster care.~~
  - ~~b) The employee's own serious health condition that makes it impossible to perform essential job functions.~~
  - ~~c) The caring of the employee's child, spouse or parent with a serious health condition.~~
- Family Medical Leave shall be granted to requesting, qualified employees in accordance with County policy, ~~State~~ state and ~~Federal~~ federal laws.
- ~~During an approved Family Medical Leave the County shall continue to pay the County share for health insurance premiums and the employee shall be responsible for the continued payment of their share.~~
- Should an employee use the full twelve (12) weeks of continuous amount of leave allowed by state or federal Family Medical Leave laws and request~~need~~ additional leave without pay, the employee must request additional leave from the Civil Service Commission as if the ninety (90) days allowable under Rule XII, Section 1.A have been utilized.; except leave without pay beyond Family Medical Leave that is protected under ~~State~~ state or ~~Federal~~ federal law and not subject to Commission approval, shall be submitted to the Human Resources Director for review and appropriate action.

## Section 2 – Leave With Pay

### A. General Provisions

1. Attention is directed to the Mendocino County Code, Chapter 3.04, Personnel and Salary Ordinance, or applicable MOU, for details concerning the accrual, accumulation, and use of leave with pay.

### Section 3 – Returning to Work After Absence Due to Illness, Injury or Disability

#### ~~B. Returning to Work After Illness or Disability~~

- A. When an employee is absent due to illness, injury or disability, the appointing authority may require ~~that the employee pass a~~ submit medical ~~examination certification releasing the employee~~ prior to return to work. Failure to ~~pass such examination~~ submit such medical certification ~~may~~ shall result, after expiration of the employee's accumulated sick leave, in further leave with pay; leave without pay; and/or separation of the employee, from employment, or other actions as ~~may be~~ authorized in accordance with these rules, until the employee submits the medical release and is cleared to return work.
- B. An employee who has been ~~separated due to a service-connected injury and has been~~ granted a ~~service-connected~~ disability retirement shall, be reinstated, if: (1) if the Retirement Board ~~thereafter~~ determines that such person is no longer so incapacitated ~~and cancels the retirement allowance,~~ and (2) the County offers to reinstate employee in accordance with applicable state and federal laws. ~~if the affected former employee so requests, in writing, be placed on the Reemployment List for reemployment in previously held classification, in accordance with the rules that apply to this list.~~
- B.C. The Human Resources Director shall ~~inform~~ offer reinstatement to such employee, in writing, ~~of this option~~ as soon as possible after the ruling of the Retirement Board. The affected former employee shall have ten (10) calendar days from the date of receipt of this written notice to request placement on the Layoff Reemployment List so that the County may determine if a position is available.
- ~~C. An employee who has been separated due to a non-service-connected injury and has been granted a non-service-connected disability retirement shall, if the Retirement Board thereafter determines that such person is no longer so incapacitated and cancels the retirement allowance and if the former employee so requests, in writing, be placed on the Reemployment List for reemployment in the former classification, in accordance with the rules that apply to that list. The Human Resources Director shall inform such former employee, in writing, of this option as soon as possible after the ruling of the Retirement Board.~~
- D. The date that the Human Resources Director sends the affected former employee written notice of ~~this the~~ option to be placed on the Layoff Reemployment List for possible reinstatement shall be deemed the date of layoff or separation for purposes of implementation of the rules that apply to the Layoff Reemployment Lists.

- E. Should the returning former employee not meet the current minimum qualifications for the position formerly held, the returning employee shall make continuous efforts to obtain the required qualifications ~~work towards the meeting of such requirements~~ as soon as is ~~possible~~ practical. ~~Efforts to obtain minimum qualifications shall be on a continuous basis until the qualifications are met.~~ The employee and the ~~department head~~ appointing authority shall establish a written timetable for meeting ~~such the minimum~~ qualifications. Failure or refusal ~~and/or inability to meet such~~ obtain the required qualifications within the ~~required established timeframe~~ period, or any mutually agreed upon extension ~~thereof~~, may constitute grounds for dismissal or other appropriate disciplinary action.

### **Section 3— Absence Reporting and Recording**

~~A. Every absence of each employee shall be reported and recorded as prescribed in Rule II, Section 5.A.~~

### **Section 4— Appeals**

- ~~A. Appeals for denial of sick leave, or other requests for leave with or without pay will follow the procedure for appeals specified in the Mendocino County Code, Sections 3.16.130— 3.16.150 of the Civil Service Ordinance.~~

***End of Rule XII***

## RULE XIII - POLITICS

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### Section 1 – Political Activity

Refer to the Mendocino County Code, Section 3.16.170 of the Civil Service Ordinance.

***End of Rule XIII***

## **~~RULE XIV – PAYMENT OF EMPLOYEES~~**

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### **~~Section 1 – Time and Manner of Payment~~**

- ~~A. Each employee shall be paid at such time and in such manner as shall be prescribed by the County Auditor-Controller in accordance with applicable law.~~

### **~~Section 2 – Approval of Payroll~~**

- ~~A. The Human Resources Director shall cause each payroll to be compared with the central roster of employees and positions to confirm the following data:~~
- ~~1. Each employee's name, class, and rate of pay.~~
  - ~~2. The proper appointment of each employee in the position in which the employee is to receive pay.~~
- ~~B. The Director shall promptly report any discrepancy to the County Auditor-Controller, who shall withhold payment to the employee concerned until a correct payroll which includes the employee has been approved by the Human Resources Director.~~
- ~~C. The Human Resources Director shall approve each payroll in writing thereon, thereby approving payment to each employee included thereon for whom confirmation has been made of the data enumerated in this Section.~~
- ~~D. Whenever, after approval of any payroll, the Human Resources Director learns of an unreported discrepancy, a separation, an absence, or other information which would reduce the amount to be paid any employee, the Human Resources Director shall immediately so inform the Auditor-Controller. The Auditor-Controller will, wherever possible, withhold payment to the employee concerned until a correct payroll which includes the employee has been approved by the Human Resources Director.~~

***~~End of Rule XIV~~***

## RULE XIV - EMPLOYEE REPORTS

### Section 1 – Performance Reports

- A. The purposes of written employee performance or evaluation reports are to document employee performance over time and assist in the development of County employees. The report provides a process for ~~helps~~ supervisors to evaluate the strengths and ~~weaknesses~~ areas of improvement for ~~of~~ the individual employee. The report helps employees by providing them with feedback as to their job performance, areas for improvement (if relevant) and to offer opportunities and resources for continual growth and development in the performance of their job. The report will be a key tool in determining whether or not an employee has passed the probationary period and for determining merit increases.
- B. All employees of the County shall be evaluated annually by their immediate ~~superior~~ supervisor regardless of their salary step.
- C. ~~Employees~~ serving a probationary period of six (6) months shall be evaluated after the completion of three (3) months and on the completion of five (5) months of their probationary period. Employees serving a regular probationary period of twelve (12) months ~~(i.e., Sheriff's Department employees)~~ shall be evaluated on the completion of three (3), ~~six (6)~~ five (5), and eleven (11) months. Employees whose probation was extended shall be evaluated before the completion of the probationary extension period.
- B.D. \_\_\_\_\_ An evaluation of an employee may be ~~required~~ conducted at such other times as deemed appropriate by the appointing authority.
- C.E. \_\_\_\_\_ ~~Department Heads~~ Appointing authority, or designee shall arrange for an explanation and discussion of the evaluation with the employee concerned. The original of the report shall be filed with the Human Resources ~~Director~~ Department; a copy will be retained for departmental files; and a copy will be furnished to the employee by the department. Employees may make written comments regarding the evaluation which shall be placed with the evaluation in the employee's official personnel file maintained by Human Resources files.
- D.F. \_\_\_\_\_ The Civil Service Commission shall approve ~~the~~ employee performance reports utilized for classified employees ~~form of the "Employees Performance Report."~~ Each employee performance report ~~should~~ must reflect the employee's efficiency, productivity, ability, the quality of work, personal traits, and any other factors which contribute to successful job performance. All ratings below or above standard must be explained in the report.

### Section 2 – Medical Reports

- A. Based on business necessity and job-related reasons, ~~A~~ an appointing authority may direct any employee to undergo a medical examination to determine mental and physical capacity to perform the duties of the position, in consultation with Human Resources. Each determination that an employee is

or is not capable of performing the duties of the position may be made available to the appointing authority and to the employee concerned. All other records pertaining to such examinations shall be retained in the same place and under the same circumstances as other confidential employee medical records.

***End of Rule XIV***

## RULE XV! - ADOPTION AND AMENDMENT OF RULES

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### Section 1 – Adoption and Effective Date

These rules, having been adopted by majority vote of the Civil Service Commission of the County of Mendocino on October 29, 1962, and shall be in force and effect from and after October 29, 1962, and shall supersede all rules previously in effect.

### Section 2 – Amendments

Rules shall be amended by a majority vote of the Commission at a regular or special meeting noticed in accordance with these rules.

The proposed amendment shall first be submitted to the Commission for consideration at a regular or special meeting of the Commission; the proposed amendment shall thereafter be posted upon a public bulletin board maintained ~~in~~ by the Human Resources Department and the Commissions webpage for at least ten (10) calendar days~~;~~ and shall be acted upon by the Commission at the next regular or special meeting following the posting of the proposed amendment.

If approved, the amendment shall become effective immediately unless another effective date is fixed by the Commission.

***End of Rule XV!***

## APPENDIX — HISTORY

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The Civil Service Rules were last amended and adopted in September of 1997. All subsequent amendments shall be identified within this appendix.

### **May 20, 2015 Adopted Modifications:**

- ~~Addition of title page, table of contents, and appendix.~~
- ~~All formatting and outlining updated for consistency.~~
- ~~Minor grammatical and spelling corrections made throughout.~~
- ~~All references to past Civil Service Rules revisions or amendments removed.~~
- ~~All references to codes or rules verified and corrected if necessary.~~
- ~~All references to “Personnel Department” or “Central Personnel Office” changed to “Human Resources Department.”~~
- ~~All references to “Personnel Director” or “Director of Personnel” changed to “Human Resources Director.”~~
- ~~All references to “Civil Service Ordinance” clarified as to their specific sections of the Mendocino County Code.~~
- ~~Reference to “County Clerk” changed to “County Assessor-Clerk-Recorder.” (Rule I, definition of “Temporary Position”)~~
- ~~References to “County Administrator” changed to “County Chief Executive Officer.” (Rule III, Sections 2.A and 3.A)~~
- ~~Appeal process modified to extend appeal submission deadline, condense HR response deadline, amend the hearing process, and elaborate on grounds for appeal. (Rule IV, Sections 3.B.1 - 2; and Rule V, Sections 5.D.1 - 4 [now 5.D.1 - 5.D.5])~~
- ~~Examination scoring process modified to eliminate outdated performance examinations. (Rule V, Section 4.E - G [now 4.E])~~
- ~~Expiration of employment lists modified to condense the expiration period. (Rule VI, Section 12.B - C)~~
- ~~Family Medical Leave applicability clarified. (Rule XII, Section 1.E.4)~~
- ~~References to “Mendocino County Auditor” changed to “County Auditor-Controller.” (Rule XIV, Sections 1.A, 2.B, and 2.D)~~

### **June 17, 2015 Adopted Modifications:**

- ~~References to “Chairman” changed to “Chairperson.” (Rule II, Section 2.A.1 and 2.B.2)~~
- ~~Election of Commission Chairperson changed to the first meeting in July. (Rule II, Section 2.A.1)~~
- ~~Meeting cycle updated to reflect monthly meeting schedule. (Rule II, Section 2.B.1)~~
- ~~References to the “Rule of 5” modified to allow for the certification of no less than three (3) and no more than ten (10) of top-ranked candidates to appointing authorities. (Rule III, Section 6.A; Rule VI, Section 7.A.5; Rule VII, Section 2.A - C; and Rule VIII, Section 2.A - B)~~
- ~~References to the “mailing” of notices changed to the “issuance” of notices (or similar verbiage), and also reference to the timeframe of said notices clarified throughout.~~

**September 16, 2015 Adopted Modifications:**

- ~~Appeal process related to applicant disqualification clarified. (Rule IV, Sections 3.B.1 and 3.B.3)~~
- ~~Appeal process related to examination results clarified. (Rule V, Sections 5.D.2 and 5.D.5)~~

**January 18, 2017 Adopted Modifications:**

- ~~Sentence added to clarify that discipline imposed after Notice of Intent and Skelly process is implemented by a written Order of Discipline to the employee that will include notification of their right to appeal the action. (Rule XI, Section 3)~~
- ~~Modified to reflect no appeal process for dismissal or layoff during probationary period. (Rule XI, Section 3.D.1)~~
- ~~Modified to include County Policy 10, DFEH, and EEOC as complaint avenues for release during probation when discrimination is alleged. (Rule XI, Section 3.D.2)~~
- ~~Modified to add clarifying citation of Civil Service Ordinance. (Rule XI, Section 5.A)~~
- ~~Section added to address subpoena process. (Rule XI, Section 5.B)~~
- ~~Rule XI, formerly Section 3.C Pre-Hearing Conference moved to Section 5.C and clarifying language added. (Rule XI, Section 5.C)~~

**June 20, 2018 Adopted Modifications:**

- ~~Definitions updated to modify or add the following: Alternate Class, Alternate Position, Notice of Intent, Order of Discipline, Permanent Employee, Permanent Status, and Skelly Hearing. (Rule I)~~
- ~~Clarified process for Chair and Vice Chair. (Rule II, Section 2.A.1 and B.2)~~
- ~~Clarified status of incumbent in positions after change in classification. (Rule III, Section 4.B)~~
- ~~Added clarifying language related to accommodations under ADA in the examination process. (Rule V, Section 2.7)~~
- ~~Added clarification to exam answer sheet review process. (Rule V, Section B.1)~~
- ~~Clarified employment lists, removed redundancy related to requesting name be added back to list after removal, upon the expiration of lists and renumbered subsequent sections. (Rule VI, Section 2.A.5 [now removed], Section 7.C, Section 8 [now removed], and Section 11 [now Section 10].)~~
- ~~Defined extending layoff restoration list at the request of individuals on the list. (Rule VI, Section 12 [now Section 11])~~
- ~~Removed word "uncertified" as unnecessary/redundant. (Rule VII, Section 2.F)~~
- ~~Modified provisional appointment to allow HR Director to approve on Commission behalf. (Rule VIII, Section 2.A and 2.C)~~
- ~~Updated Penal Code sections to reflect updates; added the words "at least" to duration of probationary period. (Rule IX, Section 2.F)~~
- ~~Clarified probationary period and process for extending probation period. (Rule IX, Section 3.A, B, and C)~~
- ~~Added missing word "is." (Rule IX, Section 4.6)~~

- ~~Modified/clarified dismissal or layoff of probationary period to including completing the remainder of a probationary period of interrupted by a subsequent probationary period and subsequently returned to former probationary period; and to include returning to original probationary position is at the discretion of the returning appointing authority. (Rule XI, Section 3.C)~~
- ~~Corrected reference to Subsection E, changing to Subsection 5. (Rule XI, Section 6.A.1.a.iii)~~
- Added the word "Layoff" to clarify the Layoff Restoration List. (Rule XI, Section 6.A.3.a)



# Civil Service Rules

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**Amended and Adopted by the  
Mendocino County Civil Service Commission on  
March 18, 2026**

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## RULE I - DEFINITIONS

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The following words and terms used in these rules shall have the meaning indicated below unless the context clearly indicates otherwise.

### **Allocation of Class**

The official determination that employees in a particular class shall be compensated at a specific salary or salary range.

### **Allocation of Position**

The official authorization for a specific position to be utilized by a specific department.

### **Alternate Class**

A classification level in a series, to which a position may be alternately filled.

### **Alternate Position**

A single position that may be filled alternatively by an employee at two (2) or more levels within a classification series, at the discretion of the appointing authority. The class to which the position is allocated shall be considered as the normal working level of such position, and each lower alternate class shall be construed as a level suitable for recruitment and training.

### **Announcement**

A public job posting to fill a full-time, part-time, or extra-help position.

### **Applicant**

An individual who submitted a formal application for employment in accordance with these rules. The term does not include any individual who has indicated either orally or in writing interest in employment.

### **Appointing Authority**

The board, commission, group of people, officer, department head or individual having the power by lawfully delegated authority to make appointments to or removal from positions in the County service in a specified department.

### **Appointment**

The designation of an individual for employment in a specific position and is effective on the date the individual begins work in the position.

### **Appointment at Lower-Level Class**

The reassignment of an employee, whose name is on an employment list certified to the appointing authority, to a class which is allocated to a lower salary or salary range that is not of closely related class or series of the class to which the employee is currently assigned. This is not considered a demotion when an employee submits an application to compete for the lower-level class and is selected.

### **Business Day**

Days when the County offices are open for business, normally excluding weekends and official county, state and federal holidays when county, state and federal offices are closed.

**Calendar Year**

January 1st and including December 31.

**Candidate**

An applicant for employment who has been placed on an employment list.

**Certification**

The official notification to an appointing authority of those qualified candidates who may be appointed to a vacant position in the classified service.

**Classification (Class)**

The title assigned to a position of employment in accordance with Mendocino County Code Section 3.04.010(B) defined by its assigned duties, authority, responsibility, and work environment

**Classification Series (Class Series)**

A group of classifications with similar duties, responsibilities and qualifications ranked from lowest to highest by the level of supervision each position requires.

**Classification Plan**

An orderly arrangement of all positions into classes.

**Classified Service**

The title assigned to a position of employment that has been defined by the assigned duties, authority, responsibility, and work environment. All positions in the County service except those specifically placed in the "unclassified" service.

**Closely Related Class**

Any class that has been determined by the Human Resources Director or designee to have sufficiently similar duties and minimum qualifications to make a change of status compatible.

**Compensation**

The salary, wage, allowances, and all other forms of valuable consideration earned by or paid to an employee by reason of service in any position, excluding reimbursement for necessary expenses incurred by employees.

**Continuous Service**

Continuous employment with the County, without a break in service, in positions within the Civil Service system.

**County**

The County of Mendocino.

**Cut-Off Point**

The point in a ranking of examination scores which is determined by the Human Resources Director or designee as equaling the minimum passing score established for that examination.

**Demotion**

The reassignment of an employee from a position in one (1) class to a position in another class which is allocated to a lower salary or salary range. Demotion may occur voluntarily or as a disciplinary action.

**Department**

A branch of the County Government with one (1) or more employees under the specific charge of an elected official or appointing authority.

**Discipline**

For all non-peace officer classifications, discipline includes dismissal, suspension or reduction in rank or compensation. For all peace officer classifications, discipline includes dismissal, suspension, reduction in rank or compensation or the issuance of a written reprimand.

**Dual Position**

The filling of a position with two (2) incumbents to permit the replacement of one (1) incumbent who has given notice of resignation, or is otherwise vacating the position, or who is absent due to long-term leave of absence. An employee in a dual position shall have either permanent, probationary, or provisional status, to be determined as provided in these rules for employees in a permanent position. The position must be filled with the same classification and salary grade as the existing incumbent.

**Eligible Candidate or Eligibles**

Candidates whose names are on the employment register for a given class.

**Emergency Appointment**

A temporary appointment made in an emergency situation under conditions specified in these rules.

**Employee**

Includes any individual legally defined as an officer or employee of the County of Mendocino.

**Employment List**

A list of names, arranged in rank order, of candidates who have been found qualified for employment in a specific class.

**Employment Register**

A consolidated listing of the names of candidates appearing on all employment lists for the same class of positions.

**Examination**

One (1) or more of the methods authorized by these rules to determine the qualifications of one (1) or more applicants, also known as a test.

**Exempt Employee**

An employee who is exempt from these rules pursuant to Mendocino County Code, Section 3.16.100 of the Civil Service Ordinance.

**Extra-Help Employee**

Employment that is temporary, seasonal, or intermittent in nature (on-call). Extra-help employment is exempt from these rules.

**Final Filing Date**

The last date on which an applicant may apply for a given examination or a given position.

**Fiscal Year**

July 1 to, and including, June 30.

**Form Test**

A written examination which is prepared for repeated administration to different groups of applicants.

**Full-Time**

Forty (40) hours per week.

**Hearing**

A public meeting of the Civil Service Commission at which the adoption or amendment of these rules and/or other personnel matters may be considered.

**Hearing Officer**

An individual selected to act as the presiding officer at a disciplinary appeal hearing. "Hearing Officer" shall have the same meaning as "referee", as used in Section 3.16.140 and 3.16.150 of the Mendocino County Code.

**Human Resources Department**

The office of the Civil Service Commission of the County of Mendocino.

**Incomplete Application**

An application submitted that is not complete, including such statements as "see resume" or any missing information required, as stated on the recruitment posting. Only content listed on a submitted application may be used or expanded upon for an application appeal.

**Layoff**

The involuntary separation of an employee due to the abolition of a position, lack of work, lack of funds, or other cause unrelated to the employee's job performance. "To be laid off" means to be separated from employment for the reasons stated herein.

**Layoff Displacement**

The bumping of an incumbent due to a reduction in force by a more senior employee within the same department who previously held permanent status in the same classification as the displaced employee.

**Minimum Qualifications**

The minimum required education, experience, certifications and/or licenses, or other requirements stated in the classification specification.

**Notice of Intent**

A written notice informing an employee of the appointing authority's intent to take disciplinary action against the employee. The notice includes a statement of fact, the charges against the employee, and citation of the section(s) of the Civil Service Rules which act as the basis upon which the appointing authority intends to take the disciplinary action.

**Open Examination**

A competitive examination in which any qualified applicant may participate.

**Order of Discipline**

A written order informing an employee of disciplinary action to be imposed and the employee's right to appeal to the Civil Service Commission.

**Part-Time Employee**

An employee who is appointed to perform fewer hours of work than a full-time employee in the same class.

**Permanent Employee**

An employee who has attained permanent status through the successful completion of the probationary period during continuous employment.

**Permanent Position**

Any allocated position in a classification which has required, or which is likely to require, the services of an employee without interruption for more than six (6) months.

**Permanent Status**

The status of an employee who is lawfully retained in a position after the successful completion of the probationary period provided in these rules.

**Personnel File (Official)**

An employee personnel file is the official employment record maintained by the Human Resources Department, containing essential documents related to an employee's work history, performance, and status.

**Personnel Transaction**

Form documenting the appointment, separation, salary or reassignment of an employee.

**Position**

An assignment with duties and responsibilities calling for the full-time or part-time employment of one (1) incumbent in the performance and exercise thereof.

**Probationary Period**

A period which is used for the adjustment and evaluation of a newly appointed or reassigned employee. Probationary period may be extended as provided in these rules.

**Proctor**

An individual designated by the Human Resources Director or designee to conduct an examination.

**Promotion**

The reassignment of an employee from a position in one class to a position in another class which is allocated to a higher salary or salary range.

**Promotional Examination**

A competitive examination in which any qualified County employee with at least six (6) months of continuous full-time employment may participate.

**Promotional List**

A list of names, arranged in rank order, of qualified County employees for employment in a specific class.

**Provisional**

An appointment made in the absence of a sufficient number of candidates on an employment list, pending a competitive examination, as provided in these rules.

**Reassignment**

The separation of an employee from one (1) position and the concurrent appointment to another position.

**Reclassification**

A change in allocation of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level based on substantial changes in the kind, difficulty, or responsibility of duties performed in such position. Reclassification shall not be construed as promotion or demotion.

**Request for Certification**

The official request from an appointing authority for the Human Resources Director, or designee to certify candidates for appointment to a vacant allocated position in the classified service.

**Resignation**

The voluntary termination by an employee from employment.

**Seniority**

Privilege status attained by length of continuous service as a permanent employee.

**Separation**

The termination of employment of an individual.

**Series**

One (1) or more classes in the same occupational, professional, or functional field.

**Skelly Conference**

A pre-disciplinary conference with the appointing authority or designee during which an employee may respond to the charges outlined in a Notice of Intent. The meeting is conducted at the employees' request prior to the issuance of an Order of Disciplinary Action.

**Standing**

The rank order of each candidate on an employment register fixed in accordance with the final examination score, reemployment date, or reemployment status, as the case may be.

**Title or Class Title**

The official name given to each class of positions.

**Transfer**

The reassignment of an employee from one position to another position in the same class; or from a position in one class to a position in another class which is allocated to the same salary range and for which the employee possesses the required minimum qualifications.

**Unclassified Service**

Positions listed in the Mendocino County Code, Section 3.16.100 of the Civil Service Ordinance.

**Waiver**

The voluntary relinquishment by a candidate of standing on an employment register for one (1) or more certifications, or for a specified or unspecified period of time.

**End of Rule I**

## **RULE II - ORGANIZATION AND ADMINISTRATION**

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### **Section 1 – Civil Service System**

The Civil Service System of the County of Mendocino must be administered based on merit principles of employment and promotion to ensure that the most qualified individuals are selected for County service. In doing so, the system must consider and balance the interests and responsibilities of the following:

1. The public;
2. The Human Resources Director and staff, who are responsible for implementing and overseeing the merit-based system;
3. Department management;
4. Elected officials; and
5. County employees and their representative organizations.

### **Section 2 – Civil Service Commission**

#### **A. Chair and Vice-Chair**

1. The order of the Chair and Vice-Chair will be designated by district. At the first meeting in July of each year, or the soonest meeting thereafter, if no meeting is held in July, the Chair and Vice-Chair will rotate, with the Vice-Chair becoming Chair and the next district Commissioner becoming Vice-Chair. Should the incoming Chair decide not to assume the role of Chair, the duty will pass to the incoming Vice-Chair, and rotation will continue as set forth herein.

#### **B. Meetings**

1. Regular public meetings shall be held on the third Wednesday of each month. If the regular meeting falls on a holiday, the meeting shall be held on the first regular workday immediately following the holiday.
2. Special meetings shall be held at the request of the Chair or any of the five (5) members of the Civil Service Commission.
3. Three (3) members, constituting a majority of the Commission, shall constitute a quorum for the transaction of business.
4. Written notice of and an agenda for each regular meeting of the Commission shall be posted at least seventy-two (72) hours in advance thereof on the bulletin board of the Human Resources Department and Mendocino County's website and otherwise comply with State Law, and shall be mailed, emailed or delivered at the same time of posting to each individual entitled to such notice.
5. Written notice of and for an agenda for each special meeting of the Commission shall be posted at least twenty-four (24) hours in advance thereof on the bulletin board of the Human Resources Department and Mendocino County's website and otherwise comply with State Law, and shall be mailed, emailed or delivered at the same time of posting to each individual entitled to such notice.

6. Each meeting shall be conducted in accordance with the most recent edition of Robert's Rules of Order and the applicable provisions of the Brown Act (Gov. Code Section 54950 set. seq.).
7. Communications and requests to the Civil Service Commission shall be made in writing (c/o the Human Resources Director). The substance of such requests and the action taken thereon shall be incorporated in the meeting minutes.

### **Section 3 – Human Resources Director**

- A. The Human Resources Director shall:
1. Perform and discharge, under the direction and control of the Civil Service Commission, such authority and duties as are delegated.
  2. Carry out all procedures in the administration of the classified personnel in conformity with the provisions of the Civil Service Ordinance (Title 3, Chapter 3.16 of the Mendocino County Code) and the rules of the Civil Service Commission.
  3. Conduct examinations, prepare and maintain employment and reemployment lists, and certify the names of candidates for employment.
  4. Manage and maintain personnel records, Civil Service Commission records, and prepare Commission meeting agendas and minutes.
  5. Direct and supervise Human Resources staff in the performance of their duties.
  6. Administer, maintain, and adjust the Classification Plan and recommend rates of pay for each classification of position to the Board of Supervisors.
  7. Maintain the central roster of employees and positions.

### **Section 4 – Roster of Employees and Positions**

A central roster of employees and positions shall be maintained in the Human Resources Department. It shall include the record of employment of each employee in the classified service, including dates of service, positions held, rate of pay received, vacation and sick leave balances, and such other information as may be deemed appropriate.

### **Section 5 – Reports by Appointing Authorities**

- A. Each appointing authority shall promptly report in writing the following matters to the Human Resources Director or designee:
1. Requests for certifications of candidates.
  2. Appointments of all employees.
  3. Separations of any employees, with reasons.
  4. Promotions, demotions, and transfers of all employees.
  5. Leaves of absence, with or without pay.

6. Disciplinary actions, with reasons therefor following Rule XI.
7. Refusal or failure of certified candidates to accept employment.
8. Other matters which the Civil Service Commission may direct.

End of Rule II

## **RULE III - CLASSIFICATION**

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### **Section 1 – Classification of Positions**

All positions established by the Board of Supervisors, except those specifically excluded by Mendocino County Code, Section 3.16.100 of the Civil Service Ordinance, shall be classified and given appropriate classification titles by the Civil Service Commission. Each class established pursuant to these rules shall include all positions sufficiently similar in duties and responsibilities to meet the requirements as specified under the definition of “class.”

### **Section 2 – Changes in Classification or Positions**

- A. Whenever an appointing authority finds that a new classification is needed, or a significant change has occurred in the duties and responsibilities of an existing position, a written memo containing the significant facts shall be submitted to the Civil Service Commission (c/o the Human Resources Director), with a copy to the County Chief Executive Officer.
- B. The Human Resources Director, upon the written request of an appointing authority, employee, or upon their own initiative, may review the classification of any existing position due to:
  - 1. a significant change in duties and responsibilities
  - 2. creation of a new class in which such a position may be more appropriately classified
  - 3. abolition
  - 4. a combination of any existing positions or classes
  - 5. the request of the Commission
- C. Following a review pursuant to this Section, Human Resources shall provide a written report on the findings of the request and make a recommendation to the Civil Service Commission, at which time the appointing authority and the incumbent of each position reviewed will be given the opportunity to speak to the matter.
- D. When reviewing the classification of any position, each prospective class shall be considered in its entirety, with particular reference to its class specifications and to its relation to other classes in the County service. Likewise, the positions shall be considered in relation to other positions in each prospective class or classification series.
- E. Where the Commission finds that there are significant factors that justify a change in the classification of a position, and that such factors have been characteristic of the position over a period of time or throughout the service of the incumbent in the position, it shall reclassify the position.
- F. Where the Commission finds significant factors that justify a change in the classification of a position, but do not warrant reclassification, the Commission shall recommend to the Board of Supervisors that the position be abolished and replaced with a new position in the appropriate class.

### **Section 3 – Status of Incumbent in Position After Change in Classification**

- A. When a position is reclassified from one (1) class to another class, the incumbent shall retain the same probationary status as held in the former classification. If the reclassification results in a monetary change, the incumbent shall be placed at the nearest salary step that does not result in a monetary loss, excluding any pay differentials, pay premiums or temporary assignment.
- B. When a position is reclassified from one (1) class to a class that may be filled with two (2) or more alternate levels in the same classification series, the incumbent shall continue in the position, or in an alternate level in the same classification series in which the incumbent is currently performing based on the classification study. If the incumbent is performing at the journey level and is no longer on probation, a new probationary period is not required.
- C. When a position is abolished and replaced with a new position in a different class, any incumbent in such position may qualify for reassignment to the new position in the manner provided by these rules.

#### **Section 4 – Class Specifications**

- A. For each class, the Civil Service Commission shall adopt and maintain written class specifications, which must include the following:
  - 1. The definition of the class shall be a general description of the kind of work performed by employees of the class. It shall not be considered as an all-inclusive list of duties.
  - 2. A summary of tasks typical of the class, which will illustrate examples of work typically performed. The summary need not include all tasks typical of the class. The presence or absence in the class specifications of tasks performed in each position shall not be considered as conclusive evidence of the classification of the position.
  - 3. A statement of the minimum or desirable qualifications for the class, including knowledge, skills, and abilities.
  - 4. A list of duties that can be essential for the successful performance in the class.

#### **Section 5 – Class Minimum Qualifications**

- A. For each class, the Civil Service Commission shall establish minimum or desirable qualifications, which shall be met by each candidate for employment with the County of Mendocino
- B. All minimum qualifications that these rules specify shall be met by each applicant for employment with the County of Mendocino. They need not be repeated in individual class specifications.
- C. When applicable, any qualifications required by law or the State Merit System for a given class must be met or exceeded by the qualification established by the Civil Service Commission. In the absence of Commission-established qualifications, the legal or State Merit System requirements shall apply.

**Section 6 – Use of Class Title and Working Titles**

The official class title of each position shall be used in all official personnel and fiscal records, and all official personnel transactions. However, an appointing authority may assign other appropriate working titles which do not conflict with official class titles.

End of Rule III

## **RULE IV - ANNOUNCEMENTS AND APPLICATIONS**

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### **Section 1 – Announcements**

- A. The Human Resources Department shall make a public announcement of each class for which certification to fill an allocated permanent, full-time or part-time position is approved. Such announcement must be made for a minimum of (2) weeks for open recruitment and a minimum of one (1) week for promotional opportunity recruitment, before the final filing date.
- B. For each such class, a job posting shall be prepared and distributed, which must include the following information:
  - 1. The official class title.
  - 2. The salary range.
  - 3. The final filing date, unless otherwise stated as continuous, and method of filing applications to comply with such date.
  - 4. The location at which applications may be filed.
  - 5. A statement that references information from prior employers and other background information obtained on a confidential basis will not be made available to applicants unless required by law.
  - 6. The minimum or desirable qualifications, including any licenses and/or certifications.
  - 7. A summary of the definition and typical tasks of the class.
  - 8. The conditions of competition, including the minimum passing score; and the relative weights assigned to different exams.
  - 9. Physical and mental requirements of the essential functions of the position, with or without reasonable accommodation.
  - 10. Environmental factors.
  - 11. Any other information which is believed to help prospective applicants to understand the nature of the employment and the procedure necessary to participate in the competition.

### **Section 2 – Applications**

- A. Application Forms
  - 1. The Human Resources Director or designee shall define official application forms to be completed by each applicant for Mendocino County employment. Application materials are confidential, become the property of Mendocino County once submitted and will not be returned.
  - 2. All applicants must submit an official application form detailing their employment history and relevant personal information for each recruitment they wish to be considered for.
- B. Filing Period

1. All applications must be submitted as described in the corresponding job posting to the Human Resources Department or postmarked on or before the final filing date. Applications may be accepted on a continuous filing basis when so announced and shall be subject to appropriate periodic cut-off dates to be determined by the Human Resources Director or designee.

C. General Qualifications

1. All applicants for employment with Mendocino County shall meet the following qualifications:
  - a) If hired, each applicant shall be required to show authorization to work in the United States.
  - b) Each applicant shall meet or exceed the minimum qualifications established and announced for the class for which they apply.
  - c) Each applicant shall possess the mental and physical ability to perform the duties essential to the class with or without reasonable accommodation.

### Section 3 – Disqualification

A. Reasons for Disqualification

1. The Human Resources Director, or designee, may refuse to examine an applicant, remove a candidate's name from the employment list, or refuse to certify a candidate for any of the following reasons:
  - a) When found to lack any of the minimum qualifications established for the class.
  - b) When the applicant has made a false statement of material fact or has practiced or attempted any deception, fraud, or misconduct in connection with the application or any part of the examining process.
  - c) Incomplete application.
  - d) Failure to pass any background check required for the position,
  - e) When terminated from County service for cause during the previous twelve (12) months.
  - f) When terminated from County service during a probationary period in the same classification and the same department during the previous twelve (12) months.
  - g) Any other basis for disqualification identified in these rules, County Code or required or allowed pursuant to state or federal law or regulation.
2. An applicant disqualified for any of the above reasons shall promptly be issued a notification of disqualification

B. Appeal of Disqualification

1. An applicant disqualified in any of the manners provided in this Section, except for Section 3A.1.e and f, may appeal in writing to the Human Resources Director, or designee. Any such appeal must contain the specific reasons why the applicant believes the appeal should be granted, including addressing the basis for disqualification. It must be delivered or postmarked no later than seven (7) calendar days after the date of the notice of disqualification. Receipt of an appeal for disqualification does not delay the subsequent steps in the recruitment process, up to and including hiring. The Human Resources Director or designee shall investigate the facts involved and shall grant or deny the appeal and inform the appellant in writing no later than fourteen (14) calendar days after the appeal was filed.
2. If the appeal is not granted by the Human Resources Director or designee, the appellant may request in writing within seven (7) calendar days of the date on the written notice of denial ("Appeal Deadline") that the Human Resources Director advance the original appeal to the Civil Service Commission.

The Commission shall hear the facts involved at its next regular meeting during closed session and shall grant or deny the appeal. Appeals received less than seven (7) calendar days prior to the next regular meeting will be placed on the agenda for the next regular meeting to be held not less than seven (7) calendar days after the appeal was received.
3. If an appeal is granted, the appellant will be invited to participate in the examination process. When granting of such appeal results in a change to a corresponding employment list, the list will be corrected in accordance with Rule VI, Section 10.
4. Incomplete appeals, or appeals not delivered, postmarked, or received by the appeal deadline will be rejected by the Human Resources Director or designee. Rejected appeals have no standing to be heard by the Commission

#### **Section 4 – Qualifications for Veterans Preference**

- A. Each candidate who is successful in an open examination and who has submitted with the application a report of separation under honorable conditions or similar document showing honorable service in one of the armed forces of the United States of America shall receive an extra credit of 5% of the earned credits for Veterans Preference as provided in the Mendocino County Code, Section 3.16.120(H) of the Civil Service Ordinance.
- B. Under the provisions of the Mendocino County Code, Section 3.16.120(H) of the Civil Service Ordinance, an additional 5% of earned credits shall be given to any veteran who provides documentation of service-connected disability rating by the State Department of Veterans Affairs.

#### ***End of Rule IV***

## RULE V - EXAMINATIONS

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### Section 1 – Scheduling of Examinations

The Human Resources Director or designee shall schedule competitive examinations as the needs of the service require. Examinations may be scheduled in anticipation of future vacancies.

An examination may be scheduled and conducted as a promotional examination, as an open examination, or as both. A promotional examination shall be conducted exclusively where a sufficient number of qualified County employees are available to ensure fair competition and a reasonable selection of candidates for appointments.

### Section 2 – Types of Examinations

- A. Each examination may consist of one or more assessment methods designed to fairly evaluate the qualifications of applicants or any other valid, job-related assessment method determined by the Human Resources Director. Assessment methods may be used individually or in any combination. All examination materials are confidential and shall not be available for review by any applicant or their representative. All examinations and assessment methods shall be job-related and designed to evaluate the knowledge, skills, abilities, competencies, and other qualifications necessary to perform the duties of the classification.
1. WRITTEN: A written examination designed to measure a candidate's knowledge, skills, abilities, or other job-related qualifications. Written examinations may be administered in paper, electronic, or other approved formats. A written examination shall be included when required by law or as a condition of state or federal funding.
  2. ORAL: A structured oral examination or interview conducted to evaluate a candidate's knowledge, communication skills, judgment, problem-solving abilities, interpersonal effectiveness, competencies or other job-related qualifications.
  3. APPLICATION APPRAISAL: An evaluation conducted without requiring candidates to appear for a scheduled testing session. The assessment may include review of complete employment applications, supplemental questionnaires, certifications, education, experience, or other submitted materials to evaluate job-related qualifications.
  4. BACKGROUND: An assessment conducted to verify information provided by the candidate and evaluate suitability for employment. A background examination may include verification of employment history, education, licenses, certifications, references, criminal history, driving record, fingerprinting, or other job-related investigations as authorized by law and County policy.

5. PERFORMANCE: An examination requiring candidates to demonstrate the practical knowledge, skills, or abilities necessary to perform the essential functions of the position through work samples, simulations, demonstrations, practical exercises, or other performance-based assessments.
6. PHYSICAL: An assessment of a candidate's physical ability to safely and effectively perform the essential functions of the position. Physical agility examinations shall be administered only when job-related, consistent with business necessity, and in compliance with applicable federal and state laws.
7. MEDICAL: A medical examination conducted by a licensed physician or other qualified health care provider familiar with occupational medicine, to determine whether a candidate can safely perform the essential functions of the position, with or without reasonable accommodation. Medical examinations shall be conducted only when authorized by applicable federal or state law and, except where otherwise permitted by law, only after a conditional offer of employment has been made. Records of such examinations shall be confidential and shall not be available for review by candidates, appointing authorities, or members of oral interview boards.
8. TRAINING & EXPERIENCE: (T&E) An assessment of an applicant's education, training, work experience, certifications, and other job-related qualifications using a structured rating process. A T&E assessment may include supplemental questionnaires or other documented evaluation methods designed to measure the knowledge, skills, abilities, competencies and qualifications necessary for successful job performance.

### **Section 3 – Conduct of Examinations**

Each examination shall be conducted to afford each qualified applicant an equal opportunity to compete.

- A. The Human Resources Director or designee shall designate the time, place, and type of each examination; the conditions under which it shall be conducted; and the proctor to conduct the examination.
- B. Each applicant who competes in a written examination may be assigned an identification number which shall be used in lieu of a name or other identifying data on each answer sheet. Unless otherwise dictated by the examination rental agency.
- C. For each oral examination, the Human Resources Director or designee shall appoint one (1) or more oral interview boards, as needed. Such boards shall consist of individuals known to be interested in the advancement of public service and in the selection of effective personnel. At least one (1) member of each board shall be technically familiar with the work of the class (subject matter expert) and is not the appointing authority or selection decision maker.

- D. Each candidate in an examination which includes physical exertion or other activity that may result in injury or damage to the candidate or the candidate's property may be required to execute a document releasing the County from any and all liability in connection with the examination. Failure to execute such a document when requested to do so shall result in disqualification of the candidate.
- E. Failure to follow instructions of any examination process or otherwise interfering with the orderly conduct of any examination may result in the applicant being disqualified.

#### **Section 4 – Scoring of Examinations**

- A. The Human Resources Director or designee shall determine a procedure for scoring each examination which will give due weight to each portion of the examination, and which will afford each qualified applicant with an equal opportunity to compete.
- B. The Human Resources Director or designee shall establish a minimum passing score for each written, oral, and application appraisal examination which shall be set forth in the job posting. Applicants who do not achieve the minimum passing score in any portion of an examination will be eliminated from competition in any further portion of the examination. Disqualified applicants so eliminated will be notified promptly in writing.
- C. Each written examination shall be scored and the cut-off point established before the name of any applicant is revealed to the individual scoring the examination, or the appointing authority, or their designee.
- D. Each performance, physical, and medical examination shall be scored in a manner that will determine:
  - 1. The successful candidates, if any, with their rankings, if any, who may compete further.
  - 2. The unsuccessful candidates, if any, shall be eliminated from further competition and so notified promptly in writing.
- E. The Human Resources Director or designee may accept the request of an applicant to use a passing score for future written examinations when:
  - 1. The examination is not more than three (3) years old or otherwise determined by the exam agency.
  - 2. The examination content and/or scoring has not changed, or
  - 3. The score used is from an exam folder that is currently maintained by the Mendocino County Human Resources Department.

#### **Section 5 – Appeal of Examinations**

- A. Appeals
  - 1. Unless otherwise provided herein, any applicant who competes in an examination may appeal the examination results to the Human Resources Director on any of the following grounds:

- a) Incorrect scoring of examination, defined as a computational error in calculating an applicant's final score in an examination process, or the incorrect assignment of a candidate's standing on an employment list.
  - b) Unfair or improper conduct of examination, defined as a departure from the announced selection process for the position or any deviation from the Conduct of Examinations, as prescribed in Rule V, Section 3, which has adversely affected the final score and standing of any candidate or group of candidates.
  - c) Fraud, bias, or error in rating resulting from oral, application appraisal, performance, physical or medical examination.
2. Any such appeal shall be made in writing and shall state the specific nature of the appeal, as prescribed in Rule V, Section 5.D.1; the item or incident to which it refers, and the reasons why the applicant believes the appeal should be granted. The appeal shall be delivered or postmarked no later than seven (7) calendar days after the date of notice of examination results to applicants by the Human Resources Director or designee. Incomplete or late appeals will not be accepted. Receipt of an examination appeal does not delay the establishment of an employment list or the subsequent steps in the selection process, up to and including hiring.
3. The Human Resources Director shall investigate each appeal and shall grant or deny the appeal and inform the appellant in writing no later than fourteen (14) calendar days after the appeal was filed.
4. If the appeal is not granted by the Human Resources Director, the appellant may request in writing within seven (7) calendar days of the date on the written notice of denial that the Human Resources Department advance the original appeal to the Commission. The Commission shall hear the facts involved at its next regular meeting during closed session and shall grant or deny the appeal. Appeals received less than seven (7) calendar days before the next regular meeting may be held until such meeting that the appeal may be placed on the agenda.
5. If an appeal is granted, all records resulting from the examination shall show the candidate as having the same standing that the candidate would have if the appeal had been granted at the time the examination was scored. When granting such appeal results in a change to a corresponding employment list, the list will be corrected in accordance with Rule VI, Section 10.
6. Appeals alleging unlawful or prohibited discrimination shall be filed with the Human Resources Director pursuant to Mendocino County Policy #10 Equal Opportunity Employment.

## **Section 6 – Copying of Examination Records**

When electronic or online exams or copyrighted examinations from outside consultants, jurisdictions, or publishers are used, the County is unable to provide a record for review.

- A. No applicant may copy, photograph, or capture any portion of any examination records or materials. Unauthorized copying will result in removal from employment lists, dismissal from Mendocino County employment, and/or from future employment with Mendocino County.

### **Section 7 – Retention of Examination Records**

- A. Applications shall be retained for not less than four (4) years after the establishment of the employment list resulting from the examination. Applications of those candidates appointed shall be filed with the report of their appointment and placed in their official personnel file.
- B. All examination records and related papers are the property of Mendocino County. They shall be confidential records which may be inspected or copied only under such conditions as may be specified by the Civil Service Commission, the Human Resources Director, source of the records, or an administrative or judicial authority exercising jurisdiction to compel such inspection or copying subject to appropriate protective orders.

***End of Rule V***

## **RULE VI - EMPLOYMENT REGISTER AND LISTS**

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### **Section 1 – Employment Register**

- A. An employment register shall be established for each class. The register shall contain the names of all candidates eligible for employment in permanent, full-time or part-time positions. It shall be composed of all names appearing on employment lists provided for in these rules, and of all employees requesting transfer.

### **Section 2 – Order of Priority Lists**

- A. Certification will be made from the Employment Register in the following order of priority:
1. Layoff Reemployment Lists (refer to Section 3 below).
  2. Probationary Reemployment Lists (refer to Section 4 below).
  3. Reemployment Lists (refer to Section 5 below).
  4. Promotional Employment Lists (refer to Section 6 below).
  5. Open Employment Lists (refer to Section 7 below).

### **Section 3 – Layoff Reemployment Lists**

- A. An employee who is laid off from a position in which they held permanent status in the classified service shall be placed on a Layoff Reemployment List for that classification. Their placement on the list shall be based on their length of service in the classification, as calculated under Rule XI, Section 6.A.4. Eligibility on this list shall expire one (1) year from the date of layoff. If the employee is reemployed under this Rule, they shall return to the same classification with continuous service credit, except for the period of layoff which shall be shown as “without pay status,” and shall not count toward benefits that are based on time in the classified service.
- B. A former employee wishing to return to County service under Rule XII, Section 2.B, shall be placed on the Layoff Reemployment List. However, they may not be added to this list through Rule VI, Section 3.A. Otherwise, the position of former employees being added to this list by operation of this subsection shall be determined by seniority computed according to Rule XI, Section 6.
- C. A former employee's status on the Layoff Reemployment List shall expire one (1) year from the date their name is placed on the list, unless the list is extended by the Civil Service Commission in accordance with these rules. A former employee who is reemployed under this subsection shall be returned to work in the classification from which they separated with continuous service, except for any period spent on disability retirement.

## **Section 4 – Probationary Layoff Reemployment Lists**

- A. A probationary employee who is laid off shall be placed on the Probationary Layoff List for the classification from which they were laid off. Eligibility on this list shall expire six (6) months from the date of layoff from the probationary position. If the employee held permanent status in another classification before accepting the probationary appointment, they will also be placed on the Layoff Reemployment List in accordance with Section 3A, for that classification. Placement on the Layoff Reemployment List will be determined by the employee's length of service in the former classification. If the employee is reemployed under this Rule, they shall return to the same classification with continuous service credit, except for the period of layoff which shall be shown as "without pay status," and shall not count toward benefits that are based on time in the classified service.
- B. A probationary employee who is laid off shall be placed on the Probationary Layoff Reemployment List for the classification from which they were laid off. If the employee never held permanent status in another classification before the probationary appointment, eligibility on this list shall expire six (6) months from the date of layoff from the probationary position.

## **Section 5 – Reemployment Lists**

- A. An employee who resigns from a position in which they held permanent status in the classified service, or wishes to return to County service under Rule XII, Section 2.B., may request placement on a Reemployment List by submitting a written request to the Human Resources Director, within one (1) year of separation. Each request shall be referred to the appropriate appointing authority for recommendation before approval or denial. Employees reinstated under the provisions of Rule XII, Section 2.B. shall return to the classification from which they separated with continuous service.
- B. An employee who resigns in good standing during their probationary period may submit a written request to be reinstated on the unexpired employment list from which they were hired. Each request shall be referred to the appropriate appointing authority for a statement on whether or not they wish to reemploy the person.

## **Section 6 – Promotional Employment Lists**

Promotional employment lists expire six (6) months after the establishment of the list.

- A. The names of employees with at least six (6) months of continuous full-time County service, or the equivalent in permanent part-time County service, as calculated in Rule XI, Section 6.A.4, and who are successful in a promotional examination shall be placed on Promotional Employment Lists in the order of their final examination scores, as determined in the manner provided herein for Open Employment Lists.

- B. Upon the written request of the appointing authority, County employees currently on an Open Employment List for a classification in which a vacancy exists may be added to the Promotional Employment List for the department in which they are employed.

### **Section 7 – Open Employment Lists**

Open employment lists expire six (6) months after the establishment of the list.

- A. The names of competitors successful in open examinations shall be placed on Open Employment Lists in the order of their final examination scores, beginning with the highest score, as determined in the following manner:
1. For each candidate who attains the announced minimum passing score on each portion of the examination, the scores on all portions shall be combined in accordance with the announced weights.
  2. For each candidate who qualified for Veterans Preference 5% of the passing score earned shall be added to the combined score, with an additional 5% of the passing score for service-connected disability.
  3. A candidate having permanent status in the classified service shall receive promotional points added to their passing examination score. The percentage of promotional points awarded shall be based on the employee's total years of continuous service, as follows:

|               |    |
|---------------|----|
| 1 – 3 years   | 4% |
| 4 – 6 years   | 5% |
| 7 – 10 years  | 6% |
| 11 – 15 years | 7% |
| 16+ years     | 8% |

An employee having less than one (1) year of completed service will not receive any promotional points.

4. The final examination score for each candidate shall be a whole number of points, not to exceed one hundred (100) points. For this purpose, each score which is greater than a whole number by .445 or more shall be counted as the next greater whole number. Each score which is greater than a whole number by less than .445 shall be counted as the nearest whole number.
  5. A candidate whose name appears on a Layoff Reemployment List who applies and tests for a different classification may request to be certified for that classification in accordance with Rule VII, Section 2, if they receive a raw test score of 80% or more.
- B. If two (2) or more candidates attain the same final score in the same examination, their names shall be placed in the same ranking on the employment list.

- C. Active employment lists may be merged in the event of subsequent recruitment before a previous list expires. Employment lists shall only be merged when an identical recruitment and selection process is used, including the weight of the selection process. Candidate's names shall be placed on a merged list in order of their scores on their original lists. The expiration of candidates on merged lists shall maintain their original expiration date.
- D. A successful candidate may submit a written request to have their name placed on an Open Employment List for a closely related classification that requires the same or lesser qualifications as the classification for which the candidate's name already appears on the employment list. Candidates' names placed on an Open Employment List in this manner will be considered a "free name" when certified to a department and will be provided in addition to the names of the candidates ranked on the open list.

### **Section 8 – Sworn Public Safety (Law Enforcement)**

Whenever there is a critical shortage of sworn law enforcement positions, and at the request of the appointing authority, the Human Resources Department may share the list of applicants with the appointing authority before an examination and exam results are received. This allows the department to contact applicants and explain the examination and lengthy background processes. No person shall be hired into any position, including a sworn public safety position, without passing the required examination and receiving a passing score for placement on an employment list.

This applies to those classifications that exercise the powers of a peace officer, in either a full or limited capacity, as defined in California Penal Code section 830 et seq.

### **Section 9 – Approval of Lists**

- A. Each employment list shall be approved by the Human Resources Director or designee.
- B. The Human Resources Director or designee may suspend or cancel any approved employment list, upon discovery of an error or irregularity.

### **Section 10 – Correction of Lists**

- A. When it becomes evident that an omission or other error has occurred in the preparation of an employment list, a corrected list shall be prepared and approved, and the incorrect list shall be canceled.
- B. The cancellation of an incorrect list shall not invalidate any appointment made therefrom, if the name of the individual appointed appears on the corrected list. Should such individuals name not appear on the corrected list, the candidate shall be treated as a provisional employee.

## **Section 11 – Removal of Names from Employment Register**

- A. The name of a candidate shall be removed from the Employment Register by the Human Resources Director or designee, and notified in writing for any of the following reasons:
1. For any disqualification reason outlined in Rule IV, Section 3.
  2. If the candidate cannot be located by their last known requested contact method (email or mail).
  3. Failure to respond to a certification notice or other official correspondence from the Human Resources Department.
  4. Failure to attend a scheduled department interview.
  5. Upon receipt of a written request from the candidate to be removed from an employment list.
  6. Upon receipt of three (3) unconditional waivers of certification for the same class.
  7. Upon one (1) waiver if the candidate's name has been reinstated to the list in accordance with Section B of this rule.
  8. Upon appointment to, or refusal of, a position in the same class or a related class at the same or higher salary.
  9. Upon separation from County service for any reason other than layoff, an individual shall no longer be considered for promotional certification but shall retain standing on any open list except as provided in these rules.
- B. When the name of a qualified candidate has been removed from the Employment Register in accordance with Rule VI, Section 11.A, and the candidate notifies the Human Resources Director in writing within seven (7) calendar days of the removal notice date, that they are available and willing to accept employment, their name may be reinstated to the Employment List from which the candidate was removed, provided the list is still active. If the candidate name is removed from a list a second time, for any reason stated in Section 11.A of this rule, the applicant may not request subsequent reinstatement to the list.

## **Section 12 – Expiration of Lists**

- A. Status on the Layoff Reemployment List shall expire one (1) year after placement on that list. Any individual whose status is expiring may request that the Human Resources Director or designee grant the individual up to an additional year on this list. In no case shall a name be carried for more than two (2) years on this list.
- B. Each Open Employment List shall expire six (6) months after its approval.
- C. At the discretion of the Human Resources Director or designee, or the request of a department head and approval from the Human Resources Director, or designee, Human Resources may extend or reinstate a list for any period of

time, except that no list shall be in force longer than one (1) year after its initial approval.

***End of Rule VI***

## RULE VII - CERTIFICATIONS AND WAIVERS

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### Section 1 – Request for Certification

- A. Whenever an appointing authority wishes to fill a vacant permanent full-time or part-time position, other than through intra-departmental transfer or demotion, notification shall be given to the Human Resources Department as far in advance as possible. The request shall specify the type of certification, Departmental Promotional, County Promotional, or Open. If there are employees on the Layoff Reemployment List for the classification requested, the Human Resources Director or designee shall certify the highest-ranking individual, based on seniority, from the Layoff Reemployment List.
- B. Such notification shall be treated by the Human Resources Director or designee as a request for certification, until such time as it may be withdrawn by the appointing authority. The employment of a provisional employee in a permanent full-time or part-time position shall constitute a request for certification until such employment is terminated.

### Section 2 – Certification of Candidates

- A. Upon receipt of a request for certification, the Human Resources Director or designee shall, as soon as practicable, certify to the appointing authority a list of the names and contact information of the candidates having the highest scores on the Employment Register for the class. The number of candidates shall be governed by whether the appropriate list is the Layoff Reemployment List (Rule of 1), or the Open/Promotional List. The Human Resources Director or designee shall also furnish the appointing authority with the application and other pertinent examination records of each candidate.
- B. For each open/promotional certification, the Human Resources Director or designee shall, unless otherwise provided by these rules, certify no less than three (3) and no more than ten (10) of the top-ranked candidates from the associated employment list, as requested by the appointing authority at the time the request is submitted.
- C. Whenever the number of available eligible candidates is not sufficient to permit certification of such number of candidates as requested by the appointing authority, the names of all eligible candidates shall be certified.
- D. All candidates having the same score shall be certified in accordance with the requirements of Rule VII, Section 2.B.
- E. Whenever the number of available eligible candidates is not sufficient to permit certification of such number of candidates, the Human Resources Director or designee may, upon request by the appointing authority, include the names of candidates appearing on the Employment Register for closely related classes which require the same or greater qualification.
- F. Any candidate who waives a certification or who does not respond to a certification shall be deemed not available. Whenever all candidates with the

same standing are not available, all candidates with the next highest standing shall be certified if a supplementary certification is desired by the appointing authority.

- G. The Human Resources Director or designee shall provide each certified candidate with a written notification which shall include:
1. The fact of certification.
  2. The official class title.
  3. The department contact information of the appointing authority.
  4. The department.
  5. The salary range.
  6. A statement that the candidate is to contact the appointing authority or designee within five (5) calendar days after the date appearing on the notification to schedule an interview.
  7. A form upon which the candidate may enter a waiver of certification.
  8. A statement that failure to contact the department contact or waive the certification with Human Resources may result in removal from all Employment Lists for the class being certified.

### **Section 3 – Special Certifications**

When a vacant position includes bona fide occupational qualifications, such as residency in a specific area, availability for unusual work hours or remote locations, a particular sex of the appointee for the position, or other legally supported special requirements, the Human Resources Director or designee may, upon written justification from the appointing authority, limit certification to candidates who meet the specified qualifications.

### **Section 4 – Promotional Certification**

- A. Trainee to Journey: When the incumbent of an alternate position meets the qualifications for an approved journey level alternate class to which the position is allocated, the appointing authority may request promotion of the incumbent without recruitment. The request must be submitted to Human Resources Department for review and approval and must include a justification memo and an official personnel transaction form.
- B. Departmental: When one (1) or more County employees qualify for promotion within the same department in which they are employed, a certification which includes their names may be limited to such employees, at the written request of the appointing authority.
- C. Countywide: When one (1) or more County employees qualify for promotion or transfer, a certification that includes their names may be limited to such employees, at the request of the appointing authority.

## **Section 5 – Waivers of Certifications**

- A. An eligible candidate may enter a waiver of any of the following types, by so notifying the Human Resources Director in writing within five (5) calendar days after the date appearing on the notification to schedule an interview.
  - 1. Unconditional Waiver
    - a) A candidate may waive consideration for one (1) or more specific certifications to a maximum of three (3) certifications for the same class.
    - b) A candidate may waive consideration for any certifications for a specified or unspecified period of time up to the expiration date of the employment list upon which their name appears.
  - 2. Conditional Waiver
    - a) A candidate may waive consideration for any certification to positions that do not provide employment under specified conditions which the candidate is willing to accept.

## **Section 6 – Report of Certification**

- A. Upon receipt of a certification list, an appointing authority must consider every candidate by allowing candidates five (5) calendar days after the date of certification to schedule an interview, submit a waiver, or request removal from the employment list.
- B. The appointing authority may only offer employment to a candidate certified for the class in which the certification was created.
- C. Upon appointment of a candidate from a certification, or upon exhaustion of a certification without appointment, and in no event later than one (1) month after the date appearing on the certification, the appointing authority, or designee shall return the certification to the Human Resources Director or designee indicating the action taken about each candidate certified. The Human Resources Director or designee shall notify the candidates in writing, other than the appointee, that they have not been selected but may be considered for any future openings for the duration of the employment list upon which their name appears.

***End of Rule VII***

## RULE VIII - APPOINTMENTS

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### Section 1 – Appointments After Certification

- A. No person shall be appointed to a position for which the person fails to meet the required minimum qualifications of the classification.

Upon receipt of a certification of eligible candidates, the appointing authority must interview each candidate requesting an interview in accordance with Rule VII, Section 2.G.6.

- B. The appointing authority shall receive the applications of all certified candidates, with relevant examination records, excluding confidential records, related to the certification. The appointing authority may proceed with conducting any further investigation of certified candidates deemed necessary.
- C. Upon selection, the appointing authority will notify each selected candidate (conditional job offer) and coordinate with Human Resources to schedule any required pre-employment medical or other lawful examinations, as applicable to the classification.

### Section 2 – Provisional Appointments

- A. Whenever it is necessary to fill a vacancy in a position in a class for which fewer than three (3) candidates are eligible for certification and available for employment, the appointing authority may, with the approval of the Human Resources Director or designated Civil Service Secretary on behalf of the Civil Service Commission, provisionally appoint to the position, any person who has filed an application and who meets the minimum qualifications for the class. The provisional appointment shall be reported to the Commission during the next regular Commission meeting following the appointment. The provisional appointment shall be deemed approved unless the Commission disapproves.
- B. A provisional appointment shall be terminated at the end of six (6) months or within one (1) month after the date of certification to the appointing authority of a minimum of three (3) candidates who are available for employment, whichever occurs first.
- C. The Human Resources Director or designee shall make every reasonable effort to schedule examinations to ensure that provisional appointments do not exceed six (6) months.
- D. A provisional employee is subject to dismissal at the pleasure of the appointing authority.

### Section 3 – Extra-Help Appointments

Extra-help employees, as authorized by County Code Section 3.04.110, serve at the will of the appointing authority; they are hired for the purpose of relieving or augmenting permanent staff in the accomplishment of work. Extra-help employees

shall not be used to circumvent filling allocated positions. Extra-help employees serve no probationary period and receive benefits as required by law.

Extra-help employees are limited to a maximum of 1,560 hours worked per calendar year. Any extension beyond this limit requires prior approval from the Human Resources Director or the Chief Executive Officer.

Extra-help employees are hired from an extra-help list established by Human Resources unless otherwise stated in this rule.

Retired annuitants are responsible for monitoring their hours worked to ensure they do not exceed the limits imposed by their retirement system.

#### Types of Extra-Help Employment

- A. Temporary extra-help employees assist departments by performing work on a short-term basis.
- B. Seasonal extra-help employees assist departments by performing work that is required at certain times or seasons of the year.
- C. Intermittent extra-help employees support departments by providing work coverage as needed, either for short periods at regular intervals or for extended periods at less frequent intervals.
- D. In emergencies where immediate appointments are necessary to prevent the stopping of public business, loss of life, or damage to people or property, the appointing authority must request and obtain approval from the Human Resources Director to appoint a qualified person without referring to employment lists. The appointing authority shall promptly submit the official personnel transaction form to Human Resources.
- E. Intern: extra-help employees enrolled in a specific full-time or part-time academic curriculum directly related to the work the Intern performs for the County, or in a formal workforce development program. An internship is limited to a maximum of thirty-six consecutive months. Interns are to be hired through procedures approved by the Human Resources Director.

If an emergency extra-help employee is required beyond the 1,560 hours per calendar year due to ongoing emergency-related needs and replacing them would disrupt operations, the appointing authority may request an extension, subject to approval by the Human Resources Director or Chief Executive Officer.

#### **Section 4 – Referrals for Appointments**

Whenever a provisional, or extra-help appointment is planned, the Human Resources Director shall, upon request from the appointing authority, provide the names application materials, and contact information of those persons who appear to meet the qualifications for the class and who have made known their interest in employment, whether or not qualified by examination.

**Section 5 – Reports of Appointments**

All appointments for employment with the County of Mendocino shall be promptly reported by the appointing authority to the Human Resources Department on an official personnel transaction form to Human Resources.

***End of Rule VIII***

## **RULE IX - PROBATIONARY PERIOD**

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### **Section 1 – Purpose of Probationary Period**

The probationary period shall constitute the final phase of the examination process. During this time, the appointing authority evaluates and supports the adjustment of newly hired or promoted employees and may separate any probationary employee whose performance does not meet required standards.

### **Section 2 – Duration and Status of Probationary Period**

- A. Each appointment, promotion, demotion, or transfer to a permanent position shall be subject to a probationary period of not less than six (6) months of full-time (or equivalent) work, except as otherwise provided in these rules.
  - B. The Human Resources Director may extend the probationary period for any position to a period not to exceed one (1) year.
  - C. The probationary period shall date from the time of appointment to a permanent position but shall not include time served as a provisional employee, except as provided in this Section.
  - D. If a provisional employee is certified from an employment list created after the original application for employment in that class, the probationary period shall include the time served as a provisional employee. .
  - E. An employee who is laid off during the probationary period shall, if re-employed in the same position, be required to complete only the balance of the probationary period.
  - F. Those classifications that exercise the powers of a peace officer, in either a full or limited capacity, as defined in California Penal Code section 830 et seq., shall serve a probationary period of at least one (1) year.
- .

### **Section 3 – Expiration of Probationary Period**

- A. The Human Resources Director, or designee shall, in writing, notify the appointing authority of the date on which each employee's probationary period will expire.
- B. The appointing authority shall, in writing, reply to such notification not less than thirty (30) calendar days prior to the date of expiration, and shall inform the employee of the nature of the reply. The reply shall specify one (1) of the following actions:
  - 1. The employee shall assume permanent status.
  - 2. The probationary period should be extended for a specified period.
  - 3. The employee will be separated or demoted.
- C. If an appointing authority wishes to extend an employee's probationary period, they shall, in writing, submit a request to the Human Resources Director not

less than thirty (30) calendar days before the probationary period expires. The written request shall specify the reasons for the extension to obtain approval.

- D. If an appointing authority wishes to dismiss an employee during the probationary period, they shall, in writing, inform the Human resources Director not less than thirty (30) calendar days before the probationary period expires.
- E. The permanent status of a probationary employee shall begin on the day following the end of the probationary period, as determined by Human Resources..

#### **Section 4 – Extension of Probationary Period**

- A. The Human Resources Director, or designee, may grant an extension of probationary period for up to one (1) year.
- B. If a request for extension of probationary period is not granted by the Human Resources Director, or designee, the appointing authority may request, in writing, that the Human Resources Director advance the request to the Civil Service Commission.

The Commission shall hear the request at its next regular meeting during closed session. Requests received less than seven (7) days prior to the next regular meeting will be placed on the agenda for the next regular meeting.

#### **Section 5 - Dismissal of Probationary Employees**

- A. A probationary employee may be dismissed at any time during the probationary period without right of appeal or hearing.
- B. An employee who is dismissed during a probationary period shall be restored to any position in the class from which they had permanent or probationary status immediately prior, assuming the position for which they are restored to exists.
- C. If an employee is dismissed during the probationary period and the employee's former department, prior to promotion, has been renamed or the functions of that department have been merged into another department, the employee shall be restored to a position in the class in said renamed or merged department which the employee held before the employee began serving the probationary period.
- D. If an employee is dismissed during a probationary period and the employee's return to a position in their former classification creates a layoff, Rule XI applies.
- E. If an employee is dismissed during the probationary period but the employee's former class from which they had been promoted has been retitled with the same or lesser pay range, the employee shall be restored to any position in the retitled class in accordance with these rules. If the former class has been abolished rather than retitled, Rule XI applies.

- F. If it is alleged that said dismissal occurred because of discrimination or retaliation, as prohibited in the Mendocino County Code (Section 3.16.180 of the Civil Service Ordinance), County Policy 10 – Equal Employment Opportunity, County Policy 23 – Harassment, and state and federal law, the dismissed employee may file a complaint with Human Resources or with outside administrative agencies such as California Civil Rights Department and the Equal Employment Opportunity Commission (EEOC).

### **Section 6 – When Probationary Period is Not Required**

- A. An employee shall not be required to serve a probationary period when:
1. Restored to a position in which previous permanent status was held, following dismissal as a probationary or exempt employee.
  2. Displacing a junior employee in the manner prescribed by these rules in case of a layoff.
  3. Reemployed in a position in which permanent status was held immediately prior to the layoff or the abolition of the position.
  4. Returning to work in a position in which permanent status was held immediately prior to a suspension or leave of absence.
  5. Demoted voluntarily, in accordance with these rules, from a position in which permanent status was held; or to a position in which previous permanent status was held without an intervening break in continuous employment with the County of Mendocino.
  6. Reclassified in accordance with these rules and the incumbent is found to be performing at a satisfactory level as a result of the required desk audit.

### **Section 6 – Assumption of Function from Other Employer**

In the event that a new position is created to perform duties of a function which is assumed by the County from another employer, the Civil Service Commission may, by majority vote, provide that the total time of consecutive employment in comparable positions of an employee who is employed consecutively by the other employer and by the County be added together to determine the probationary or permanent status of the employee.

***End of Rule IX***

## RULE X - REASSIGNMENTS

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### Section 1 – Transfers

Transfer list placement is valid for one (1) calendar year. Employees must submit a transfer application each calendar year.

- A. An employee may be transferred to a position in the same classification within the same department at the discretion of the appointing authority.
- B. An employee may submit a written request to the Human Resource Director or designee for transfer to a position in the same classification in a different department to be placed on an employment list. If selected by the appointing authority of the department to which the employee requests a transfer, the transfer may occur two (2) weeks after notice is provided to the employee's current appointing authority. This notice period may be waived with the agreement of the employee, both appointing authorities, and the Human Resources Director, or designee.
- C. An employee with permanent or probation
- D. ary status may request, in writing, placement on the employment register as a transfer candidate in their current classification. Transfer candidates shall be identified separately from other candidates on the employment list.
- E. A permanent or probationary employee may request in writing, transfer to a position in a closely related classification, provided the employee meets the minimum qualifications or has previously held permanent or probationary status in that classification. The Human Resources Director or designee may approve an employment list containing the names of such employees. Such employment list shall follow on the employment register any employment list of the same category which may be in force for the same class.
- F. Whenever a certification is requested from an employment register that includes one (1) or more transfer candidates, the Human Resources Director, or designee shall provide the names of all such employees in addition to the certified names. These names shall not be considered part of the certification. If an appointment is made from the transfer candidates, all records shall be marked as "Certification Canceled".
- G. A transferred employee who is dismissed during the probationary period shall be subject to Rule XI Section 3.
- H. An employee shall be removed from the transfer list upon the following:
  - 1. transfer to another position in the same classification
  - 2. becoming ineligible due to change in classification
  - 3. separation from County service

4. expiration of the one-year placement period without submission of a new request.

## **Section 2 – Demotions**

### **A. Voluntary Demotions**

1. Any employee may request voluntary demotion to a position in a closely related class with a lower salary allocation when possessing the required minimum qualifications, or in which previous permanent or probationary status was held. The voluntary demotion requires the written request and acknowledgement of a lower salary allocation by the employee and the approval of any appointing authority concerned.
2. A voluntarily demoting employee shall not have bumping rights to the position or classification held immediately prior to demotion.

### **B. Involuntary Demotions**

1. A permanent employee may be involuntarily demoted without written request or concurrence for any of the reasons and by the procedures provided by these rules for discipline or dismissal when possessing the required minimum qualifications.
2. A probationary employee may be involuntarily demoted, without written request or concurrence, to a closely related class when possessing the required minimum qualifications, upon written request by the appointing authority and approval by the Human Resources Director, or designee.
3. Upon involuntary demotion, an employee shall assume their same status as a permanent employee or as a probationary employee which was held immediately prior to demotion. A probationary employee who is involuntarily demoted shall be required to complete only the balance of the probationary period.
4. An involuntarily demoted employee shall not have bumping right to the position or classification held immediately prior to demotion.

## **Section 3 – Appointment at Lower-Level Class**

1. An employee who submits an application and is selected through a competitive recruitment process for a position in a lower-level classification, that is not in the same or closely related classification or classification series as their current appointment, shall be appointed in accordance with Rule VIII, Section 1. The employee must be certified from an eligible list for the classification. An appointment under this provision shall not be considered a voluntary demotion.

## **Section 4 – Promotions**

- A. Vacant positions in the classified service shall be filled by promotion, whenever a promotional certification is applied in accordance with Rule VII Section 4.

- B. When the position is so allocated, and the classification specification provides for it, an employee who meets the minimum qualifications for the journey-level classification may be promoted from the entry-level within the same classification series without a competitive process. Such promotion requires a written request from the appointing authority and approval from the Human Resources Director, or designee.

***End of Rule X***

## **RULE XI – SEPARATIONS, SUSPENSIONS AND DEMOTIONS**

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### **Section 1 – Separations**

- A. An appointing authority may separate any employee in accordance with these rules. All separations shall be discussed with and promptly reported to the Human Resources Director, or designee on standard forms as provided by Human Resources.

### **Section 2 – Resignations**

- A. Resignation in Good Standing
1. To resign in good standing, an employee shall provide written notice to their appointing authority no less than two (2) weeks prior to resignation effective date, unless the appointing authority consents to shorter notice.
- B. Job Abandonment
1. An employee who is absent from duty for three (3) consecutive working days without obtaining approval from the appointing authority may, with the concurrence of the Human Resources Director, or designee be separated as having abandoned the job. An employee resigning pursuant to this section shall not be deemed to have resigned in good standing.

### **Section 3 – Dismissals**

- A. Dismissal or Layoff of Probationary Employee
1. A probationary employee may be dismissed or laid off at any time during the probationary period. Such dismissal or layoff shall be without the right of appeal or hearing.
  2. If it is alleged that said dismissal occurred because of discrimination or retaliation, as prohibited in the Mendocino County Code (Section 3.16.180 of the Civil Service Ordinance), County Policy 10 – Equal Employment Opportunity, County Policy 23 – Harassment, and state and federal law, the dismissed employee may file a complaint with Human Resources or with outside administrative agencies such as California Civil Rights Department and the Equal Employment Opportunity Commission (EEOC).
  3. A permanent employee so dismissed or laid off during the probationary period due to a promotion or transfer shall be restored to any position in another class in which permanent or probationary status was held immediately prior to the probationary period in which the layoff or dismissal occurred. Should the position be occupied by another employee, the other employee shall be treated as provided by these rules in cases of layoff.
    - a. When a permanent employee is restored to a previous position in which they held permanent status, the time served in the

probationary status shall be counted as service in the class to which the employee is restored.

- b. When a permanent employee is restored to a previous position in which they were serving probationary period due to promotion or transfer, the employee shall serve any remaining period of probation for the restored class that was not served prior to the promotion or transfer.
4. A probationary employee who has not attained permanent status in any position and is dismissed or laid off during a subsequent probationary period due to promotion or transfer, may be restored to a position in the class in which probationary status was held immediately prior to the probationary period in which the layoff or dismissal occurred at the discretion of the appointing authority of the department to which the employee would be restored. If restored to the previous probationary position, the employee shall serve any remaining period of probation for the restored class that was not served prior to the promotion or transfer. If not restored to the previous probationary position, the employee will be released in accordance with Section 3.A of this rule.

B. Dismissal of Exempt Employee

1. An exempt employee may be dismissed or rejected at any time without right of appeal or hearing, except as may otherwise be provided by law or ordinance.
2. An exempt employee so dismissed or rejected shall be restored to any position in which permanent status was held and from which reassignment to the exempt position occurred within six (6) months prior to the dismissal. Should the position be occupied by another employee, the other employee shall be treated as provided by these rules.

C. Dismissal, Suspension, or Involuntary Demotion of a Permanent Employee

1. To initiate disciplinary action against a permanent Civil Service employee, the appointing authority, or designee, must submit to the employee a written Notice of Intent (NOI) to take disciplinary action and file a copy with the Human Resources Director, or designee. The notice must state specifically the reason(s) for the action, with accompanying documentation and explanation of the employee's right to a Skelly Meeting to respond to the NOI. Should the disciplinary action be imposed, the employee will be notified by a written Order of Discipline (Order), including notification of their right to appeal the action. The Order will be filed with the Human Resources Department for placement in the employee's official personnel file.

D. Cause for Discipline of a Permanent Employee

1. Any employee who has attained permanent status may be disciplined, up to and including dismissal, for reasonable cause, including but not limited to:
  - a) Unauthorized absence.

- b) Conviction of a felony or of any criminal act involving moral turpitude which has a nexus to employment.
- c) Conduct which brings discredit to the County.
- d) Disorderly conduct.
- e) Incapacity due to mental or physical disability to the extent permitted by law.
- f) Willful concealment or misrepresentation of a material fact, or other dishonesty in connection with applying for or securing employment, or in the performance of job duties.
- g) Inefficiency, incompetence or unsatisfactory job performance.
- h) Willful disregard of a lawful directive or order from a duly constituted authority (insubordination).
- i) Willful disregard of departmental policy and/or laws regarding the confidentiality of records, misuse or breach of confidentiality, law or policy.
- j) Willful disregard, or violation of, or instructing a subordinate to violate, any established County or department published policy, procedure, rule or requirement to follow lawful instructions.
- k) Using, being in possession of, or being under the influence of alcohol, narcotics, intoxicants, drugs, or hallucinatory agents, or any controlled substance prohibited by state or federal law, while on County property, in a vehicle during working hours, or use of alcohol or drugs while in County uniform. Possession and proper use of drugs prescribed by a licensed physician and appropriate possession of unopened alcoholic beverages are not prohibited by this Section.
- l) Neglect of duty.
- m) Negligence or willful damage to public property or waste or theft of public supplies or equipment.
- n) Willful violation of the Civil Service Ordinance (Chapter 3.16 of the Mendocino County Code) or of these rules.
- o) Failure to meet reasonable work performance standards and requirements.
- p) Refusal to comply with a proper directive to undergo a medical examination as issued by an appointing authority.
- q) Falsification of any records, including but not limited to medical forms, timecards, or employment applications.
- r) Making material dishonest work-related statements or committing perjury.
- s) Unauthorized use of County vehicles, equipment, technology and resources.

- t) Driving under the influence, driving in excess of the speed limit, unsafe or reckless driving, or hit-and-run driving, or in violation of traffic laws, whether on or off the job, in a County vehicle.
- u) Unauthorized possession of weapons or explosives on County premises.
- v) Willful carelessness or violation of safety rules and regulations which jeopardize the safety of others and/or which could result in bodily injury to others or damage to County property.
- w) Sexual harassment of, or unlawful discrimination against, another employee, an applicant for employment, or a member of the public.
- x) Unauthorized copying of examination.
- y) Working overtime without prior authorization or refusing to work assigned overtime.
- z) Threats, threats of assault or assault on an employee or member of the public, acts of intimidation, or comments of violence or harm.
- aa) Mishandling, misappropriation, or misuse of public funds, property, personnel or services.

#### **Section 4 – Procedures for Dismissal, Suspension, or Involuntary Demotions of a permanent employee**

- A. Any employee may be disciplined for any of the reasons provided in these rules or for violation of any other applicable policy or law. Disciplinary suspensions shall not exceed thirty (30) consecutive working days and must be in accord with the procedure set forth in Rule XI, Section 4.
- B. Procedures to be followed in imposing discipline on a permanent employee, including appeals therefrom must comply with Chapter 3.16 of the Mendocino County Code. Additionally, the following rules and procedures shall be followed for such proceedings.
  - 1. An appointing authority, or designee, who proposes to discipline an employee who has permanent status in the classified Civil Service, prior to taking such action, shall serve a Notice of Intent to Take Disciplinary Action (“NOI”) on the affected person. The notice shall be in writing and shall include the proposed disciplinary action, reasons for taking the proposed action, the charges and materials upon which the proposed action is based, and notification that the employee has the right to respond, either orally or in writing, to the appointing authority.
  - 2. The employee who receives the NOI shall be given an opportunity to respond to the appointing authority, or designee, before the disciplinary action is taken (Skelly Meeting). The employee may affirmatively waive the right to respond. The appointing authority shall give the employee at least five (5) business days following the day of service of the NOI in which to notify the appointing authority that they wish to respond in writing or through a Skelly Meeting. The right to respond will be deemed waived unless the employee’s desire to respond is communicated within five (5)

business days. Responses, if made, may be oral or in writing and shall be communicated to the appointing authority, or designee at a reasonable time and place designated by the appointing authority. The appointing authority may appoint a Skelly Meeting Officer to hear the employee's response.

3. The appointing authority shall consider the response, if any, of the employee in determining the propriety and nature of disciplinary action.
4. The Order of Discipline shall be in writing and state specific reasons for the action.
5. The Order shall be filed with the Human Resources Director, and a copy thereof shall be personally served on the employee or mailed to them, postage prepaid by registered or certified mail at their address as shown in the County personnel records.
6. The Order of Discipline shall be effective as set forth therein.

#### C. Appeal to Commission

The employee may appeal an order imposing discipline by providing a written request to appeal to the Civil Service Commission with a copy to the Human Resources Director/Secretary to the Commission, within ten (10) business days after the date the Order was furnished to the employee.

Upon receipt of a request to appeal to the CSC the Human Resources Director shall schedule the appeal pursuant to Mendocino County Code Section 3.16.140.

1. The appellant and the appointing authority or designee are required to attend the scheduled pre-hearing conference.
2. Each party appearing in any appeal shall attend a prehearing conference with their respective counsel, or representative, if any, and shall have a thorough knowledge of the action and resulting appeal; be prepared to discuss it to make stipulations or admissions where appropriate; and attempt to resolve the appeal if possible.
3. The parties, or their respective representatives, are encouraged to confer in person or by correspondence before the date assigned for the pre-hearing conference to reach agreement upon as many matters as possible.
4. At the conference, each party shall identify to the other and to the Secretary of the Commission a tentative list of the documents which they will seek to introduce at the time of the hearing, as well as a tentative witness list.
5. At the time of the conference, the parties will try to simplify the factual and legal issues involved in the appeal. The parties shall also use their best efforts to stipulate to admissions of fact and of documents as will avoid

unnecessary proof. At the time of the conference, the parties shall also be prepared to give their best estimation of the time necessary for the hearing of the appeal.

6. Absent good cause therefore, the failure of any person to prepare reasonably for, appear at, or participate in good faith, in a prehearing conference as required by these rules, constitutes an interference with the proceedings of the Commission. Upon such failure, the Commission may order an appropriate change in the calendar status of the action.
  - a. If the Commission finds that the employee or employee representative's failure to appear at, proceed with, or produce information required for the prehearing conference was not justified, then the Commission may dismiss the appeal or impose other appropriate sanctions.

#### D. Disciplinary Appeal Hearings

In the case of a disciplinary appeal hearing, unless the appellant agrees to waive time, the Commission shall hold a hearing within thirty (30) business days after the filing of a disciplinary appeal with the Human Resources Director/ Secretary to the Commission. Such hearing shall be conducted in closed session unless the applicant requests an open hearing prior to the commencement of the hearing. For both closed and open hearings, the Commission shall adjourn to a closed session, outside of the presence of the parties upon the conclusion of testimony, to deliberate and render a decision. The Commission's decision shall be announced in open session. At a subsequent meeting the Commission shall adopt findings to support the decision and provide notice of the right to seek judicial review of the decision pursuant to California Civil Procedure Section 1094.6.

#### E. Motions and Exchange of Evidence

1. Motions by either party shall be in writing and if based on factual matters, shall be supported by a declaration or declarations, executed under penalty of perjury, and a proof of service. Motions shall be served on the opposing party or their attorney of record and filed with the Secretary of the Commission and its counsel no later than ten (10) business days prior to the date of hearing of the motion.

2. Exchange of Evidence

No later than ten (10) calendar days prior to the date of hearing or such other time as designated by the Commission, each party shall submit to the other party and to the Secretary of the Commission and its counsel, a list of witnesses it intends to call at the hearing, a narrative description of the testimony of each witness, and a list of documents the party intends to introduce into evidence at the hearing. Hearing briefs are not required, but if submitted, must be submitted no later than ten (10) calendar days prior to the hearing. The Secretary may modify these deadlines as appropriate. Failure to comply with this subsection may be grounds for the exclusion of the narrative or documentary evidence not included in the lists set forth herein.

## F. Subpoenas

1. In accordance with Mendocino County Code Section 3.16.150, the Commission shall have the power of subpoena. The appellant or the appointing authority may request subpoenas to be issued from the Commission Chair (or Vice-Chair, or Secretary to the Commission in the Chair's and Vice Chair's absence), who may issue subpoenas on behalf of the Commission, subject to the following:
  - a. A written request for subpoena is submitted to the Civil Service Commission Secretary for transmittal to the Chair or Vice-Chair;
  - b. The request for the subpoena(s) shows that the parties to the appeal have been notified of the request, for subpoena, by email, fax or overnight delivery not less than four (4) business days before the request is submitted to the Commission; and
  - c. No written objection to the issuance of the subpoena is submitted to the Commission Secretary by email, fax or overnight delivery within four (4) business days after having been notified of the subpoena request. In the case of objections, the Commission shall conduct a hearing to consider the objections and decide whether the subpoenas will be issued.
2. Any person served with a subpoena may object to the subpoena in writing prior to the hearing or may appear and object to the subpoena at the hearing. At the hearing, the Commission shall consider and decide whether the subpoena will be enforced before hearing the evidence offered by the parties.
3. The Commission may continue the hearing to a later date if it overrules objections to a subpoena and additional time is required to serve the subpoena, or to produce evidence sought by the subpoena.
4. The party requesting the subpoena has the responsibility to serve the subpoena on the witness.

## G. Continuances

The Commission may grant a request for a continuance of a scheduled hearing upon a showing of good cause as to why the party seeking the continuance is not able to proceed on the hearing date. Continuance requests must be in writing and may be granted if there is good cause. Any cancellation costs of meeting rooms, hearing officer or court reporter due to inadequate notice may, at the order of the Commission, be borne by the party requesting the continuance. If the parties to an appeal agree to a continuance, such continuance may occur without requiring a determination by the Commission. Such mutual requests for a continuance shall be communicated to the Secretary of the Commission, in writing signed by both parties or their attorneys of record. Upon receipt thereof, the Secretary of the Commission shall reschedule the hearing.

## H. Settlements and Cancellations

When the parties to an appeal settle the matter in advance of the hearing, they shall notify the Civil Service Commission through the Secretary to the Commission as soon as practicable.

## I. Hearings Before the Commission

### 1. Quorum

When an appeal is heard by the Commission, a majority of the Commission shall constitute a quorum. If a Commissioner is absent from any part of a hearing, they shall not be permitted to participate in any further portion of the proceeding unless both parties agree that they may familiarize themselves with the proceedings held during their absence and continue to participate. If the disqualification of a Commissioner reduces the Commission to less than a quorum, and the parties do not agree that the absent Commissioner may continue as provided above, the hearing shall be terminated, and a new hearing commenced as soon as a quorum of the Commission can be assembled or the appeal may be referred to a hearing officer by order of the Chairperson or Vice Chairperson of the Commission.

When only four of the five Commissioners are available and qualified to participate in a hearing, to avoid the risk of a tie vote, one of the four Commissioners shall be excluded from participating.

The determination of which Commissioner shall not participate shall be based on the supervisorial district number, beginning with district 1 proceeding sequentially through district 5.

If the Commissioner from the designated district is not available, absent, recused, or otherwise not participating in the hearing, the next available district in sequential order shall not participate in the hearing.

The skipped district shall retain its place in the rotation for the next hearing in which this process is required.

The Human Resources Director or designee, serving as secretary to the Commission, shall maintain the rotation record.

### 3. Hearing Procedure

The appointing authority or representative shall open the case and present their evidence. The employee shall then present their defense. Thereafter, each side may present rebuttal evidence. Prior to calling their first witness, each side may make an opening statement. After all evidence has been presented by each side, the appointing authority followed by the appellant may make closing arguments. The appointing authority may also make a rebuttal closing argument.

All rulings on motions, objections to evidence, and rulings on interlocutory questions, shall be made by the Chairperson, subject to objection by any member of the Commission. If objections are raised, the questions shall be discussed by the Commission and the ruling of the Chairperson voted

on by the Commission. The vote shall either uphold or overrule the Chairperson.

The Chairperson shall have authority to maintain order during the proceedings of the Commission, and for that purpose to order persons to conform to rules of the Commission and to order persons to leave who in the judgment of the Chairperson are disrupting the hearing.

3. Evidence; Examination of Witness

The hearing need not be conducted according to technical rules relating to evidence and witnesses. The Commission shall have the authority to question witnesses during the hearing.

4. Counsel

The appointing authority and the employee may be represented at the appeal hearing. The Commission shall be advised by its counsel during a disciplinary appeal hearing.

5. Reporter

The proceedings of the Commission shall be reported by a court reporter or recorded with an audio recording device. Either party to an appeal hearing may have a court reporter present to report the proceedings. The cost of the reporter and responsibility for securing a reporter shall be the responsibility of the party desiring the reporter unless the parties mutually agree otherwise. When the parties agree that the reporter is making the official record, any audio recording of the hearing shall not be considered an official record of the proceedings.

6. Decision

At the conclusion of the introduction of evidence and argument of counsel, the hearing shall be submitted for decision. The Commission shall retire to deliberate in private without the presence of any persons except the Commission, counsel to the Commission and Commission Secretary as required.

In determining whether the charges have been proved, the Commission must find each separate charge or specification to be sustained by the preponderance of the evidence. Any charge or specification not so sustained shall be rejected by the Commission.

A majority vote of the Commissioners present is required to make a finding or decision. Any decision by the Commission shall specify a finding as to each ground.

Pursuant to Mendocino County Code Section 3.16.150, after reaching a decision, the Commission shall reduce its findings or decision to writing, addressing each charge, with the assistance of its counsel. Prior to adopting written findings required by Mendocino County Code Section

3.16.150, the Commission shall convene in open session to announce a preliminary decision, stating whether the Commission has voted to affirm, modify or revoke the discipline. At a subsequent meeting the Commission shall adopt written findings.

The decision of the Commission shall be final and reviewable immediately upon the adoption of a written decision that includes the Commission's findings.

#### .Hearings Before a Hearing Officer

##### 1. Prehearing Procedure

The Commission shall have the authority to designate a hearing officer to hear an appeal pursuant to the limitations set forth in Mendocino County Code sections 3.16.140 and 3.16.150. If the appeal hearing is referred to a hearing officer, the Commission shall continue the matter on the calendar of the Commission until a date for a hearing before a hearing officer can be set. The Secretary of the Commission shall identify a hearing officer, subject to approval by the Commission. The Secretary of the Commission shall arrange for a hearing at the earliest date, consulting with the parties, and the hearing officer selected by the Commission. As soon as a date for a hearing has been secured by the Secretary, they shall notify the Commission. The Commission at its earliest opportunity shall, in open session with all parties present, refer the hearing to the hearing officer at the time and date arranged.

The parties may agree by written stipulation to waive any of the foregoing formalities. If the parties can stipulate to the selection of a hearing officer, then that individual shall serve as the hearing officer. If a stipulation cannot be reached, then the Commission shall select a hearing officer.

##### 2. Hearing Procedure

The hearing officer shall have the right to rule on all interlocutory questions of law arising during the hearing and may continue the hearing from time-to-time until the hearing is completed.

##### 3. Action by Commission After Decision by Hearing Officer

The Commission shall meet in open session to receive or act on the proposed decision of the hearing officer but may retire to deliberate on the Hearing Officer's proposed decision, in private without the presence of any persons except the Commission, counsel to the Commission and Commission Secretary as may be required. The Commission may proceed as follows:

If a disciplinary appeal is heard by a hearing officer, they shall prepare a proposed decision in such form that it may be adopted as the decision of the Commission. A copy of the proposed decision shall be filed with the Commission, and a copy of the proposed decision shall be served by the

Commission on each party in the case and their representative. The decision shall be accompanied by findings of facts.

The Commission may adopt the proposed decision in its entirety, reject the proposed decision, or otherwise modify the proposed decision as it deems necessary. The decision of the Commission shall be final and shall include the notice required by and be subject to the time limits for seeking judicial review of the decision as set forth in California Code of Civil Procedure 1094.6.

## **Section 5 – Layoffs**

- A. Employees shall be subject to layoff whenever their positions are abolished, or whenever necessary because of lack of work or lack of funds. Layoffs shall be administered in accordance with applicable state and federal law.

### **1. Order of Layoffs**

- a) Whenever it is necessary to layoff one (1) or more employees in a department in which there is more than one (1) employee in the affected class in which the layoff is necessary, employees shall be laid off in the following order:
  - i. Temporary, provisional, and extra-help employees.
  - ii. Probationary employees.
  - iii. Permanent part-time employees, permanent full-time employees, and permanent part-time employees who are part-time because of the operation of Subsection 5 of this Section.
- b) Within the categories set forth in paragraph 1.a, above, employees in the same class, or in classes in the same classification series in the same department with less total continuous County service in the affected class shall be laid off before those with greater total continuous County service in the affected class, . If an employee has terminated from County employment, periods of service prior to such termination shall not be counted towards determining total service.
- c) If the calculation of service between two (2) or more employees produce a tie in the length of service, the order of layoff shall be determined as follows:
  - i. The employee with the least amount of total continuous service in the department, regardless of class, will be laid off or displaced first.
  - ii. If a tie still exists, the employee with the least amount of total continuous service in the county, regardless of the class, will be laid off or displaced.
  - iii. If a tie still exists, chance will determine who is laid off (e.g. lottery).

### **2. Displacement**

- a) If an employee who is laid off has greater total service in the County than another employee in a classification series, or class previously held with the same or lower salary allocation the employee with the least total service shall be displaced by the senior employee and shall be laid off.
- b) An employee who is displaced because of layoff may in the same manner displace an employee who has less seniority in accordance with these rules.
- c) Should an employee have the right to displace in more than one (1) class, displacement shall occur first in the class with the highest salary allocation.
- d) After all displacement procedures have been utilized within the department, an employee shall be placed on the Layoff Reemployment list in accordance with these rules.

### 3. Restoration

- a) Each person who has been laid off or displaced from a position in which permanent status was held shall, in writing, be offered restoration to the next position in the same classification to be filled in the County. Should a position in the same classification in the same department become available or should the necessity for layoff or displacement cease to exist within one (1) year after the date of layoff or displacement, an employee shall have the right to be restored to the position within the department of layoff. A candidate for restoration must be available to begin work within three (3) weeks after receipt of the offer, or within any longer period set forth in the offer.

Should the offer not be accepted, the rights to restoration for this position shall be forfeited. An individual shall have the right to waive the offer of restoration twice. Upon the waiver of a third offer, the name of the individual shall be removed from the Layoff Restoration List.

- b) Whenever more than one (1) person has been laid off and/or displaced in the same class in the same department, the order of restoration shall be in the reverse order of layoff.
- c) Whenever a person is unavailable for restoration, the next senior person who is eligible for restoration shall be offered restoration in the same manner and under the same conditions. Should there be no person eligible and available for restoration, the position may be filled as otherwise provided by these rules for appointment to a vacant position.
- d) A person who is unavailable for restoration may, within two (2) weeks after being declared unavailable, request in writing to the Civil Service Commission that consideration be given for further offer of restoration should such occur within one (1) year after layoff or displacement.

The request shall contain a full explanation of the reason for unavailability. At the next meeting of the Commission, the Commission shall either grant or deny further offer to restoration. The Commission

may specify conditions under which further offer to restoration may be granted.

#### 4. Calculating Service

- a) Service means employment by the County, whether with or without pay status. The length of service shall be calculated by counting calendar days except for:
  - i. Permanent part-time employees, whose service shall be counted in calendar days in proportion to the fixed percentage of full-time work to which the position is budgeted and allocated.
  - ii. Extra-help, whose service shall be counted in actual hours worked.
- b) Calculation of length of service in a particular status or classification shall be counted from the first working day of that employee.
- c) Length of service shall be calculated in order to ascertain the following:
  - i. Service in a class.
  - ii. Service in a department.
  - iii. Service in a class in a department.
  - iv. Service in a status.
  - v. Service with the County.
  - vi. Service for reasons of displacement (under Rule XI Section 6.A.2).
  - vii. Such other purpose as may be required by these rules.
- d) Separation from County employment constitutes a break in service, and service prior to the separation shall not be counted toward length of service. The following shall not be considered a break in service for purposes of calculating length of service: layoff, promotion, demotion, probationary service in another class, temporary or provisional assignment in another class, or disability retirement later canceled by the Retirement Board.

#### 5. Reduction in Hours

- a) Whenever a layoff due to financial restraints should otherwise be necessary in a department, any regular full-time or part-time employee may, with the approval of the appointing authority, voluntarily consent to a reduction in hours in place of such layoff. Under such circumstances the following shall apply:
  - i. For the purposes of layoff and displacement, a full-time employee shall retain length of service in the classification just as if employment had continued on a full-time basis.
  - ii. A regular part-time employee shall have length of service calculated at the same fixed percentage of full-time work as actually worked prior to the reduction in hours.

- b) Such schedule of reduced hours shall be for a minimum period of time set by the appointing authority. Should it be determined that department operations so require, an employee may be recalled to former status, even should the action result in layoffs. The employee may not unilaterally return to former status in the former position until the end of the minimum period.
- c) At the conclusion of the minimum period, the employee and the appointing authority shall either agree to extend the period, or the employee voluntarily working reduced hours shall be restored to former regular full-time or part-time employment. The employee must be available to resume restored hours within two (2) weeks of a written notice of restoration or shall be declared unavailable and shall be terminated.
- d) If, while assigned to a schedule of reduced hours, an employee is requested to work additional hours for temporary periods, such time worked will not be seen as full or partial restoration to former regular employment.

***End of Rule XI***

## RULE XII - LEAVE OF ABSENCE

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### Section 1 – Leave Without Pay

#### A. General Provisions

1. Appointing authorities may grant leave without pay for up to five (5) working days to employees within their department upon request.
2. Appointing authorities may grant leave without pay for more than five (5) working days, up to three (3) months, upon request and with approval of the Human Resources Director.
3. Employee requests for leave without pay exceeding three (3) months, up to one (1) year, for reasons that are not protected under state or federal law, shall be submitted to the Civil Service Commission for approval or disapproval, with approval of the appointing Authority, and Human Resources Director.
4. Employee requests for leave without pay exceeding one (1) year, for reasons that are not protected under state or federal law, shall also be submitted to the Board of Supervisors for approval or disapproval, with approval of the appointing Authority, and Human Resources Director.

#### B Accruals During Leave without Pay

Employees shall not accrue paid vacation or sick leave while on leave without pay, absent without leave, or suspended without pay.

#### C. Family Medical Leave

1. An employee may request Family Medical Leave for any of the reasons allowed by state or federal laws.
2. Family Medical Leave shall be granted to requesting, qualified employees in accordance with County policy, state and federal laws.
- 3.
4. Should an employee use the full twelve (12) weeks of continuous amount of leave allowed by state or federal Family Medical Leave laws and request additional leave without pay, the employee must request additional leave from the Civil Service Commission as if the ninety (90) days allowable under Rule XII, Section 1.A have been utilized. ; except leave without pay beyond Family Medical Leave that is protected under state or federal law and not subject to Commission approval, shall be

submitted to the Human Resources Director for review and appropriate action.

## **Section 2 – Leave With Pay**

### **A. General Provisions**

1. Attention is directed to the Mendocino County Code, Chapter 3.04, Personnel and Salary Ordinance, or applicable MOU, for details concerning the accrual, accumulation, and use of leave with pay.

## **Section 3 – Returning to Work After Absence Due to Illness, Injury or Disability**

- A. When an employee is absent due to illness, injury or disability, the appointing authority may require the employee submit medical certification releasing the employee to return to work. Failure to submit such medical certification may result, after expiration of the employee's accumulated sick leave, in further leave with pay; leave without pay; and/or separation of the employee, from employment, or other actions as authorized in accordance with these rules, until the employee submits the medical release and is cleared to return work.
- B. An employee who has been granted a disability retirement shall, be reinstated, if: (1) the Retirement Board determines that such person is no longer so incapacitated, and (2) the County offers to reinstate employee in accordance with applicable state and federal laws.
- C. The Human Resources Director shall offer reinstatement to such employee, in writing, as soon as possible after the ruling of the Retirement Board. The affected former employee shall have ten (10) calendar days from the date of receipt of this written notice to request placement on the Layoff Reemployment List so that the County may determine if a position is available.
- D. The date that the Human Resources Director sends the affected former employee written notice of the option to be placed on the Layoff Reemployment List for possible reinstatement shall be deemed the date of layoff or separation for purposes of implementation of the rules that apply to the Layoff Reemployment Lists.
- E. Should the returning former employee not meet the current minimum qualifications for the position formerly held, the returning employee shall make continuous efforts to obtain the required qualifications as soon as is practical. The employee and the appointing authority shall establish a written timetable for meeting the minimum qualifications. Failure or refusal to obtain the required qualifications within the established timeframe, or any mutually agreed upon extension may constitute grounds for dismissal or other appropriate disciplinary action.

***End of Rule XII***

## RULE XIII - POLITICS

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### Section 1 – Political Activity

Refer to the Mendocino County Code, Section 3.16.170 of the Civil Service Ordinance.

***End of Rule XIII***

## RULE XIV - EMPLOYEE REPORTS

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### Section 1 – Performance Reports

- A. The purposes of written employee performance or evaluation reports are to document employee performance over time and assist in the development of County employees. The report provides a process for supervisors to evaluate the strengths and areas of improvement for the individual employee. The report helps employees by providing them with feedback as to their job performance, areas for improvement (if relevant) and to offer opportunities and resources for continual growth and development in the performance of their job. The report will be a key tool in determining whether or not an employee has passed the probationary period and for determining merit increases.
- B. All employees of the County shall be evaluated annually by their immediate supervisor regardless of their salary step.
- C. Employees serving a probationary period of six (6) months shall be evaluated after the completion of three (3) months and on the completion of five (5) months of their probationary period. Employees serving a regular probationary period of twelve (12) months shall be evaluated on the completion of three (3), five (5), and eleven (11) months. Employees whose probation was extended shall be evaluated before the completion of the probationary extension period.
- D. An evaluation of an employee may be conducted at such other times as deemed appropriate by the appointing authority.
- E. Appointing authority, or designee shall arrange for an explanation and discussion of the evaluation with the employee concerned. The original of the report shall be filed with the Human Resources Department; a copy will be retained for departmental files; and a copy will be furnished to the employee by the department. Employees may make written comments regarding the evaluation which shall be placed with the evaluation in the employee's official personnel file maintained by Human Resources.
- F. The Civil Service Commission shall approve employee performance reports utilized for classified employees. Each employee performance report must reflect the employee's efficiency, productivity, ability, the quality of work, personal traits, and any other factors which contribute to successful job performance. All ratings below or above standard must be explained in the report.

### Section 2 – Medical Reports

- A. Based on business necessity and job-related reasons, an appointing authority may direct any employee to undergo a medical examination to determine mental and physical capacity to perform the duties of the position, in consultation with Human Resources. Each determination that an employee is or is not capable of performing the duties of the position may be made available to the appointing authority and to the employee concerned. All other records

pertaining to such examinations shall be retained in the same place and under the same circumstances as other confidential employee medical records.

***End of Rule XIV***

## **RULE XV - ADOPTION AND AMENDMENT OF RULES**

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### **Section 1 – Adoption and Effective Date**

These rules, having been adopted by majority vote of the Civil Service Commission of the County of Mendocino on October 29, 1962, and shall be in force and effect from and after October 29, 1962, and shall supersede all rules previously in effect.

### **Section 2 – Amendments**

Rules shall be amended by a majority vote of the Commission at a regular or special meeting noticed in accordance with these rules.

The proposed amendment shall first be submitted to the Commission for consideration at a regular or special meeting of the Commission; the proposed amendment shall thereafter be posted upon a public bulletin board maintained by the Human Resources Department and the Commissions webpage for at least ten (10) calendar days and shall be acted upon by the Commission at the next regular or special meeting following the posting of the proposed amendment.

If approved, the amendment shall become effective immediately unless another effective date is fixed by the Commission.

***End of Rule XV***