

CIVIL SERVICE COMMISSION AGENDA

Thursday, November 19, 2009 – 3:00 p.m.

Before addressing the Civil Service Commission,
please state your name and whom you represent

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

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Human Resources office at the above address during normal business hours.

AGENDA

- I. Call to Order
- II. Approval of Minutes of October 15, 2009
- III. Director's Report
- IV. Public Comment
- V. Agenda Items

Proposed rule changes

1. Adopt amendment of Rule 10.5F to delegate issuance of subpoenas
2. Discussion and direction to counsel on proposed 1-2 page issue statement requirement for appeals

VI. Reports

A. Permit and Resource Management Department – Lynn Vender

Classification Study of Code Enforcement Inspector I/II, Senior Code Enforcement Inspector, and Code Enforcement Supervisor

Recommendations/Actions Requested:

- 1) Adopt the revised class specifications for Code Enforcement Inspector I/II, Senior Code Enforcement Inspector, and Code Enforcement Supervisor

CIVIL SERVICE COMMISSION AGENDA

November 19, 2009

B. General Services – Marina Luna

Classification Study of Building Mechanic I, Building Mechanic II, Painter

Recommendations/Actions Requested:

- 1) Adopt the revised job specifications of Building Mechanic I and Building Mechanic II and abolish the job class and specification of Painter.
- 2) Reclassify the incumbents of the Painter classification to Building Mechanic I and promote the incumbents pursuant to Civil Service Rule 3.3(B).

VII. Appeals

A. Appeal of Dismissal – Miriam Gaon

- Decision and Findings Upholding Order of Dismissal
 - Role Call Vote Required

B. Withdrawal of Appeal of Order of Termination - John Helzer

C. Withdrawal of Appeal of Order of Termination - Elaine Hards

D. Motion for Discovery – Karen Stagg-Hourigan

E. Preliminary Hearing for Appeal of Automatic Resignation – Robin Begin

VIII. Commission's Open Session

1. Policy Direction on the Possible Reclassification of the position of Director of Human Resources – Chris Thomas

IX. Closed Session

1. Public Employee Appointment (Gov. Code Section 54957):
Position: Interim Director of Human Resources

X. Adjourn

The next Civil Service Commission meeting will be Thursday, December 3, 2009 at 3:00 p.m. in Human Resources Large Training Room. The Agenda deadline for this meeting is 5:00 p.m., Wednesday, November 25, 2009.

SCHEDULED HEARINGS:

- Appeal of Termination – Doug Heron, Juvenile Correctional Counselor IV – **11/17/09 (Day 3)**
- Appeal of Termination – Karen Stagg-Hourigan, Deputy Public Administrator/ Public Guardian/Public Conservator – **January 8, 11, 13, 27, 29.**

CIVIL SERVICE COMMISSION MINUTES
Sonoma County Human Resources Department

October 15, 2009

PRESENT *Commissioners:* Karen Wheeler, John Hadzess, Arthur Jewett, Paul Kaplan
 Human Resources Staff: Ann Goodrich, Julee Murphy, Christina Cramer, Marion Angiuli
 Commission Counsel: Kathy Larocque, Veronica Nebb

I. CALL TO ORDER

The meeting was called to order at 3:00 p.m.

II. APPROVAL OF MINUTES

Voted to approve the Minutes of October 1, 2009 as follows:

Motion: Commissioner Jewett Second: Commissioner Kaplan	AYES: 4 NOES: 0 ABSENT: 1 ABSTAINED: 0
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III. DIRECTOR'S REPORT

None

IV. PUBLIC COMMENT

None

V. AGENDA ITEMS

VI. REPORTS

VII. APPEALS

Proposed Amendment to Civil Service Rule 10.5

Proposal: Require both parties to provide one to two page double-spaced appeal case summaries, stating relevant facts and issues, and outlining which of these are in dispute.

- Commission requested that they receive witness and document lists at the time they are exchanged by the attorneys.
- Commission requested that we ask the attorneys in upcoming appeals to voluntarily submit a case summary ten days before hearing begins.

It was suggested that the proposal to amend rule 10.5 be placed on the November 19th, 2009 agenda to give union representatives a chance to comment.

VOTED to adopt the suggestion as follows:

Motion: Commissioner Jewett Second: Commissioner Kaplan	AYES: 4 NOES: 0 ABSENT: 1 ABSTAINED: 0
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- o The appeal hearing of Karen Stagg-Hourigan has been set for January 8, 11, 13, 27, and 29.

Appellant’s Request to Issue Subpoenas – Doug Heron Appeal, Submitted by Appellant Counsel

Motion to direct the Secretary of the Commission to issue subpoenas in the name of the Commission.

VOTED to adopt the motion as follows:

Motion: Commissioner Wheeler Second: Commissioner Hadzess	AYES: 4 NOES: 0 ABSENT: 1 ABSTAINED: 0
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Commission requested to agendize a proposal to amend section 10.5.F - Subpoenas of the Civil Service Rules to delegate authority to the Secretary or Assistant Secretary to issue subpoenas in the name of the Commission.

VIII. COMMISSION’S OPEN SESSION

IX. ADJOURN

The Civil Service Commission meeting was adjourned at 3:30 p.m.

Submitted by,

Ann Goodrich s/n

Ann Goodrich
Director of Human Resources

F. Subpoenas

The Commission may issue subpoenas for the attendance of witnesses at hearings or depositions. Any party requesting subpoenas must submit to the Commission the name of the witness and the title of the proceeding and time for appearance of the witness. ~~After approval of the request by the Commission~~Upon the request of a party, the Secretary, the Assistant Secretary or the Chairperson of the Commission may issue a subpoena in the name of the Commission. When an appeal has been referred to a hearing officer, the hearing officer may issue subpoenas in the name of the Commission for the attendance of witnesses before the hearing officer. The party requesting the subpoena has the responsibility to serve the subpoena on the witness.

10.5 E.

(2) Exchange of Evidence

No later than twenty (20) County business 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. 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.

(3) *No later than ten (10) County business days prior to the date of the hearing or such other time as designated by the Commission, each party shall submit a separate one- to two-page statement identifying the facts and issues which are agreed upon, and the facts and issues that remain in dispute. Parties are encouraged to stipulate to facts which are not in dispute.*

County of Sonoma - Human Resources Department
CLASSIFICATION STUDY EVALUATION REPORT

REQUESTED BY (check each box applicable if more than one)	<input checked="" type="checkbox"/> Department: Permit and Resource Management Department
	<input type="checkbox"/> Employee Organization:
	<input type="checkbox"/> Employee:
POSITION(S) STUDIED	Job Class Title: Code Enforcement Inspector I/II, Senior Code Enforcement Inspector, and Code Enforcement Supervisor.
A. RECOMMENDATION: Adopt the revised class specifications for Code Enforcement Inspector I/II, Senior Code Enforcement Inspector, and Code Enforcement Supervisor.	
B. DOES INCUMBENT QUALIFY TO BE RECLASSIFIED UNDER RULE 3.3B? N/A	
<u>ANALYSIS OF REQUEST</u>	
<p>C. BACKGROUND:</p> <p>The Code Enforcement Inspector class series is allocated to the Permit and Resource Management Department (PRMD) and is responsible for performing a variety of field inspection and investigative duties in the enforcement of a variety of zoning and land use, building, housing, and health codes.</p> <p>The Code Enforcement Inspector series is distinguished from the Building Inspector series in that a Code Enforcement Inspector's primary duties are to respond to complaints of code violations, conduct in-depth investigations for the purpose of determining violations of Sonoma County Code; and establish permit requirements and a timeline for gaining compliance. A Building Inspector's primary duties are to respond to permit applications by performing inspections to ensure compliance with building codes and regulations, informing applicants of permit requirements, and referring non-compliant applicants to Code Enforcement Inspectors.</p> <p>In October, 1995, the legislature signed AB717 into law (Health and Safety Code Sections 18949.25—18949.31). This legislation required construction inspectors, plans examiners, and building officials to obtain certification related to their primary job function from a recognized governmental association within one year of appointment. When the Code Enforcement series was created in 2001, PRMD executive management determined that this class series did not fall under the positions governed by this law. However, in 2005 staff once again reviewed Section 18949.25 of the Health and Safety Code and found that the code enforcement classes are defined as "building official". Subsequently, PRMD management requested that Human Resources revise the minimum qualifications of the job class specifications in the Code Enforcement Inspector series to reflect the certification requirement specified in AB 717.</p>	
<p>D. EVALUATION OF SIGNIFICANT OR MAJOR CHANGES IN DUTIES AND/OR RESPONSIBILITIES:</p> <p>A review of the class specifications for this study involved significant discussion with PRMD management staff, reviewing the government code, and surveying comparable agencies. In the Distinguishing</p>	

Characteristics section, language was added to clarify the differences between the Code Enforcement Inspector series and the Building Inspector series. The Typical Duties section was revised to reflect changes to existing duties and add new duties that were identified. The Knowledge and Abilities were revised and now are more aligned, articulated, and consistent between the series, and the level of knowledge now expands throughout the series as appropriate. The Minimum Qualifications have been updated, and alternative paths to acquire the necessary experience have been added. These revisions are proposed to make the Minimum Qualifications more consistent with the EEOC's Uniform Guidelines as well as the County's current format for class specifications. In the Education portion of Minimum Qualifications, the basic courses of code enforcement, zoning, land use regulation and investigative techniques were included for all of the classes. The Desirable Qualifications section was deleted for Code Enforcement Inspector II, Senior and Supervisor because those qualifications are now covered in the new certification requirement.

Human Resources and PRMD management have reviewed and interpreted the Health and Safety Code Sections 18949.25—18949.31, and recommend the following to be compliant with the Code:

Incumbents in the entry level of Code Enforcement Inspector I must obtain within two years the Code Enforcement Certification

Incumbents in the level II, Senior and Supervisor levels of the job class must obtain within 1 year the Code Enforcement Certification.

Human Resources and PRMD management also recommend that incumbents in all levels of the job class of Code Enforcement Inspector have PC 832 Powers of Arrest (POST Certified) within one year of employment. PC 832 is a new requirement for a few reasons: it's consistent with industry requirements, it's a pre-requisite for some certification programs, and it provides training on ethics, presentation of evidence and investigative report writing. Human Resources and PRMD management further recommend adding for all levels, the desirable qualification of a certification in a closely related field other than Code Enforcement.

The language for requiring a driver's license has been recently revised and has been included in the License/Certification section.

Human Resources makes the following recommendation:

Adopt the revised class specification for Code Enforcement Inspector I, II, Senior Code Enforcement Inspector, and Code Enforcement Supervisor.

F. INCUMBENT SUPERVISED BY:

Name: Ben Neuman Job Title: Code Enforcement Manager

G. PERCENTAGE OF TIME SPENT PERFORMING NEW DUTIES/ASSIGNMENTS: N/A

H. OTHER POSITIONS IN THIS DEPARTMENT OR THE COUNTY PERFORMING SIMILAR DUTIES: No.

I. CAN THESE DUTIES BE ASSIGNED TO OTHER POSITIONS IN THIS OR ANY OTHER CLASSIFICATION? IF NOT, WHAT OPTIONS EXIST? No, the Code Enforcement job class was created to address a multitude of issues, of which construction inspection is just one aspect. Code Enforcement inspectors also review land use, septic, and housing issues.

J. HOW WILL THAT THE INCREASED COST BE FINANCED? DOES CAO CONCUR?
N/A

HR ANALYST

Signature: Lynn Vender

Date: Oct. 13, 2009

HR MANAGER

Signature: Christina Cramer

Date: Oct. 13, 2009

CODE ENFORCEMENT INSPECTOR I

Definition

Under supervision, performs a variety of field inspection and investigative duties in the interpretation and enforcement of County codes, ordinances and regulations related to building construction, substandard and dangerous buildings; grading and drainage; zoning and land use; health; housing and building codes; sewage disposal systems and water wells; and performs related duties as required.

Distinguishing Characteristics

This class is the entry level into the Code Enforcement Inspector series and incumbents are initially assigned routine investigations or ~~and~~ well defined segments of complex investigations. ~~and, As as~~ As as experience and training progresses, ~~are~~ incumbents are assigned ~~ever~~ increasingly complex work. Initially, work is performed under close supervision, which lessens as experience is gained. This class differs from the next higher class of Code Enforcement Inspector II in that the II level is the journey level class in the series. Incumbents are expected to gain the knowledge to promote to Code Enforcement Inspector II level and are expected to advance to the II level after possessing the required training and certifications, demonstrating proficiency, and consistently performing work that meets the qualifications and scope of the II level.

The Code Enforcement Inspector series is distinguished from ~~the Building Inspector series and Registered Environmental Health Specialist~~ in that ~~the latter can perform inspections requiring ICBO and Health Association Certification, respectively.~~ a Code Enforcement Inspector's primary duties are to respond to complaints of code violations, conduct in-depth investigations for the purpose of determining violations of Sonoma County Code; and establish permit requirements and a timeline for gaining compliance. A Building Inspector's primary duties are to respond to permit applications by performing inspections to ensure compliance with building codes and regulations, informing applicants of permit requirements, and referring non-compliant applicants to Code Enforcement Inspectors.

Typical Duties

Duties may include but are not limited to the following:

Learns to prepare detailed and complex reports and correspondence involving multiple code violations; learns to make oral and written presentations in administrative hearings on more complex enforcement cases and learns to represent the Department at abatement and other public hearings.

Responds to complaints; interprets and explains County Codes, ordinances and abatement regulations; researches and ~~analyses~~ analyzes County records, property history, files, and maps.

Conducts field investigations, ~~and~~ reviews and researches file data ~~field inspections~~ to identify code violations; ~~coordinates with other county staff, the Board of Supervisors, and the Sheriff to~~

~~achieve compliance~~; works with complainants and property owners to offer solutions available within applicable codes, ordinances and regulations to resolve violations and facilitates the permit process in coordination with other department staff.

Investigates complaints related to: construction without permit, substandard housing, dangerous buildings, grading and drainage violations, zoning and land use violations, and code related to the installation and repair of sewage disposal systems without permit, failing sewage disposal systems, water wells installed without permits, and other related areas.

Issues notices of violations; prepares written reports; ~~makes oral and written presentations in administrative abatement hearings~~; prepares and records abatement liens, notice and orders ~~and release of abatement lien documents~~; prepares stipulated administrative abatement orders and similar documents with the assistance of lead staff, senior supervisors, supervision or County Counsel.

Posts Stop Work Orders and Notices to Vacate and issues Notices of Violation and citations.

Conducts inspections and prepares reports as required on abatement cases referred for legal action. Testifies in Court. ~~prepares and executes inspection warrants with the assistance of Counsel and the Sheriff.~~

Prepares and maintains ~~abatement~~ case files; organizes, edits, and enters a variety of information regarding the enforcement function, in writing and/or using a computer.

Calculates and imposes civil penalties; reviews permits and plans submitted to legalize violations for clearance and issuance.

Enters and retrieves data from electronic data processing systems; establishes and updates information, generates documents and correspondence, communicates with others; ~~updates computer system files~~; prepares, reviews, and maintains forms, files and other necessary records; prepares, reviews, and maintains forms, files and other necessary records.

Works with uncooperative and potentially hostile individuals.

Performs other duties as required.

Knowledge and Abilities

Knowledge of: procedures, methods, and techniques used in investigations and enforcement utilizing appropriate legal requirements and constraints; County codes, ordinances, and regulations pertaining to zoning and land use, building, health, housing and other related subjects; ~~general knowledge of the permit process necessary to coordinate and facilitate violators in~~ the County permit process; purpose, principles and practices of code enforcement and abatement procedures; the principles and techniques involved in mediation and conflict resolution; business English, spelling, grammar and basic report writing; interviewing principles and techniques; courtroom demeanor; the use of electronic information equipment and specific systems as used within the department.

Ability to: follow oral and written instructions; keep clear and accurate field notes; communicate effectively both orally and in writing, sometimes in adversarial situations; maintain effective working relationships with other employees, County officials and the public; conduct inspections and investigations; obtain information through interview and observation; research and analyze records, property history files, maps and documents; gather ~~in~~information in an organized manner and weigh facts against applicable laws, rules and regulations and draw proper conclusions concerning questions and facts; complete thorough, accurate investigations of violations and follow-up to achieve compliance; enforce codes firmly, impartially, and with tact; prepare and maintain concise, professional, comprehensive reports, correspondence and records; write and speak clearly for the purpose of giving clear, accurate, and concise direction and information to the public, staff, and other agencies; operate office equipment and County vehicles; learn codes and seek knowledgeable sources; work in a variety of environments, including indoors, outdoors, working alone, working around moving objects or vehicles and motorized equipment; utilize electronic information systems and analyze and interpret such information.

Minimum Qualifications

Education: Any combination of education and training that would provide the opportunity to acquire the knowledge and abilities listed. Normally, course work in code enforcement, zoning, land use regulations, investigative techniques and methods, construction and/or building inspection, public health, planning, environmental studies, or related courses would provide such opportunity.

Experience: Any combination of ~~paid~~ work experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, one two-years of experience performing duties involving code enforcement, preferably related to zoning and land use, or two years of related work experience utilizing zoning, and land use, building, health or other related regulations would provide such opportunity.

Licenses**Certifications:** Possession of PC 832 Powers of Arrest (POST Certified) is required within one year of appointment. Possession of Code Enforcement Certification from an approved and accredited organization is required within two years of appointment.

In accordance with California Health and Safety Code, Section 18949.25-18949.31, possession of Code Enforcement Certification from an approved and accredited organization is required within two years of appointment.

Possession of a certification in a closely related field other than Code Enforcement is desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position. Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

CODE ENFORCEMENT INSPECTOR II

Definition

Under general supervision performs a variety of field inspection and investigative duties in the interpretation and enforcement of County codes, ordinances and regulations -relating to building construction, substandard and dangerous buildings; grading and drainage; zoning and land use; health; housing; sewage disposal systems and water wells; prepares written recommendations and reports on major and/or complex code enforcement projects; and performs related duties as required.

Distinguishing Characteristics

The Code Enforcement Inspector II is the ~~full~~ journey level position in the Code Enforcement series, working independently, with limited supervision, performing the more complex investigations involving a multiplicity of codes. This class is distinguished from Code Enforcement Inspector I in that the latter class is an entry level; training position, and by the requirement for a working knowledge of ~~the~~ county zoning, building, housing and health codes, by the degree of independence under which the work is performed, and by the scope of responsibility and latitude of judgment given.

The Code Enforcement Inspector series is distinguished from ~~the Building Inspector and Registered Environmental Health Specialist~~ in that ~~the latter can perform inspections requiring ICBO and Health Association Certification, respectively~~ a Code Enforcement Inspector's primary duties are to respond to complaints of code violations; conduct in-depth investigations for the purpose of determining violations of Sonoma County Code; and establish permit requirements and a timeline for gaining compliance. A Building Inspector's primary duties are to respond to permit applications by performing inspections to ensure compliance with building codes and regulations, informing applicants of permit requirements, and referring non-compliant applicants to Code Enforcement Inspectors.

Typical Duties

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

Prepares detailed and complex reports and correspondence involving multiple code violations; makes oral and written presentations in administrative hearings on more complex enforcement cases and may represent the Department at abatement and other public hearings.

May ~~A~~acts as department liaison to Probation Camp Crew to facilitate property clean ups.

Interviews complainants and property owners in cases involving multiple code violations to assess the need for permits; and facilitates the permit process in coordination -with other department staff.

Investigates and responds to complaints related to: construction without permit, substandard housing, dangerous buildings, grading and drainage violations, zoning and land use violations, and code related to the installation and repair of sewage disposal systems without permit, and failing sewage disposal systems, water wells installed without permits, and other related areas.

Reviews and ~~analyzes~~ analyzes records and documents to make legal nonconforming use determinations; ~~responds to complaints~~; interprets and explains County Codes, ordinances and abatement regulations; researches and analyzes County records, property history, files, and maps.

Issues Stop Work Orders and posts Notices to Vacate and issues citations.

Conducts field investigations, reviews and researches file data to field inspections to identify code violations; coordinates with other staff, the Board of Supervisors, Sheriff and other County departments to achieve compliance; works with complainants and property owners to suggest alternatives and resources available within applicable codes, ordinances, and regulations to resolve violations.

Issues notices of violations; prepares written reports; makes oral and written presentations in administrative abatement hearings; prepares and records abatement liens, notice and orders, and release of abatement lien documents; prepares stipulated administrative abatement orders and similar documents with the assistance of senior supervisors supervision or County Counsel.

Conducts inspections and prepares reports as required on abatement cases referred for legal action; testifies in Court; prepares and executes inspection warrants with the assistance of County Counsel and the Sheriff.

Prepares and maintains ~~abatement~~ case files; organizes, edits, and enters a variety of information regarding the enforcement function in writing and/or using a computer.

Calculates and imposes civil penalties; reviews permits and plans submitted to legalize violations for clearance and issuance; assists the Sheriff in the Abandoned Vehicle Abatement Program.

Enters and retrieves data from electronic data processing systems; establishes and updates information, generates documents and correspondence, communicates with others; ~~updates computer system files~~; prepares, reviews, and maintains forms, files and other necessary records.

Works with uncooperative and potentially hostile individuals.

Performs other duties as required.

Knowledge and Abilities

Working knowledge of: the permit process necessary to coordinate and facilitate violators in the permit process; procedures, methods and techniques used in investigations and enforcement utilizing appropriate legal requirements and constraints; County codes, ordinances, and

regulations pertaining to building construction, substandard and dangerous buildings, grading and drainage; zoning and land use, health, housing, sewage disposal systems and water wells; general knowledge of the County permit process; purpose, principles and practices of code enforcement and abatement procedures; the principles and techniques involved in mediation and conflict resolution; business English, spelling, grammar and basic report writing; interviewing principles and techniques; courtroom demeanor; the use of electronic information equipment and specific systems as used within the department.

Ability to: follow oral and written instructions; investigate complex code violations; explain complex codes, policies and procedures to developers, contractors, builders, property owners, and the public; conduct inspections and investigations; obtain information through interview and observation; write complex reports and follow oral and written instructions; keep clear and accurate field notes; communicate effectively both orally and in writing, sometimes in adversarial situations; maintain effective working relationships with other employees, County officials and the public; conduct inspections and investigations; research and analyze records, property history, files, maps and documents; gather information in an organized manner and weigh facts against applicable laws, rules and regulations and draw proper conclusions concerning questions and facts; complete thorough, accurate investigations of violations and follow-up to achieve compliance; enforce codes firmly, impartially, and with tact; prepare and maintain concise, professional, comprehensive reports, correspondence and records; write and speak clearly for the purpose of giving clear, accurate and concise direction and information to the public, staff, and other agencies; operate office equipment and County vehicles; learn codes and seek knowledgeable sources; work in a variety of environments, including indoors, outdoors, working alone, working around moving objects or vehicles and motorized equipment; utilize electronic information systems and analyze and interpret such information.

Minimum Qualifications

Education: Any combination of education and training that would provide the opportunity to acquire the knowledge and abilities listed. Normally, course work in code enforcement, zoning, land use regulations, investigative techniques and methods, construction and/or building inspection, public health, planning, environmental studies ~~or, or~~ related courses would provide such opportunity.

Experience: Any combination of work experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, two years of experience performing duties involving code enforcement including at least one year equivalent to ~~as~~ a Code Enforcement Inspector I with the County of Sonoma, or three years in, ~~or~~ building, ~~or zoning~~ zoning and land use, or environmental health inspection in a governmental agency, ~~or comparable position with substantially similar duties~~ would provide such opportunity.

~~**Desirable Qualifications:** College level course work in planning, environmental studies, or related field and certification through a code enforcement association, ICBO, Peace Officers Standards and Training, or substantially similar educational or training program.~~

Licenses: Certifications: Possession of PC 832 Powers of Arrest (POST Certified) is required

In accordance with California Health and Safety Code, Section 18949.25-18949.31, possession of a Code Enforcement Certification from an approved and accredited organization upon appointment, or obtained within one year of appointment.

Possession of a certification in a closely related field other than Code Enforcement is desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

~~Possession of a valid California driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.~~

SENIOR CODE ENFORCEMENT INSPECTOR

Definition

Under general supervision, leads a team of code enforcement personnel and performs a variety of field inspection and investigative duties in the interpretation and enforcement of various codes and ordinances relating to building construction, substandard and dangerous buildings; grading and drainage; zoning, and land use; health; housing; and CEQA (California Environmental Quality Act); sewage disposal systems and water wells; prepares written recommendations and reports on major and/or complex code enforcement projects; and mitigation monitoring programs; and performs related duties as required.

Distinguishing Characteristics

The Senior Code Enforcement Inspector is a lead worker in the investigation of complex violation complaints involving a combination of zoning, building and health codes, including those related to CEQA, and in the monitoring of mitigation measures of both public and private projects. The incumbent maintains a caseload of more detailed and complex cases, while leading Code Enforcement Inspectors I & II in the training and performance of their work.

The Code Enforcement Inspector series is distinguished from the Building series in that a Code Enforcement Inspector's primary duties are to respond to complaints of code violations, conduct in-depth investigations for the purpose of determining violations of Sonoma County Code; and establish permit requirements and a timeline for gaining compliance. A Building Inspector's primary duties are to respond to permit applications by performing inspections to ensure compliance with building codes and regulations, informing applicants of permit requirements, and referring non-compliant applicants to Code Enforcement Inspectors.

Typical Duties

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

Leads a team of Code Enforcement Inspectors I & II in their training and work-, providing assignments, expert guidance and instruction.

Prepares detailed and complex reports and correspondence involving multiple code violations; makes oral and written presentations in administrative hearings on more complex enforcement cases and may represent the Department at abatement and other public hearings.

Interviews complainants and property owners in cases involving multiple code violations to assess the need for permits; and facilitates the permit process in coordination with other department staff.

May act as department liaison to Probation Camp Crew to facilitate property clean ups.

Investigates complaints related to construction without permit; substandard housing; dangerous buildings; grading and drainage violations; zoning and land use violations and code related to the installation and repair of sewage disposal systems without permit; failing sewage disposal systems and water wells installed without permit; performs mitigation monitoring and reporting relative to CEQA an EIR or mitigated negative declaration for public and private projects; performs permit accessibility reporting to meet State & Federal mandates.

Conducts field inspections, reviews and researches file data ~~of structures and properties~~ to identify ~~the nature and extent of alleged~~ code violations; ~~or ensure that mitigation measures and project revisions are implemented;~~ coordinates with other county staff, the Board of Supervisors, and the Sheriff to achieve compliance; works with complainants and property owner to offer solutions available within applicable codes, ordinances and regulations to resolve violations.

Issues notices of violations; prepares written reports; makes oral and written presentations in administrative abatement hearings; prepares and records abatement liens, notice and orders, and release of abatement lien documents; prepares stipulated administrative abatement orders and similar documents with the assistance of supervision or County Counsel.

Conducts inspections and prepares reports as required on abatement cases referred for legal action; testifies in Court; prepares and executes inspection warrants with the assistance of County Counsel and the Sheriff.

Prepares and maintains case files; organizes, adds and enters a variety of information regarding the enforcement function in writing and/or using a computer.

Calculates and imposes civil penalties; reviews permits and plans submitted to legalize violations for clearance and issuance; coordinates the administration of the Abandoned Vehicle Abatement Program for the Service Authority Board including quarterly reports, coordination with cities, securing funding, directing and training other County staff in legal processes.

Conducts inspections of structures and properties to identify the nature and extent of alleged code violations or ensure that mitigation measures and project revisions are implemented.

Researches and analyzes County records, project files, property history files and maps.

Responds to complaints, interprets and explains County codes, ordinances and abatement regulations; reviews and analyzes records and comments to make legal nonconforming use determination; ~~P~~prepares written reports of investigation, mitigation or use permit compliance review and property reports containing findings of facts and conclusions with regard to code compliance and recommendations for correction and abatement.

Prepares Notices of Violations for complex code enforcement and mitigation monitoring projects involving multiple code violations or mitigation measures. ~~Acts as lead worker in coordinating appropriate abatement procedures and calculating civil~~

~~penalties.~~

Interprets and clarifies both verbally and in writing State and County code and ordinance requirements, mitigation measures and conditions relative to CEQA, an EZR or negative declaration for projects, penalty and other fee requirements, abatement, project review hearing procedures and permit application and inspection procedures.

~~Prepares and maintains violation and project oversight cases in both paper and electronic files.~~

Participates in administrative abatement and project review hearing proceedings and Court proceedings, represents the department in administrative abatement, Board of Appeal, Board of Zoning Adjustments (BZA) and Planning Commission (PC) hearings, and Board of Supervisor hearings.

Works with other public and private entities to monitor projects with complex mitigation measures.

Works with other Department and County agency staff in the preparation or revision of mitigation measures and conditions for public and private projects.

Mediates and problem solves using independent judgment and knowledge of State and County Codes and ordinances.

Issues Stop Work Orders, posts Notices to Vacate and issues citations.

Enters and retrieves data from electronic data processing systems; establishes and updates information, generates documents and correspondence, communicates with others; ~~updates computer system files~~; prepares, reviews, and maintains forms, files and other necessary records.

May perform duties of a Code Enforcement Supervisor during periods of training or absence.

Works with uncooperative and potentially hostile individuals.

Performs other duties as required.

Knowledge and Abilities

Thorough knowledge of: procedures, methods, and techniques used in investigations and enforcement utilizing appropriate legal requirements and constraints; County codes, ordinances, and regulations pertaining to zoning and land use, building, health, housing and other related subjects; knowledge of the County permit process; purpose, principles and practices of code enforcement; business English, spelling, grammar and report writing; effective techniques to work with difficult people in conflict and conflict resolution; specific and general provisions of the Uniform Building, Housing, Plumbing, Electrical and Mechanical, CEQA, ~~zoning and health~~, and related State and County codes; ~~and/or the ability to read, learn and interpret codes~~; County government and other government agencies for the purposes of coordinating cases involving multiple agencies; and effective techniques to work with difficult people in conflict and conflict

resolution:

Working Knowledge of: principles of CEQA relative to ~~EIR or mitigated negative declarations~~ for public and private projects; principles of investigation; administrative abatement procedures; project review hearing procedures; criminal and civil court proceedings; the use of electronic information equipment and specific systems as used within the department.

Ability to: investigate complex code violations; explain complex codes, policies and procedures to developers, contractors, builders, property owners, and the public; and the ability to read, learn and interpret new and/or revised codes; conduct inspections and investigations; obtain information through interview and observation; write complex reports and follow oral and written instructions; keep clear and accurate field notes; communicate effectively both oral and in writing, sometimes in adversarial situations; research and analyze records, property history, files, maps and documents; gather information in an organized manner and weigh facts against applicable laws, rules and regulations and draw proper conclusions concerning questions and facts; complete thorough, accurate investigations of violations and follow-up to achieve compliance; enforce codes firmly, impartially, and with tact; prepare and maintain concise, professional comprehensive reports, correspondence and records; write and speak clearly for the purpose of giving clear, accurate and concise direction and information to the public, staff and other agencies; operate office equipment and County vehicles; learn codes and seek knowledgeable sources; work in a variety of environments including indoors, outdoors, working alone, working around moving objects or vehicles and motorized equipment; establish and maintain effective and professional working relationships with the public, staff and other agencies; resolve conflict within established codes, regulations and ordinances; conduct visual inspections of structures and properties and detect deviations from approved plans or permits and detect violations of State and County codes and regulations; utilize electronic information systems and analyze and interpret such information.

Minimum Qualifications

Education: Any combination of education and/or training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, course work in code enforcement, zoning and land use regulations, investigative ~~practices, techniques and methods,~~ construction and/or building inspection, public health, planning, environmental studies, or related courses would provide such opportunity.

Experience: Any combination of work eExperience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, three years of experience performing duties involving in code enforcement, including at least one year equivalent to a Code Enforcement Inspector II with the County of Sonoma or four years ~~building in building, or~~ zoning, land use, or environmental health inspection in a governmental agency would provide such an opportunity.

~~**Desirable Qualifications:** Experience as a lead worker and possession of Code Enforcement Certification issued by the Code Enforcement Association, and possession of a Construction Inspection Certification issued by the International Conference of Building Officials is highly desirable.~~

License: Certifications: Possession of PC 832 Powers of Arrest (POST Certified) is required within one year of appointment.

In accordance with California Health and Safety Code, Section 18949.25-18949.31, possession of a Code Enforcement Certification from an approved and accredited organization upon appointment, or obtained within one year of appointment.

Possession of a certification in a closely related field other than Code Enforcement is desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

~~Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.~~

CODE ENFORCEMENT SUPERVISOR

Definition

Under direction, plans, organizes, assigns, supervises and coordinates the work of technical staff assigned to enforce various codes and ordinances relating to building construction, substandard and dangerous buildings; housing; health; grading and drainage; zoning and land use; CEQA (California Environmental Quality Act); sewage disposal systems and water wells with the goal to achieve compliance at the lowest level possible; performs or assists in field inspections and investigations of major and/or complex code enforcement projects; and performs related duties as required.

Distinguishing Characteristics

The class of Code Enforcement Supervisor is responsible for the supervision, work assignment, and work priorities of Code Enforcement personnel. The incumbent, within the guidelines of State and County codes, laws, ordinances and regulations, including those related to CEQA, exercises considerable initiative and independent judgment in the investigation and resolution of complex code violation projects including coordination with multiple departments and outside agencies, administrative abatement and judicial proceedings.

The Code Enforcement Inspector series is distinguished from the Building series in that a Code Enforcement Inspector's primary duties are to respond to complaints of code violations; conduct in-depth investigations for the purpose of determining violations of Sonoma County Code; and establish permit requirements and a timeline for gaining compliance. A Building Inspector's primary duties are to respond to permit applications by performing inspections to ensure compliance with building codes and regulations, informing applicants of permit requirements, and referring non-compliant applicants to Code Enforcement Inspectors.

Typical Duties

Duties may include, but not limited to the following:

Supervises the investigation and resolution of complaints related to construction without permit; substandard housing; dangerous buildings; grading violations; zoning and land use violations, including but not limited to illegal businesses, illegal dwellings, junk and abandoned vehicles; and environmental codes related to the installation and repair of sewage disposal systems without permit; failing sewage systems and water wells installed without permits.

Assists in the selection of staff; orients, trains and evaluates the performance of staff; recommends merit salary step increases; makes recommendations as appropriate on disciplinary actions orally or in writing.

Prioritizes, coordinates and assigns cases to code enforcement staff; supervises gathering and relating facts to applicable ordinances, codes, laws, and regulations and determining proper action to be taken; supervises preparation of detailed reports, correspondence and the preparation of settlement agreements, stipulated administrative orders and declaration of covenant,

conditions, and restrictions.

Interprets State and County code and ordinance requirements to technical staff and the public to insure necessary uniformity and compliance.

Monitors staff compliance with procedures and policies.

Participates in administrative abatement and project review hearing proceedings and court proceedings, represents the department in administrative abatement, Board of Appeal, Board of Zoning Adjustments (BZA) and Planning Commission (PC) hearings, and Board of Supervisor hearings.

Performs, or assists in complex code enforcement projects; coordinates investigations of cases involving multiple governmental agencies; mediates and problem solves whenever possible which requires independent judgment and thorough knowledge of State and County codes and ordinances.

Directs issuance of stop work orders and citations.

Enters and retrieves data from electronic data processing systems; establishes and updates information, generates documents and correspondence, communicates with others; ~~updates computer system files~~; prepares, reviews, and maintains forms, files and other necessary records.

Carries out management directives in the interpretation and application of procedures; prepares and recommends division procedures to the Division Manager; reports on the effectiveness of established procedures; and recommends improvement and revisions; confers with management regarding division budget.

Performs other duties as required.

Knowledge and Abilities

Thorough knowledge of: procedures, methods, and techniques used in investigations and enforcement utilizing appropriate legal requirements and constraints; knowledge of the County permit process; purpose, principles and practices of code enforcement and abatement procedures specific and general provisions of the Uniform Building, Housing, Plumbing, Electrical and Mechanical codes, CEQA, zoning, subdivision and other land use laws, State and local environmental health laws, regulations and ordinances, business English, spelling, grammar and report writing, interviewing principles and techniques; and related State and County codes and ordinances; County government and other government agencies for coordinating cases involving multiple agencies.

Working Knowledge of: principles of investigation; criminal and civil court proceedings; computers and a variety of general and specialized programs; effective supervisory practices and techniques; principles of training and supervision; effective tools to work with difficult people in conflict and conflict resolution; the use of electronic information equipment and specific systems as used within the department.

Ability to: determine work priorities and effectively coordinate multiple code enforcement

issues; plan, organize, supervise, train and evaluate technical staff; speak and write clearly for the purpose of giving clear, accurate and concise direction and information to the public; staff, ~~supervisors, and other governmental agencies and the general public;~~ ability to read, learn, and interpret new and/or revised codes; assist in establishing and maintaining effective working relationships with all levels of the Department and representatives from other County and governmental agencies; speak effectively before groups and audiences; resolve conflict within established laws, regulations, and ordinances; enforce codes firmly, impartially, and with tact; obtain information through interview and observation; utilize electronic information systems and analyze and interpret such information.

Minimum Qualifications

Education: Any combination of education and/or training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, academic courses which would include code enforcement, zoning and land use regulations, ~~investigative practices, techniques and methods, construction and/or~~ building inspection, public health, planning, environmental studies, business administration, business law, supervision, public relations and biological and physical sciences will provide such opportunity. Successful completion of supervisory training is highly desirable.

Experience: Any combination of work eExperience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, ~~more than three-four~~ years of ~~journey, lead-worker or higher level~~ experience performing duties in involving code enforcement, including at least one year equivalent to a Senior Code Enforcement Inspector with the County of Sonoma, or a minimum of five years of journey or higher level experience in code enforcement, ~~building, or zoning and land use, or environmental inspection~~ health inspection in a governmental agency; including at least one year as a lead worker would provide such an opportunity.

~~**Desirable Qualifications:** Experience as a lead worker or supervisor is desirable. Possession of Code Enforcement Certification issued by the Code Enforcement Association, and Construction Inspection Certificates issued by the International Conference of Building Officials are desirable.~~

License: Certifications: Possession of PC 832 Powers of Arrest (POST Certified) is required within one year of appointment.

In accordance with California Health and Safety Code, Section 18949.25-18949.31, possession of a Code Enforcement Certification from an approved and accredited organization upon appointment, or obtained within one year of appointment.

Possession of a certification in a closely related field other than Code Enforcement is desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

~~Possession of certification in building inspection, well/septic, CEQA, drainage, and/or zoning~~

~~and land use is highly desired.~~

~~Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.~~

County of Sonoma - Human Resources Department
CLASSIFICATION STUDY EVALUATION REPORT

REQUESTED BY (check each box applicable if more than one)	<input checked="" type="checkbox"/> Department: General Services
	<input type="checkbox"/> Employee Organization:
	<input type="checkbox"/> Employee: General Services: John Blengino, Robert Fowler, Kirby Reed, (Fairgrounds: Steven Cryer)
POSITION(S) STUDIED	Job Class Title: Building Mechanic I, Building Mechanic II, Painter
A. RECOMMENDATION: 1.) Adopt the revised job specifications of Building Mechanic I and Building Mechanic II and abolish the job class and specification of Painter. 2.) Reclassify the incumbents of the Painter classification to Building Mechanic I and promote the incumbents pursuant to Civil Service Rule 3.3(B).	
B. DOES INCUMBENT QUALIFY TO BE RECLASSIFIED UNDER RULE 3.3B? Yes	
<u>ANALYSIS OF REQUEST</u>	

C. BACKGROUND, EVALUATION AND RECOMMENDATION:

The General Services Department requested Human Resources review the Painter and Building Mechanic I and II job classes to evaluate the feasibility of incorporating the Painter duties into the Building Mechanic I and II job specifications and abolishing the Painter job classification. HR staff reviewed the request and job specifications and agree with the request. The consolidation of classes will greatly increase efficiency and flexibility in the user departments when assigning work and crews. Additionally, the Building Mechanic I/II series is an alternate series, allowing for incumbent's to promote to the level II as appropriate when minimum qualifications are met and appropriate knowledge and abilities are acquired and demonstrated. Reclassifying the Painters as proposed will also result in more advancement opportunities for the incumbents.

The Building Mechanic I and II job specifications currently include a number of trades, such as: electronics, HVAC, refrigeration, boilers, plumbing and carpentry. The Building Mechanic I classification requires journey-level experience and skill in one building trade and the Building Mechanic II classification requires journey-level skill and ability in at least two building trades. The specifications currently do not include painter duties as there is currently a specific job class for these duties. In order to include the painter duties in the Building Mechanic specifications, the Painter classification must be abolished. The General Services Department and Fairgrounds, the only two departments utilizing the Painter job class, both agree the painter class will not be needed if this recommendation is approved and the Building Mechanics may perform painter duties.

As part of the study, HR staff asked the existing incumbents of the Painter classification to complete Position Description Questionnaires and reviewed the information to verify the duties performed of the job class and assure appropriate reclassification. There are currently four Painter incumbents in the

General Services Department and one in the Sonoma County Fair and Exposition, Inc. All of the Painter incumbents currently perform the painter duties proposed to be incorporated into the Building Mechanic I/II series. All incumbents are only performing the painter duties, providing for journey-level skill and ability in one trade, which places them in the Building Mechanic I classification.

The Fair is not part of Civil Service, however the Department Head and incumbent agree with the proposed changes, and if the Commission approves these updates, the Fairgrounds' Painter will similarly be reclassified to a Building Mechanic I via Board of Supervisors' approval.

Human Resources recommends adopting the revised specification for Building Mechanic I and Building Mechanic II, as proposed, and abolishing the Painter job classification. Human Resources also recommends reclassifying the four Painter incumbents in the General Services Department to Building Mechanic I, and promoting the incumbents pursuant to Civil Service Rule 3.3B.

D. CHANGES AUTHORIZED BY: Jose Obregon, General Services Director

E. INCUMBENT SUPERVISED BY:
Name(s): Jon Martens Job Title(s): Facility Operations Manager

F. PERCENTAGE OF TIME SPENT PERFORMING NEW DUTIES/ASSIGNMENTS: N/A

G. OTHER POSITIONS IN THIS DEPARTMENT OR THE COUNTY PERFORMING SIMILAR DUTIES: No positions perform only painting duties. However, Building Mechanics perform similar building trades, though are currently excluded from performing painting functions.

H. CAN THESE DUTIES BE ASSIGNED TO OTHER POSITIONS IN THIS OR ANY OTHER CLASSIFICATION? IF NOT, WHAT OPTIONS EXIST? No.

HR ANALYST	Signature: Marina Luna	Date: 11/19/09
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HR MANAGER	Signature: Christina Cramer	Date: 11/19/09
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BUILDING MECHANIC I

Definition

Under ~~direction~~ general supervision, of ~~Building Mechanic II or Assistant Building Superintendent~~, performs a variety of skilled and semi-skilled work in the installation, operation, maintenance, remodel, construction, painting, and repair of buildings and equipment, and performs related work as required.

Distinguishing Characteristics

An employee in this class is expected to possess a general knowledge of building maintenance and/or construction practices and considerable knowledge of at least one of the following: pressure vessel boilers, electrical, HVAC, refrigeration, carpentry, electrical, electronic systems, painting, or plumbing, and will receive on the job experience in the other building systems. Unless under direct supervision by a Building Mechanic II or Assistant Building Superintendent, this class does not handle refrigerants or work on high-pressure boilers or steam systems. This class does not perform stand-by duties.

This class is distinguished from the Building Maintenance Worker in that the Building Maintenance Worker is at the unskilled or semi-skilled level. The Building Mechanic I class will performs work with greater independence and professional judgment than Building Maintenance Worker and possesses journey-level experience in a trade.

This class is distinguished from the Building Mechanic II class in that the Building Mechanic II is at full journey level, requiring thorough knowledge and journey-level performance experience of 2two or more major skill areas and exhibiting considerable knowledge and performance of the other skills areas. Building Mechanic II works with considerable independence.

Individuals newly hired or reappointed into this job class shall serve a probationary period of one year. Individuals promoted into this job class shall serve a probationary period of six months.

Typical Duties

Duties may include but are not limited to the following:

Duties performed as assigned, and not requiring direct supervision, include:

Install, operate, repair, and maintain water filters, softeners, piping, and pumps used in conjunction with water distribution, including sinks, toilets, supply lines, ~~and drain, waste, and vent~~.

Install and troubleshoot electrical conduit, wiring, and associated components.

Install and maintain HVAC ductwork.

Install, repair, and maintain docks.

Repair and maintain electronic systems such as clocks, closed circuit televisions, automatic alarm systems, and security systems.

Calibrate control systems for air conditioning, refrigeration, heating and ventilation systems, including air balance, humidistats and solid state electronic motor control amplifiers.

Lay out and build partitions; assist in the design and building of casework. Perform general carpentry.

Inspect and troubleshoot mechanical, electrical systems, and plumbing equipment to identify repairs needed.

Install, maintain, and repair door locks, desk locks, and padlocks. Install and repair window and door closers, install window glass, finish flooring, baseboard, and hang doors.

Prepare for painting a variety of surfaces and structures; erect scaffolding and rigging; mix and match paints and other coating materials; clean and maintain brushes, spray guns, and other equipment; safely store and label coating materials.

May train and perform the typical duties of Building Maintenance Workers as needed.

~~Records work performed on standard and computerized forms and timecards~~Keep records and logs and prepare simple reports of work performed on standard and computerized forms and timecards; maintain and follow Material Safety Data Sheets (MSDS) sheets and instructions.

Under supervision, assists in:

Installation, operation, maintenance, and repair of boilers, heaters, pumps, valves, and lines used in the distribution of steam and heated or processed water.

Installation, operation, maintenance, and repair of refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves, and float valves, together with all refrigerant lines and devices used to control temperatures.

Installation, operation, maintenance, and repair of air compressors, together with distribution lines, including all valves, pumps, and control devices.

Installation, operation, maintenance, and repair of all types of motors and engines used to power pumps, compressors, generators, and fans.

Installation, repair, and maintenance of single-phase and multi-phase electrical panels from 120

to 480 volts; installation, repair, and maintenance of electrical transformers, motors, controls, machinery, fixtures, and appliances.

Installation, repair, and maintenance of manual and automatic power transfers.

Performing general welding techniques.

May perform hazmat related duties as required.

Perform other duties as required.

Knowledge and Abilities

Considerable knowledge of: occupational hazards and safety precautions of the building and mechanical trades; installation, repair, and maintenance using industry standards, materials, tools and procedures in one of the following areas, and general knowledge of remaining areas: electrical theory, ~~and~~ procedures ~~and~~; tools; HVAC, including air balance and system calibration; plumbing systems; a variety of electronics systems; carpentry, materials, and tools used in remodeling buildings and building casework; painting, including standard practices and processes of the painting trade, occupational hazards of the trade, and precautionary measures to be observed, including using highly toxic paints.-

Working knowledge of: The tools, equipment, and materials used in building trades; uniform electrical, mechanical, plumbing, building, and fire and life safety codes.

Ability to: inspect buildings and associated systems to detect existing or potential problems; read and understand blueprints and circuit diagrams; draw and interpret component sketches; mix and match paints and varnishes; apply paint to a wide variety of surfaces; makes estimates of time and material required on widely varied assignments; keep simple records and prepare simple reports; analyze situations and develop an effective course of action; perform arithmetic calculations as required by the job; ~~maintain records and prepare reports;~~ read, understand, maintain and follow MSDS sheets and instructions; establish and maintain effective working relations with co-workers, employees of other departments and agencies, and the public; learn the operation and routine maintenance of computerized instrumentation and plant operational equipment. Demonstrate physical strength, agility and endurance; lift up to 50 lbs.; stoop, lift and stand for extended periods of time; paint overhead for extended periods of time; work in heat and cold and various outdoor exposures; and safely climb up and down ladders and scaffoldings.

Minimum Qualifications

Education and Experience: Any combination of education, experience, and training which would lead to possession of the required knowledge and abilities. Normally, journey level experience in one of the following: electrical, HVAC, carpentry, boilers, plumbing, painting, or electronic systems; ~~OR two years of maintenance and construction work experience equivalent~~

~~to that of a Building Maintenance Worker;~~ **OR** formal coursework equivalent to two years of building trade school plus one year of work experience in that trade could provide such an opportunity. The ability to read and write English and perform basic arithmetic calculations is required at a level sufficient to perform the duties of the position.

License: Possession of a valid driver's license at the appropriate level including special endorsements may be required depending upon assignment to perform the essential job functions of the position.

~~**License:** Possession of a valid California driver's license as required by the essential functions of the position.~~

Special Qualifications: In addition to successfully completing a pre-employment medical screening, incumbents of this class must be able to use a respirator and pass a respirator fit test annually. A certificate of successful completion of hazardous materials training on asbestos and lead paint is required within six months of appointment to this class.

Background Requirement: Incumbents in this class are subject to assignment to work in detention facilities. Candidates certified must be willing to undergo an in-depth background investigation, including a check of: employment history, drug and alcohol use, criminal history, DMV records, and fingerprints. Candidates convicted of a felony or under current formal probation supervision may be subject to disqualification.

BUILDING MECHANIC II

Definition

Under ~~general supervision~~ direction, performs a variety of skilled work in the installation, operation, repair, painting, and maintenance of buildings and equipment; may direct the work of Building Maintenance Worker and Building Mechanic I; and performs related work as required.

Distinguishing Characteristics

This is the journey--level class in the Building Mechanic series. An employee in this class works with considerable independence, with work being subject only to periodic spot checks. An employee must possess a thorough journey-level knowledge of two or more building maintenance or construction trade areas, which may includeing: vessel boiler, electrical, HVAC, refrigeration, carpentry, plumbing, painting, or electronic theory and systems, as well as a considerable knowledge of all other building trades.

This class is distinguished from the Building Mechanic I in the level of professional experience and knowledge/achievement expected. The Building Mechanic II may direct and train Building Mechanic I and Building Maintenance Worker. This class is distinguished from the class of Assistant Building Superintendent in that the latter is the first line supervisory level class in the series.

Individuals newly hired or reappointed into this job class shall serve a probationary period of one year. Individuals promoted into this job class shall serve a probationary period of six months.

Typical Duties:

Duties may include but are not limited to the following:

Install, operate, maintain, and repair boilers, heaters, pumps, valves, and lines used in the distribution of steam and heated or processed water.

Install, operate, maintain, and repair refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves, and float valves, together with all refrigerant lines and devices used to control temperatures.

Install, operate, maintain, and repair air compressors, together with distribution lines and all valves and devices for air control.

Install, operate, maintain, and repair natural and manufactured gas distribution lines, including all valves and control devices.

Install, operate, maintain, and repair water filters, softeners, piping, and pumps used in conjunction with water distribution, including all sinks, toilets, and supply lines.

Install, operate, maintain, and repair all types of motors and engines used to power pumps, compressors, and fans.

Install, maintain, and repair single-phase and multi-phase electrical circuits from 120 to 480 volts; repair and maintenance of electrical transformers, motors, controls, machinery, fixtures, and appliances.

Install, maintain, and repair electronic systems such as clocks, closed circuit televisions, automatic alarm systems, security systems, and equal potential grounding, and automatic power transfers.

Install, operate, repair, maintain, and calibrate control systems for air conditioning, refrigeration, heating, and ventilation systems, including air balance, humidistats, and solid state electronic motor control amplifiers.

Install, lay out, and build partitions; design and build casework; install, maintain, and repair docks.

Inspect and trouble-shoot electrical and mechanical systems and equipment to identify repairs needed.

Install and repair door locks, cabinet and desk locks, and padlocks; make keys; construct signs for desks, doorways, and walls; install and repairs all door closers; install window glass, floor tile, and baseboard; hang doors.

Prepare for painting a variety of surfaces and structures; erects scaffolding and rigging; mix and match paints and other coating materials; clean and maintain brushes, spray guns, and other equipment; safely store and label coating materials.

Assist in planning, layout, and estimating costs of building, electrical, mechanical, and electronic systems; calculate systems requirements to provide estimates for new modification or replacement of systems.

Perform general welding techniques.

Lead and train subordinate personnel, and advise them of problems, standard procedures, and practices.

~~Perform general welding techniques.~~

~~Record work performed on standard and computerized forms and timecards~~Keep records and logs and prepare simple reports of work performed on standard and computerized forms and timecards;- maintain and follow Material Safety Data Sheets (MSDS) sheets and instructions.

Perform typical duties of Building Mechanic I and Building Maintenance Worker as needed.

May perform hazmat related duties as required.

Perform other duties as required.

Knowledge and Abilities

Thorough-Considerable knowledge of: system, theory, and procedure for installation, operation, maintenance, and repair in two or more of the following areas: electrical, HVAC, refrigeration, electronic, plumbing, painting, and carpentry.; including Uniform Mechanical, Electrical, Building, Fire, and Life Safety Codes; and effective use of tools, equipment, and materials used in building trades.; ~~Considerable knowledge of: electrical theory and procedures of installation, operation, maintenance, and repair; HVAC systems, including air balance and system calibration; plumbing systems; a variety of electronics systems;~~ procedures, materials, and tools used in remodeling buildings and building furniture; occupational hazards and safety precautions of the building and mechanical trades, including using highly toxic paints.-

Ability to: inspect systems and buildings to detect existing or potential problems; read and understand blueprints and circuit diagrams; analyze situations and develop an effective course of action; lead and train other employees; perform arithmetic calculations as required by the job; maintain records and prepare reports; read, understand, maintain and follow MSDS sheets and instructions. Learn the operation and routine maintenance of computerized instrumentation and plant operational equipment. Establish and maintain effective working relations with co-workers, employees of other departments and agencies, and the public. Mix and match paints and varnishes; apply paint to a wide variety of surfaces; make estimates of time and material required on widely varied assignments; keep simple records and prepare simple reports. Demonstrate physical strength, agility and endurance; lift up to 50 lbs.; stoop, lift and stand for extended periods of time; paint overhead for extended periods of time; work in heat and cold and various outdoor exposures; and safely climb up and down ladders and scaffoldings.

Minimum Qualifications

Education and Experience: Any combination of education, experience, and training which would lead to possession of the required knowledge and abilities. Normally, completion of an approved apprenticeship program or journey level experience in at least two building trades **OR** ~~two~~ one years of experience equivalent to as a Building Mechanic I with the County of Sonoma **AND** journey-level experience in at least two building trades would provide such an opportunity. The ability to read and write English and perform basic arithmetic calculations is required at a level sufficient to perform the duties of the position.

License: Possession of a valid driver's license at the appropriate level including special endorsements may be required depending upon assignment to perform the essential job functions of the position.

~~License: Possession of a valid California driver's license as required by the essential functions~~

| ~~of the position.~~

Special Qualifications: In addition to successfully completing a pre-employment medical screening, incumbents of this class must be able to use a respirator and pass a respirator fit test annually. A certificate of successful completion of hazardous materials training on asbestos and lead paint is required within six months of appointment to this class.

Background Requirement: Incumbents in this class are subject to assignment to work in detention facilities. Candidates certified must be willing to undergo an in-depth background investigation, including a check of: employment history, drug and alcohol use, criminal history, DMV records, and fingerprints. Candidates convicted of a felony or under current formal probation supervision may be subject to disqualification.

November 4, 2009

To: Julee Murphy

Re: Appeal of Karen Stagg Hourigan

: 505-1139

FAXED
NOV. 4. 2009

**BEFORE THE CIVIL SERVICE COMMISSION,
COUNTY OF SONOMA**

MOTION FOR DISCOVERY

Appeal of Karen Stagg-Hourigan

Comes now Service Employees International Union Local 1021 which moves that the Civil Service Commission order that the County of Sonoma produce those documents and audio recordings identified in the attached Declaration of Tom Drumm. The documents are necessary for the representation by Local 1021 of its member Karen Stagg-Hourigan in the matter now pending before the Commission.

Respectfully submitted
Stewart Weinberg
Attorney for SEIU 1021

Declaration of Tom Drumm

November 4, 2009

My name is Tom Drumm. I am employed by Service Employees International Union, Local 1021. Local 1021 represents Karen Stagg-Hourigan in the appeal of her termination by the Human Service Department. The appeal is scheduled for January, 2010.

Request for Documents, September 4, 2009

On September 4, 2009, I sent a letter to the attorney for the County requesting documents from the County (please see attached). Many of the requested documents we know to exist due to their being mentioned in the report of Linda Daube, the County's investigator, which was attached to the Notice of Intended Disciplinary Action (please see attached, pp. 2,3).

On October 2, 2009, the pre-hearing conference took place. At that time, Christine Maloney, attorney for Human Services, stated that she had documents for us, but that there were concerns regarding some requests.

Since that time, we have received no documents. I have telephoned and e-mailed Ms. Maloney regarding the requested documents more than once, with no reply.

Additional Request for Documents:

Attached to the charge were two interviews of Sally Liedholm, then manager of Ms. Stagg-Hourigan's work unit.

In Ms. Liedholm's December 23, 2008, interview, page 11, lines 18 and 19, there is reference to Ms. Daube's having "another inch and a half of paper from Bill Adams [Deputy County Counsel who represented the department in conservatorship cases]... ."

In Ms. Liedholm's second interview, dated January 28, 2009, page 6, lines 24 and 25, there is reference to a document "Number 52" in Ms. Stagg-Hourigan's writing.

In Ms. Liedholm's second interview, dated January 28, 2009, page 7, lines 5-7 there is reference to an e-mail from Ms. Stagg-Hourigan, dated May 16, 2008, on which Ms. Liedholm was a "cc," which "basically is sort of a summary of everything."

Request for copies of audio recordings

With one or two exceptions, Ms. Daube made audio recordings of her interviews in this investigation (please see attached list of interviews).

I declare under penalty of perjury under the laws of the State of California that the foregoing statement is to the best of my knowledge true and correct. Signed in the City of Santa Rosa, County of Sonoma.



Tom Drumm
SEIU 1021

DATE: 11/4, 2009



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1001 SEIU 1021
SERVICE EMPLOYEES
INTERNATIONAL UNION
CIVIL CLC

September 4, 2009

Christine Maloney
Jackson-Lewis
199 Fremont Street, 10th Floor
San Francisco, CA 94105

Re: Information Request – Appeal of Karen Stagg-Hourigan

Dear Ms. Maloney:

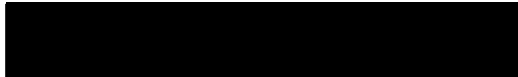
On behalf of the appellant, Ms. Stagg-Hourigan, I am requesting the following documents:

1. Transcript and/or notes of interview(s) of Stan Buffa, landlord for Scull/Green (telephone interview);
2. Transcript and/or notes of interview(s) of Robin Hill, owner of Hill House board and care;
3. Transcript and/or notes of interview(s) of “Lisa” and/or any other employee(s) of Redwood Movers (telephone interview);
4. Transcript and/or notes of interview(s) of Tim McCracken, VP, Panoramic Software;
5. Transcript and/or notes of interview(s) of Jeannine Thomas, Supervisor, PG/PA/PC;
6. Transcript and/or notes of interview(s) of Carla Kelly; Account Clerk, PG/PA/PC;
7. Transcript and/or of interview(s) of Christine Casanova, Deputy PG/PA/PC;
8. Transcript and/or notes of interview(s) of Suan Falcone, Deputy PG/PA/PC;
9. Transcript and/or notes of interview(s) of Michael Brewster, Deputy PG/PA/PC;
10. A complete copy of the Harold Scull file in the PG/PA/PC office;

11. A complete copy of the Clay Green file in the PG/PA/PC office;
12. Copies of any and all e-mails sent or received by Sally Liedholm which mention(s) Mr. Scull or his issues.
13. Copies of any and all e-mails sent or received by Sally Liedholm which mention(s) Mr. Green or his issues.
14. Copies of any and all e-mails sent or received by Jeannine Thomas which mention(s) Mr. Scull or his issues.
15. Copies of any and all e-mails sent or received by Jeannine Thomas which mention(s) Mr. Green or his issues.
16. Copies of any and all documents presented to or used by Linda Daube in the course of her investigation.
17. Copies of any and all documents used, read or considered by Jo Weber in making her decision regarding Ms. Stagg-Hourigan's termination.
18. Copies of any and all documents used or produced in the course of any prior investigation of Sally Liedholm.

Thank you in advance for providing the requested information.

Sincerely,

A solid black rectangular redaction box covering the signature of Tom Drumm.

Tom Drumm
SEIU 1021

**CONFIDENTIAL PERSONNEL INVESTIGATION
FOR THE USE OF THE COUNTY OF SONOMA ONLY**

As will be more fully described below, following the County's appointment as Mr. Scull's conservator, a series of events ensued which became the focus of criticism from the Court and resulted in claims of mismanagement and breach of fiduciary obligations by Mr. Scull's probate attorney and representatives of Mr. Scull's roommate, Clay Greene. As of the date of this report, claims have been filed alleging, in part, that the County failed to exercise ordinary care and diligence required by a conservator in the management and disposition of Mr. Scull's estate and that there was no authority for the County's actions and inactions with respect to personal property of Mr. Greene.

The purpose of this investigation was to review the actions of Ms. Stagg-Hourigan to determine whether such acts or omissions constitute violations of County Civil Service Rules and Departmental policies. This Investigator did not review the merit of the claims currently before the Court concerning allegations of breach of statutory duties under applicable provisions of the California Probate Code. The responsibility for addressing any claims pursuant to alleged violations of the Probate Code rests solely with County Counsel's office and is beyond the scope of this investigation.

In order to ascertain the scope of this investigation and identify potential witnesses, this Investigator initially interviewed Diane Kaljian, Director of Adult & Aging Division; HS; William Adams, Deputy County Counsel; and Jo Weber, Director of HS.

The rule violations that formed the basis of this investigation and served as the major criteria in developing interview questions included the following County Civil Service Rules:

- Rule 10.3(A)(3) – conduct which brings discredit to the County;
- Rule 10.3(A)(7) – incompetence or inefficiency;
- Rule 10.3(A)(11) – neglect of duty;
- Rule 10.3(A)(14) – failure to meet reasonable work performance standards and requirements; and
- Rule 10.3(A)(17) – falsification of any records, such as medical forms, time cards or employment applications, or making material dishonest work-related statements to other employees at work or committing perjury.

This Investigator interviewed the following individuals:

1. Sally Liedholm, Chief Deputy, PA/PG/PC, Human Services Department, December 23, 2008, [Transcribed Statement, Exhibit A], and a follow-up interview January 28, 2009 [Transcribed Statement, Exhibit D];

**CONFIDENTIAL PERSONNEL INVESTIGATION
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2. Michael Brewster, Deputy, PA/PG/PC, Human Services Department, January 20, 2009 [Transcribed Statement, Exhibit C];
3. Nancy Ecklund, Owner/Partner, North Bay Auctions, LLC, January 15, 2009 [Signed Interview Summary, Exhibit E];
4. Ken Lill, Owner/Partner, North Bay Auctions, LLC, January 20, 2009 [Transcribed Statement, Exhibit F];
5. Stan Buffa, landlord for the Scull/Greene Sebastopol residence, February 5, 2009, telephone interview;
6. Lisa of Redwood Movers, Santa Rosa (moved Mr. Scull's property to Hill House Board and Care facility), January 27, 2009, telephone interview;
7. Robin Hill, Proprietor of Hill House Board and Care Facility, Kenwood, California, February 19, 2009 (interview summary included as part of this Investigative Report);
8. Tim McCracken, Vice President, Panoramic Software, Greenbrae, California, February 4, 2009, on-site meeting and follow-up telephone conversations regarding computer history of modifications to the "Events Summary" reports for Scull/Greene; and
9. Karen Stagg-Hourigan, Deputy, PA/PG/PC, Human Services Department, January 23, 2009 [Transcribed Interview and Exhibits 1-23, inclusive, included as Volume II to this Investigative Report].

Both Mr. Brewster and Ms. Stagg-Hourigan requested and were allowed representation during their respective interviews.

II. OVERVIEW OF ALLEGATIONS AND APPLICABLE RULES AND POLICIES

County Civil Service Rule 10.3 provides various grounds or "causes" upon which disciplinary action can be taken against County employees who have attained permanent status. As was stated in Section I of this report, this Investigator identified five (5) grounds of misconduct relevant to Ms. Stagg-Hourigan's conduct in administering Mr. Scull's conservatorship.

The general areas of conduct reviewed by this Investigator include the following:

SEIU LOCAL 1021 PROOF OF SERVICE BY MAIL

I, Katie Just, declare that I am employed in the City of Santa Rosa, County of Sonoma, California and that I am over the age of 18 years.

My business address is: 600 B Street, Santa Rosa, CA 95401.

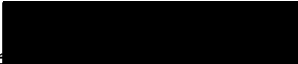
On NOVEMBER 4, 2009, I mailed and faxed the within letter and attachments regarding motion for discovery appeal of Karen Staff-Hourigan to:

JULIE MURPHY, SECRETARY, CIVIL SERVICE COMMISSION OF SONOMA COUNTY
RECIPIENT NAME

placing a true copy of thereof enclosed in a sealed envelope with postage thereon fully prepaid in the United States Mail at Santa Rosa, California, addressed as attached or as follows:

JULIE MURPHY, SECRETARY
575 ADMINISTRATION DRIVE #110 B
SANTA ROSA, CA
95403

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on NOVEMBER 4, 2009 at Santa Rosa, CA.
DATE


KATIE JUST