

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

166



FROM: Human Resources Dept.

SUBMITTAL DATE:
August 27, 2007

SUBJECT: Classification and compensation study recommendations for the Office of the District Attorney, The Office of the Public Defender, Clerk of the Board, and Transportation and Land Management Agency, Transportation Department, and amend Ordinance 440 pursuant to Resolution No. 440-8736 submitted herein.

RECOMMENDED MOTION: That the Board approve the recommendations in the attached Resolution 440-8736.

BACKGROUND: The Office of the District Attorney and the Law Office of the Public Defender request that classifications be established for the most experienced litigators in their respective offices. The District Attorney requests a classification allocated to Deputy District Attorneys involved in the casework and prosecution of death penalty cases.

(continued on Page 2)

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA

Current F.Y. Total Cost:	\$ 628.00	In Current Year Budget:	Yes
Current F.Y. Net County Cost:	\$ 276.00	Budget Adjustment:	No
Annual Net County Cost:	\$ 332.00	For Fiscal Year:	2007/08

SOURCE OF FUNDS: Departmental Budgets

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Elizabeth J. Olson

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dep't Recomm.:

Per Exec. Ofc.:

RECEIVED RIVERSIDE COUNTY
 BOARD OF SUPERVISORS
 AUG 29 2007

Prev. Agn. Ref.:

District:

Agenda Number:

3.16

BACKGROUND continued

The Public Defender requests an additional level to the Deputy Public Defender series. The requested classification will appropriately align the skill range required of highly experienced litigators with the classification and provide an alternative to pursuing a supervisory career path.

The TLMA, Transportation Department is responsible for the planning, design and construction of major transportation improvement projects characterized by budgets in excess of \$5 million, more than one year to complete, complex environmental and budgeting issues and complicated federal funding requirements. The Department requests classifications which can support and facilitate the management of these major capital projects.

The Clerk of the Board's Office utilizes a single-position Records Manager classification having overall responsibility for the Clerk's records management function including indexing, retention and disposal of all official records such as Board of Supervisors' agendas and board packet materials. The incumbent Records Manager has been employed by the County since April 30, 1996, as a Supervisors Board Assistant and contributes important historical knowledge of County business as well as specific records management expertise. The Clerk requests a parity adjustment to appropriately compensate this class and incumbent in the perspective of other senior administrative classes' salaries.

CLASSIFICATION ADDITIONS:

Deputy District Attorney IV – T: It is recommended to add this class to the Class and Salary Listing at salary plan/grade DAT 117 L13 (\$107,562 - \$148,312). This advanced class of Deputy District Attorney IV - T is recommended for litigators involved in death penalty casework. Capital litigation is the most difficult of all criminal litigation and requires specialized expertise. Litigators involved in the prosecution of death penalty cases are required to devote long hours in the preparation for the trial, above and beyond the time required in other criminal cases. The proposed class will report to a Supervising Deputy District Attorney and will be available to a veteran prosecutor engaged in death penalty casework and litigation. This classification is reviewable and revocable at any time deemed appropriate by the District Attorney. The class specification is attached.

Since this request is only to add this classification to the Class and Salary Listing, there is no cost impact at this time.

Deputy Director, District Attorney Administration: It is recommended to add this class to the Class and Salary Listing at salary plan/grade MCO 619 L12 (\$82,277 - \$110,129). The rapid growth of the District Attorney, including the addition of 157 new positions in FY 07/08, has significantly affected the Administrative Division of the District Attorney's Office. The Deputy Director, District Attorney Administration will have an increased level of responsibility and authority and will serve as a member of the District Attorney executive management team. In addition to providing administrative support for the District Attorneys Office, this class, in conjunction with other County departments, will direct and implement the purchase and construction of two new offices and the complete renovation of a third. The class specification is attached.

Since this request is only to add this classification to the Class and Salary Listing, there is no cost impact at this time.

Deputy Public Defender V: It is recommended to add this class to the Class and Salary Listing at salary plan/grade MAT 117 L13 (\$107,562 - \$148,312). In the Law Offices of the Public Defender, professional growth, excluding the attorney supervisor classification, is currently identified by four levels, i.e., Deputy Public Defender I – IV. The proposed Deputy Public Defender V will: broaden the skills range so that there is a clear alignment between the skill level and classification; retain and recognize those individuals who contribute a high level of expertise but who choose not to follow the supervisory career path; and serve as a recruitment tool to solicit highly qualified attorneys. The class specification is attached.

Since this request is only to add this classification to the Class and Salary Listing, there is no cost impact at this time.

Transportation Project Manager: It is recommended to add this class to the Class and Salary Listing at salary plan/grade MCO 615 L13 (\$80,952- \$111,297). Riverside County has no suitable project manager class with which to independently serve as project liaison, manage the most complex and diverse project teams, and have overall project responsibility including budget development and administration from the planning through construction phases of multi-million dollar Transportation Improvement Projects. This new class will have greater administrative responsibility to ensure compliance with all project related contractual obligations, ordinances, legal requirements, safety procedures and policies. This class will support and facilitate the department's delivery of an unprecedented amount of transportation infrastructure needed to accommodate the county's rapid growth and associated traffic impacts. The class specification is attached.

Since this request is only to add this classification to the Class and Salary Listing, there is no cost impact at this time.

Transportation Project Manager- Environmental Compliance: It is recommended to add this class to the Class and Salary Listing at salary plan/grade MCO 615 L13 (\$80,952- \$111,297). The Department requests the establishment of this class, which would be assigned to plan, direct, review and evaluate the work of the Planning Department and consultant staff responsible for environmental permitting, clearance and compliance activities for all major and minor Transportation Improvement Projects. To ensure that projects do not suffer unnecessary delays due to environmental permitting or compliance issues, this class is required to have knowledge of environmental laws and regulations such as the National Environmental Policy Act and the California Environmental Quality Act. This class will promote the department's mission to deliver the transportation system needed for Riverside County, through the coordination and management of the environmental processes for all projects. The class specification is attached.

Since this request is only to add this classification to the Class and Salary Listing, there is no cost impact at this time.

PARITY ADJUSTMENT

Records Manager: It is recommended to grant a parity adjustment to this classification of approximately 4.1% from MCO 253 L13 (\$47,560 - \$65,259) to MCO 267 L13 (\$49,503 – \$67,934) in order to restore more equitable salary relationships between senior administrative classifications assigned to the Clerk of The Board. This adjustment would place this classification's salary approximately 13.3% higher than the Clerk's Staff Analyst II – C, less than 1% higher than the Supervisor's Board Assistant classes, yet approximately 50.2% lower than the Assistant Clerk of the Board class. There is one incumbent in this class.

IMPLEMENTATION

The total annual cost of implementing these recommendations, including benefits, will be \$754 with \$332 net county cost. This recommended increase will not cause salary compaction that requires any additional actions outside this proposal. The department has sufficient funds for implementation.



DEPUTY DISTRICT ATTORNEY IV-T

Class Code: 78543

COUNTY OF RIVERSIDE
Established Date: Sep 13, 2007
Revision Date: Sep 13, 2007

SALARY RANGE

\$51.71 - \$71.30 Hourly \$8,963.53 - \$12,359.31 Monthly \$107,562.41 - \$148,311.69 Annually

CLASS CONCEPT:

Under direction, to perform more demanding and difficult professional legal work in the prosecution of criminal cases primarily death penalty litigation; to prepare and present cases before any court within the State; to conduct specialized research; and to do other related duties as required.

The incumbent, a Deputy District Attorney IV or IV-S of the District Attorney's Office, who has demonstrated exceptional performance in the most difficult and responsible legal work assignments and who is assigned death penalty litigation, may be appointed to this classification. Assignments typically involve complex litigation, unique projects, and legislative representation.

REPRESENTATION UNIT: Prosecution

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Prepares and presents evidence and arguments for the prosecution of difficult felony cases involving multiple defendants and multiple charges, and having serious consequences of error, or a high degree of public interest, most involving death penalty litigation.
- Negotiates with defense counsel regarding the disposition of cases or modification of charges; performs specialized legal research and litigation in unique and complex areas of law; trains and consults with other attorneys on points of law, evidence, and legal procedures.
- May assign, review, and evaluate the work of journey level deputies in the litigation of civil, misdemeanor, and felony cases of average difficulty and complexity.
- Directs the planning, implementation, and evaluation of specialized projects.
- May act for superiors in their absence or at their direction.

RECRUITING GUIDELINES:

Knowledge of: Legal principles and their application; California statutory and case law; the rules of evidence and the conduct of court proceedings; the duties, powers, limitations, and authority of the District Attorney's Office; the methods, procedures, and practices of prosecution; professional ethics in the practice of law.

Ability to: Analyze complex legal problems and apply legal principles and practices; present facts, arguments, and laws clearly and logically in written and oral form; perform legal research; work cooperatively with others.

Experience: Must currently hold the position of Deputy District Attorney IV or IV-S in the Riverside County District Attorney's Office

AND

OPTION I:

Be currently assigned a death penalty case;

OR

OPTION II:

Must have completed a death penalty case and be awaiting another capital case assignment.

OTHER REQUIREMENTS:

License/Certificate: Active membership in the State Bar of California.

Possession of a valid California Driver's License is required.

Must be able to pass an extensive background check.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).



DEPUTY DIRECTOR, DISTRICT ATTORNEY ADMINISTRATION

Class Code: 74546

COUNTY OF RIVERSIDE
Established Date: Sep 13, 2007
Revision Date: Sep 13, 2007

SALARY RANGE

\$37.34 - \$51.30 Hourly \$6,471.42 - \$8,892.83 Monthly \$77,657.01 - \$106,713.98 Annually

CLASS CONCEPT:

Under general direction, to plan, coordinate and direct all administrative support services for the Office of the District Attorney which may include: fiscal, financial and operational management, human resources management, facilities and resource utilization, long range planning, oversight of special projects, organizational/management studies and general administration.

This single-position class reports and receives general administrative direction from the Assistant District Attorney - Administration or District Attorney. This position exercises direct and/or functional supervision over management, professional, technical and clerical staff.

This position is characterized by the department's highest level of management responsibility for administration and direction of diverse operations and functions which may include facility acquisition, operations, and services; development and maintenance of a multiple-funded department budget; operation of a complex personnel section requiring benefits administration, multiple-funded payroll records and facility operations. This position directs functions or programs such as grant application, contract negotiations, financial planning, cost recovery, revenue generation, and procurement administration.

REPRESENTATION UNIT: Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Assist the District Attorney in establishing and implementing organization policies and procedures; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate.
- Direct and coordinate the fiscal and analytical operations, which may include, but are not limited to, the functions of fiscal control, accounting, procurement, human resources, grant preparation and analysis, contract administration and capital improvements, and may supervise preparation and processing of cost recovery invoicing; direct and monitor the performance of administrative sections to ensure effective and efficient operations; establish work standards and operational objectives in assigned area of responsibility.
- Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine actions appropriate for improvements; advise Department Head on findings and methods of effective solution.
- Prepare or direct the preparation of the budget; review and analyze the budget of various programs or



DEPUTY PUBLIC DEFENDER V

Class Code: 78556

COUNTY OF RIVERSIDE
Established Date: Sep 13, 2007
Revision Date: Sep 13, 2007

SALARY RANGE

\$51.71 - \$71.30 Hourly \$8,963.53 - \$12,359.31 Monthly \$107,562.41 - \$148,311.69 Annually

CLASS CONCEPT:

Under general direction, to perform the most demanding and difficult professional legal work in criminal defense, primarily death penalty litigation; to defend cases before any court within the state; to conduct specialized and complex research relating to the defense of capital and other complex litigation; when requested, to provide in-service training of Deputy Public Defenders; perform other work as required.

Incumbents in this class function as lead counsel in capital cases, and have demonstrated the necessary proficiency, diligence, and quality of representation appropriate to the defense of capital cases. This class differs from the Deputy Public Defenders IV and IV-S in that while the latter generally perform complex litigation including capital cases, the Deputy Public Defender V has previous experience in capital case litigation and is qualified and available to serve as lead trial or lead appellate counsel on capital cases.

REPRESENTATION UNIT: Unrepresented Management Attorneys

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Serves as lead attorney on capital cases in all contacts with the prosecution, public, media, investigators, experts, and supervisors in the Public Defender's Office; or serves as lead Appellate Counsel in the preparation of written pleadings in capital cases in State and Federal Courts. Directs the planning and implementation of case strategies, theories and defenses in capital cases. Is responsible for all decision and results on the capital case.
- Prepares and presents evidence and arguments for the defense of difficult felony cases involving multiple defendants and multiple charges, and having serious consequences of error, or a high degree of public interest, involving Death Penalty litigation.
- Negotiates with the prosecution regarding the disposition of cases or modification of charges; performs specialized legal research and litigation in unique and complex areas of law; trains and consults with other attorneys on points of law, evidence and legal procedures.
- Directs the planning, implementation and evaluation of specialized projects and the defense of complex capital cases.

RECRUITING GUIDELINES:

Advanced knowledge of: Legal principles and California statutory and case law, particularly in the areas of Capital and complex litigation; the rules of evidence and the conduct of court proceeding; the duties of a criminal defense attorney; the methods, procedures, and practices of criminal defense; and professional ethics in the practice of law.

Ability to: Lead teams assigned to the defense of a criminal defendant in capital and complex litigation; the ability to present facts, arguments and law clearly and understandably in capital and complex

departments; review and prepare recommendations on expenditure requests and budget variances; ensure compliance with local, state and federal laws, rules and regulations.

- Plan and forecast revenues through a variety of revenue resources which may include, but are not limited to, grant and redevelopment fund recovery, property taxes, contract revenues, State reimbursements, fees, bond and trust funds, and general fund contributions; supervise accounting processes for County revenues and expenditures.
- Prepare or direct the preparation and review of assigned grant proposals for various programs and projects; interface with governmental agency's personnel regarding requirements for obtaining funds and monitoring procedures; present proposal to various boards and commissions in order to gain approval for programs and projects.
- May direct and implement the purchase, construction and renovation of facilities in coordination with the Department of Facilities Management and other county departments.
- Prepare funding documents and Form 11's for Board of Supervisor's approval and supervises accounting processes for County revenues and expenditures.
- Attend and represent the department at various governmental and citizen group meetings; make presentation on various programs and services provided.
- Manage and direct personnel actions; interview and recommend candidates for employment assign, train, and evaluate subordinate supervisory staff and other personnel; provide training and interpret new policies, procedures, methods and systems; define and provide technical expertise to resolve complex work problems.

RECRUITING GUIDELINES:

Knowledge of: Organizational structures and relationships of public administration and government entities (County, State, Federal, and local jurisdictions); Federal, State and Local ordinances and laws governing the Office of the District Attorney; management principles including financial, budgetary, cost/benefit analysis, payroll administration, supervision and performance evaluation.

Ability to: Analyze, plan and direct budget preparation; develop, monitor, and direct a fiscal system which complies with various Local, State, and Federal laws, rules, and regulations; analyze organization, administration, and budgetary matters and recommend effective courses of action; establish and maintain effective working relationships within the county and State and with representatives of other entities; communicate clearly and concisely, both orally and in writing and make effective presentations of information, findings, and recommendations.

Education: Possession of a Bachelor's degree from an accredited college or university in public administration, economics, business administration, finance, or a closely related field.

Experience: Five (5) years of administrative experience in the five administrative functions cited below. Three (3) years of such experience must have included supervision of administrative professionals. An extensive staff or line experience in public agency is highly preferred.

1. Budget Preparation - line item and program budget preparation including writing program budget narratives, developing performance indicators, projecting revenues, justify and explaining budget to Board of Commissioners, and/or County Board of Supervisors, and/or City Councils, Financial Management and Auditor and Controller staff.

2. Personnel Administration - preparing forecasts of departmental personnel needs; providing guidance and recommendations to appointing authorities and top managers on the selection, recruiting and



TRANSPORTATION PROJECT MANAGER

Class Code: 76419

COUNTY OF RIVERSIDE
Established Date: Sep 13, 2007
Revision Date: Sep 13, 2007

SALARY RANGE

\$38.92 - \$53.51 Hourly \$6,745.99 - \$9,274.75 Monthly \$80,951.94 - \$111,297.05 Annually

CLASS CONCEPT:

Under general direction, to coordinate, direct and provide project management, liaison, inspection and contract administration for the design, construction and modification of multiple, major Transportation Improvement Projects; to plan, organize, coordinate, and manage the work of county professional and technical engineering staff and consultants involved in the delivery of Transportation Improvement Projects; and to do other work as required.

This class reports to the Engineering Division Manager. Incumbents serve as primary project liaison and have overall engineering responsibility for the design, bid, development and administration of contract and budget and construction, of multiple, major, multi-year Transportation Improvement Projects. These projects include freeway interchanges, roads, bridges and railroad crossings involving significant resources, complex technical execution requirements, complicated environmental issues and Federal funding, and relationship management issues. The Transportation Project Manager class is distinguished from the Senior Civil Engineer class in that the former has greater administrative responsibility to ensure that all project related contractual obligations, ordinances, legal requirements, safety procedures, budgets and policies are met and administered. The Senior Civil Engineer class works on smaller, less technically complex projects and receives direction through out the project.

REPRESENTATION UNIT: Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plans, organizes, directs and reviews the work of professional and technical County staff and consultants involved in the planning, environmental processing, scheduling, design and/or construction of multiple, major Transportation Improvement Projects.
- Plans, prepares, and participates in consultant selection for design and construction engineering services of projects; negotiates the scope, budget, and schedule with consultant firms and prepares the negotiated contract for Board of Supervisor's approval; directs, reviews, and approves the preparation of the Project Management Plan including project phases, milestones, deliverables and action plan; prioritizes and schedules major activities to ensure the most effect use of staff and equipment.
- Prepares, manages, and monitors project budgets and schedules; reviews consultant's monthly progress reports to ensure compliance with project scope and agreement provisions; prepares and negotiates Engineering Services Agreements and amendments and prepares the Form 11 for Board of Supervisor approval; reviews and approves consultant's invoices for payment; reviews and recommends approval of Construction Change Orders, funding agreements and equipment within the limits of design and cost restrictions.
- Represents the Transportation Department before other County Departments, governmental agencies,

management of employees; managing grievances and disciplinary matters; and payroll supervision.

3. Fiscal Management - budget maintenance including reviewing and monitoring budget updates, making suggestions to management of actions necessary to balance budget, anticipating revenue changes, and conducting cost benefit studies.

4. Facilities Management – developing operational sites, coordinating personnel moves and space studies, equipment acquisitions and repairs, coordinating facility maintenance and security and managing environmental health.

OTHER REQUIREMENTS:

License: Possession of, or ability to obtain, an appropriate, valid California driver's license.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

utility companies, stakeholders and the public to ensure proper communication, direction and coordination; prepares and processes freeway agreements and cooperative agreements with State Department of Transportation for design and construction of improvements on State routes; oversees and coordinates the preparation of cooperative and/or property acquisition agreements with developers, private property owners and government agencies.

- Directs the inspection and evaluation of contract or other construction work and enforces conformity to plans and specifications, and construction standards; coordinates with the consultant team and County engineers periodically to review and revise construction cost estimates; provides project information and cost data for funding applications with Riverside County Transportation Commission (RTCT), Western Riverside County of Governments (WRCOG), State and federal agencies; provides annual project cost estimates to update the Department's Transportation Improvement Plan (TIP); coordinates with the TIP Program Engineer to prepare application and project certification documents to allocate and obligate funds for various phases of federally funded projects; and, reviews and approves invoices to appropriate funding agencies for cost recovery.

- May coordinate Transportation Uniform Mitigation Fee (TUMF) activities with the (WRCOG) and the RCTC; may prepare TUMF funding agreements and amendments for Transportation projects with WRCOG and RCTC; may review internal invoices to outside funding agencies for cost reimbursements on TUMF funded Transportation projects; may prepare TUMF Project Nomination forms for Transportation projects seeking funding; and, may prepare annual updates to five TUMF Zone Transportation Improvement Programs.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college with a bachelor's degree in Civil Engineering, Planning, Transportation Planning, Public Administration, Urban Geography, Architecture, or closely related field.

Experience: Four years of professional engineering experience including two years of Transportation Engineering experience in a lead, administrative or supervisory capacity that included project management responsibilities.

Knowledge of: The principles and practices of engineering especially as they apply to traffic, transportation planning, highway, flood control; environmental monitoring; state and federal standards concerning public works design and construction; the principles and techniques of project management, engineering administration, personnel management, project funding and budgeting.

Ability to: Plan, organize, and direct the work of an engineering unit; lay out and supervise the work of professional engineers, technicians, inspectors, and planners; perform or review difficult engineering calculations; prepare or direct the preparation of complex plans and specifications, and comprehensive technical reports; perform difficult technical research, to analyze situations accurately, and adopt effective courses of action; review, evaluate, recommend, and/or approve proposals and plans of complex projects; establish and maintain cooperative working relationships with others.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).



TRANSPORTATION PROJECT MANAGER – ENVIRONMENTAL COMPLIANCE

Class Code: 74810

COUNTY OF RIVERSIDE

Established Date: Sep 13, 2007

Revision Date: Sep 13, 2007

SALARY RANGE

\$38.92 - \$53.51 Hourly \$6,745.99 - \$9,274.75 Monthly \$80,951.94 - \$111,297.05 Annually

CLASS CONCEPT:

Under general direction, to plan, organize, and coordinate the environmental process for the Transportation Improvement Program including major transportation projects and routine maintenance and emergency repairs; to plan, organize, direct, review, and evaluate the work of professional County staff including Sr. Planners and consultants establishing and implementing environmental related policies; to act as liaison with environmental permitting and regulatory agencies; and to do other work as required.

This class reports directly to the Deputy Director of Transportation and is characterized by oversight and coordination of the environmental processes for all Transportation Improvement Program projects to ensure compliance and clearance with environmental laws and regulations. The Transportation Project Manager class is distinguished from the Transportation Project Manager – Environmental Compliance class in that the former independently provides project management, liaison, inspection and contract administration for assigned major projects while the latter oversees environmental clearance and compliance activities associated with the delivery of all Transportation Improvement Program projects.

REPRESENTATION UNIT: Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plans, organizes, directs, reviews and evaluates the work of professional County Planning and consultant staff involved in the oversight of the environmental process for all Transportation Improvement Program projects; directs staff in coordinating with the Transportation Project Managers during project planning, design, and construction phases to ensure compliance with environmental laws and regulations.
- Directly manages the environmental process for specific projects deemed high priority; prepares and reviews the scope of work; directs consultant tasks and schedules and reviews and comments on environmental work products; coordinates project tasks and delivery with project managers and outside approving agencies such as the California Department of Transportation, Federal Highway Administration and the U.S. Army Corps of Engineers.
- Directs or participates in consultant selection and proposal evaluation of primary Engineering Services Agreements; prepares Form 11 for Board of Supervisors approval; prepares and reviews the environmental project scope, budget, and schedule with consultant firms and on call consultants.
- Prepares, manages, and monitors project budgets and schedules; reviews consultant's monthly progress reports to ensure compliance with project scope and agreement provisions and approves consultant's invoices for payment processing.

- Reviews and comments on proposed plans such as the Western Riverside Multiple and the Coachella Valley Species Habitat Conservation Plans and legislation that affect the Department's environmental process; reviews current Department practices for environmental compliance; prepares or revises existing Department environmental policies and practices to ensure environmental compliance.
- Represents the Transportation Department before other County Departments, governmental agencies, environmental regulatory and permitting agencies, stakeholders, and the public.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college with a bachelor's degree in Civil Engineering, Planning, Transportation Planning, Public Administration, Urban Geography, Architecture, or closely related field.

Experience: Four years of professional transportation planning experience including two years of environmental experience in a supervisory, administrative, or managerial capacity that included project oversight responsibility.

Knowledge of: The principles and practices of engineering especially as they apply to traffic, transportation planning, highway, flood control; environmental monitoring; state and federal standards concerning public works design and construction; the principles and techniques of project management, engineering administration, personnel management, project funding and budgeting; the laws and regulations affecting environmental permitting and permit clearance including the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) .

Ability to: Plan, organize, and direct the work of an environmental planning unit; lay out and supervise the work of professional environmental planners; perform difficult technical research, to analyze situations accurately, and adopt effective courses of action; review, evaluate, and comment on proposed environmental plans or legislation that affect the department's environmental process; review current department practices, prepare policies or revise existing policies to ensure environmental compliance; establish and maintain cooperative working relationships with others.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

litigation; the ability to perform advanced legal research focusing on capital litigation; the ability to perform advanced motions and appellate work, and to appear in trial and appellate courts on this litigation; the ability to work cooperatively with others and with a team.

Has demonstrated the skill, knowledge, and proficiency to diligently and competently represent the defendant in death penalty litigation.

OTHER REQUIREMENTS:

License/Certificate: Active membership in the State Bar of California.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).