



## Administrative Services Memorandum

**To:** Board of Supervisors  
**CC:** Robert Bendorf, County Administrator  
Angil Morris-Jones, County Counsel  
**From:** Doug McCoy, Director, Administrative Services  
Martha Wilson, Director Human Resources and Organizational Services  
**Date:** April 5, 2011  
**Re:** Creation of Capital Improvement Project Manager Position

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### Recommendation

Consider for approval and authorize the creation of the Capital Improvement Project Manager position; and approve Human Resources to post and recruit for the position.

### Background

Administrative Services has identified the need for a project manager to oversee and represent the County for the construction of the new Sheriff Office facility project. Working with Human Resources, we have together developed the attached class specification to clarify and quantify the skills necessary to manage this project.

### Discussion

Administrative Services and Human Resources, with advice from the County Administrator's Office, assessed whether any existing class specifications would be adequate and it was determined that the County would be better suited to create a new class specification that was more focused on the County's specific needs for this project, and thus a new class specification was crafted.

It is proposed that this position be posted as a limited term hire for only the term of the project which is estimated to be 18 to 24 months in length, or until the project is essentially complete; whichever comes first. With the RFQ for the architect already on the street, and

*March 21, 2011*

the responses due at the end of this month, we would like to get this position filled quickly as it is important to have this individual involved from the beginning of the project.

**Financial Impact**

We have placed the base salary for this position at \$6937 per month, which will be funded as part of the project, from impact fees.

COUNTY OF YUBA

Form: Supp – 3 Rev. 3-05

Request For Position Allocation Change

Fiscal Year: 11/12

Department: Administrative Services	Request Date: 7/1/2011
Division: Administrative Services	Contact Name: Doug McCoy
Program:	Phone #: 7880

**REQUESTED POSITION** (*Organizational Chart must be attached*): **CLASSIFICATION:** EXISTING \*NEW (\*For New Classification attach: Brief Job Duties, Specifications & Est. Range/Base; **BOS APPROVES all new classifications.**)

Title: Capital Improvements Project Manager			Est. Hire Date or Eff. Date:	5/1/2011
Salary: \$6,937	Base A: \$6,937	Index Rate: 1.0	# of Positions:	1
Position Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time: Hrs Wk:		<input checked="" type="checkbox"/> Ltd.Term: Expiration Date: 11/1/12		

**TYPE OF ACTION REQUESTED:**

NEW POSITION   
  ABOLISH/ESTABLISH (Encumbered only)   
  RECLASS (Vacant positions only)   
  TITLE CHANGE ONLY  
 DELETE POSITION   
  BUDGET #   
  FUND #   
  OTHER: \_\_\_\_\_

**COMPLETE FOR CURRENT ALLOCATED POSITION CHANGES ONLY:**

Current Title of Position:	
New Title:	
Identify Modified Position: Use PCN or Employee Name (If Vacant list Vacant +Prev. Emp Last Name)	

**PART A: JUSTIFICATION** (attach additional sheets if necessary) **# of Attachments:**

This is proposed limited term hire for the purpose of constructing the new Sheriff facility; funded from project costs.

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**PART B: FINANCIAL ANALYSIS** (Amount to reflect the **TOTAL SUM** of ALL positions requested)

Fiscal Year Costs:		Offsetting Reimbursements:	
Expense Type:	Total Amount:	Source:	Total Amount:
Salary:	\$13,874	TBD Impact fees/Sheriff project costs	\$13,874
Benefits:	4,947		4,947
Operating Costs:	1,800		1,800
Equipment Costs:			
<b>Grand Total:</b>	<b>\$20,621</b>		<b>\$20,621</b>

**PART C: BUDGET INFORMATION**

Budget Unit #	% of Budget Unit:	Fund #:	% of GEN Fund:	% of Non GEN Fund:
1800	100	101	0%	100%

Status (For CAO/Personnel Use Only)					
CAO:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Return to Dept – add. info. req.	Date: 3/21/11	Initials: DS
Personnel:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Return to Dept – add. info. req.	Date:	Initials:
New Classifications only:	<input type="checkbox"/> BOS	Agenda Date/Item #:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied

Distribution: (White-Personnel) (Canary-CAO) (Pink-Returned to Dept.) (Goldenrod-Requesting Dept.)

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Capital Improvements Project Manager  
**ALLOCATION:** Administrative Services Department  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** N/A

**ESTABLISHED:** March 2011  
**REVISED:**

### **JOB SUMMARY:**

Under general direction, provides project management, inspection, and contracts administration for the design, construction, and modification of County buildings and associated structures; coordinate site selection, development, space needs studies, design criteria, architectural services and construction management; directs multi-disciplinary teams completing specialized and highly technical projects related to capital improvement projects and performs related duties as assigned.

This is a mid-management position in the Engineering/Planning series.

### **CLASS CHARACTERISTICS:**

This mid-management level position reports directly to the Director of Administrative Services. This class is distinguished from departmental Managers and Division Managers by the primary assignment to highly skilled and specialized project management of time-limited highly technical projects and by management of multi-disciplinary teams made up of professionals from all sectors of the County, external consultants, citizen participation advisors, members assigned from other governmental agencies and the private sector.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Supervise the design and construction of large, complex, County capital projects and improvements including aspects of cost-control, schedule control, and levels of quality consistent with approved County standards.
- Supervise, assign, plan, review, and evaluate the work of assigned subordinate staff; implement County, departmental and divisional policies, procedures, and service standards in conjunction with management; evaluate workforce and resource needs of assigned staff; ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Prioritize, and issue work schedules, deadlines, and duty assignments of assigned staff; coordinate activities with other unit supervisory personnel, and with other departments to ensure the technical performance of various departmental and/or County-wide functions; supervise project implementation.
- Plan, develop and organize administrative studies; determine needs of departments and assess cost; gather required information needed to identify and analyze operational and engineering problems; review, analyze, and identify alternatives and makes recommendations concerning capital improvement projects to evaluate current and anticipated future needs; work with staff to evaluate alternatives and implements appropriate solutions.
- Work with the Purchasing Agent to manage the consultant and contractor selection RFQ/RFP process and participate as a member of the consultant selection committee; manage resulting contracts; monitor projects, and documents related steps and procedures to ensure compliance with contract provisions.
- Oversee contract functions (e.g. review and ensure compliance with plans, specifications, applicable codes and regulations, process and prepare for approval of public bids); prepare contract(s) by customizing a standard document, along with supporting documents and obtain management and legal approvals required to award and execute contract.
- Negotiate, administer and control contracts and agreements related to the project and serve as the official County administrative contact with consultants, developers, architects and contractors, and other public agencies; resolve construction disputes between the County and the contractor and negotiate contract revisions.
- Direct and manage a multi-disciplinary team in the development of plans, goals, objectives, policies and procedures for completion of a project in a highly technical field; reviews project proposal or plan to determine time requirements and allotment of available resources to various phases of the project; and establish project schedule including staffing necessary for each phase of the project; ensure the project progresses on schedule and within prescribed budget; track and report on the progress of construction projects; review status reports prepared by project

personnel and modify schedule or plan as needed. Facilitate project meetings with all team members as necessary and required to ensure open and frequent communication of progress.

- Coordinate activities of project personnel and activities with government regulatory or other government agencies; act as liaison between construction project managers and county departments; and coordinate intra- and inter-departmental matters necessary to expedite the project.
- Facilitate and troubleshoot the solution of problems associated with designing, implementing, leading and completing projects; and approve construction changes and modification; coordinate construction with all affected departments. Attend construction meetings as necessary.
- Administer all documents associated with the acceptance of construction projects, such as filing Letter of Acceptance, Notice of Completion, releasing and/or calling bonds, punch list and other related legal or administrative documents; obtain required permits and licenses; prepare, track, log, and respond to various construction management documents and other project documentation.
- Review, approve and produce technical reports, designs and contract documents to assure adequate compliance with constructability and cost efficiency.
- Create formal reports and other related legal or administrative documents such as agendas, resolutions, memos, invoices, and letters.
- Present project reports for public dissemination, Board of Supervisors and other legislative bodies; coordinate public meetings and confer with federal, state, and local governmental agencies, businesses, citizen's groups, vendors, and the public.
- Ensure compliance with applicable regulatory requirements, such as CEQA, ADA, Energy Conservation, and other standard and special regulatory requirements; requires the ability to identify the relevant regulatory requirements and prepare both initial documents and responses to comments from regulatory agencies.
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations and ensure they are completed on schedule and within budget, while avoiding construction claims.
- Serve as the County's principal point of contact for customers such as developers, vendors, builders, citizen groups, and the public responding to inquiries; and provide information pertaining to the status of projects undergoing County review.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment in the course of work.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Basic business management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- Principles of management and administration as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and techniques of management, including program planning, implementation of administration, budgetary practices and controls, and prevailing wage / certified wage reporting.
- Project management methods and procedures, including project scheduling, development, cost estimating, materials, review and claims analysis.
- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
- Principles and processes of providing customer service including, customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Principles and practices of construction inspection.
- Architectural and engineering principles as applied to capital improvement projects including planning, design development, specifications, cost estimates and construction.
- Principles and practices of contract administration.
- Construction methods and techniques.
- Federal, state, and local laws, codes, and regulations related to construction and Public Contract Code.
- Methods and practices of municipal fund operations, budgeting and accounting.
- Safe work methods and safety regulations and precautions pertaining to the work.

- Various computer software programs including the technology of up-to-date computer systems and applications.

**Skill in:**

- Planning, managing, supervising, directing, coordinating and evaluating the work of staff and direct contracted personnel.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Bringing others together and trying to reconcile differences.
- Creating a unified team environment.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Managing one's own time and the time of others.
- Performing complex project management work including the administration of a capital improvement program.
- Understanding, interpreting and enforcing compliance with plans, specifications, bid documents, and contract provisions.
- Reading and interpreting engineering plans and specifications.
- Developing and maintaining effective relationships with staff, consultants, contractors, engineers, architects, residents, suppliers and representatives of other agencies or departments.
- Analyzing and using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Independently conducting difficult and/or complex administrative and space studies.
- Independently planning, coordinating and monitoring difficult and/or complex capital improvement projects.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Keeping up-to-date technically and applying new knowledge to your job.

**Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Require individual accountability and responsibility by immediately responding to behavior.
- Apply general rules to specific problems to produce answers that make sense.
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Inspect materials and workmanship for safety hazards or construction problems.
- Recognize something is wrong or is likely to go wrong.
- Maintain composure in difficult situations.
- Establish, balance and adjust priorities on a continuous basis.
- Observe, receive and obtain information from all relevant sources.
- Write and review technical documents or reports including board letters, Notice of Completion, Letters of Acceptance, specifications and contract documents.
- Make written and verbal presentations to large civic groups, official bodies, and the general public to provide information on the status of a project.
- Read and understand information and ideas presented in writing and verbally.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- Perform physical activities that may involve walking, bending, stooping, squatting, kneeling, crouching and reaching above the shoulder.
- Drive a motor vehicle in order to attend meetings and inspection sites.

- Inspect construction sites involving trenching, embankments and uneven terrain.
- Properly lift and carry up to 50 pounds.
- See well enough to read fine print and view a computer screen for prolonged periods of time; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Work in a typical office setting.
- Drive a motor vehicle to attend meetings and job sites.
- Work with exposure to potential hazards at various construction sites.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Possess and maintain a valid California Class C driver’s license.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Graduation from an accredited four year college or university with major coursework in engineering, construction management, business administration, public administration or a closely related field and four years of project management and administration experience for capital improvement projects.

**PREFERRED:** In addition to the minimum, Project Management Professional Certification (PMP), possession of a Class B general contractor’s license and three years of engineering and/or construction management experience in a public agency setting.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Admin Services Dept. Approval: Doug McCoy  
Date:

EEOC: B  
WC: 9410

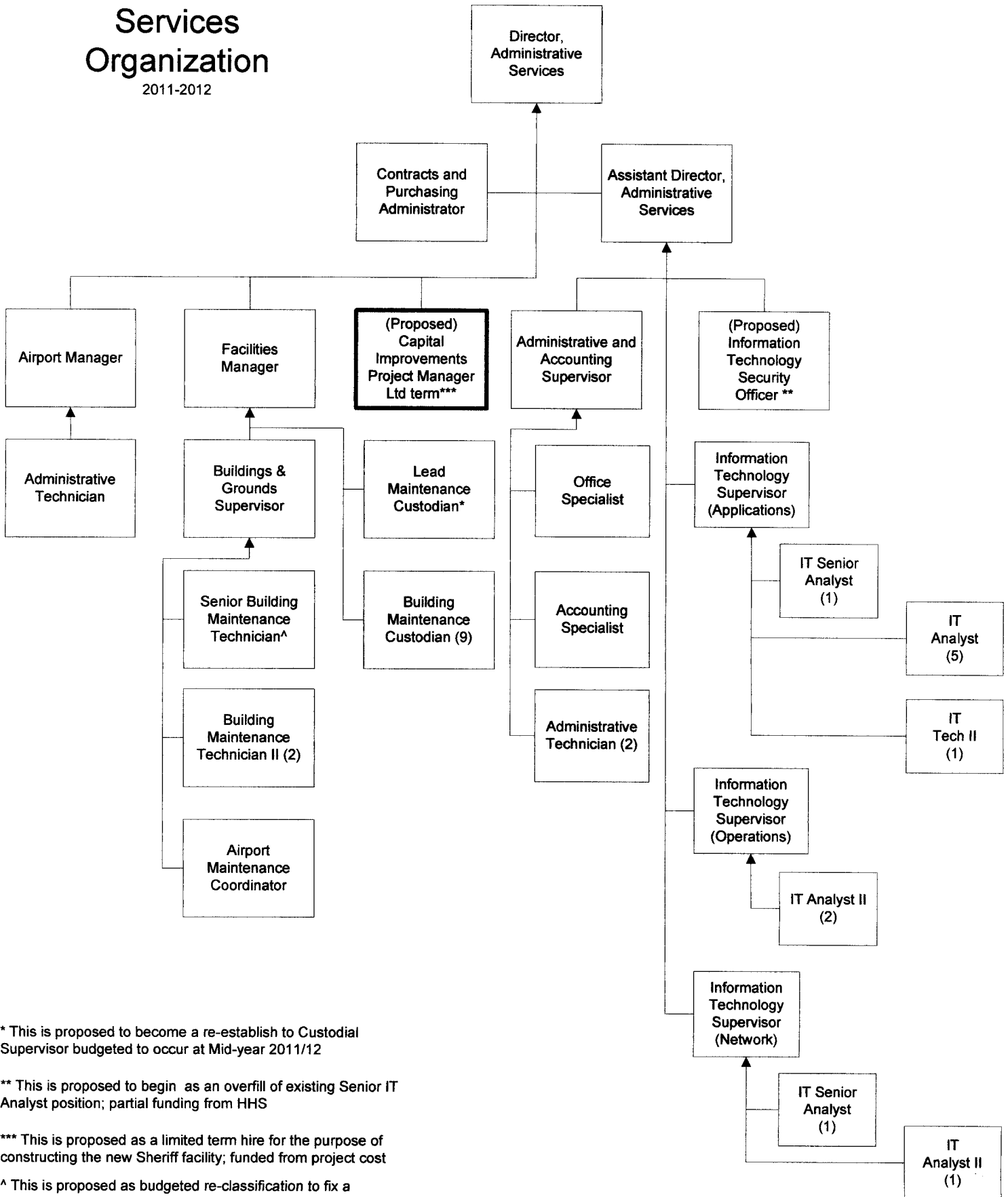
Human Resources Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

# Administrative Services Organization

2011-2012



\* This is proposed to become a re-establish to Custodial Supervisor budgeted to occur at Mid-year 2011/12

\*\* This is proposed to begin as an overfill of existing Senior IT Analyst position; partial funding from HHS

\*\*\* This is proposed as a limited term hire for the purpose of constructing the new Sheriff facility; funded from project cost

^ This is proposed as budgeted re-classification to fix a personnel inequity