

# ATTACHMENTS

- A. Recommended Budget Personnel Changes
- B. Allocated Positions by Department
- C. Information Technology Steering Board (ITSB) Project List
- D. Road Construction Projects
- E. Airport Construction Projects
- F. County Capital Projects

# ATTACHMENT "A"

RECOMMENDED BUDGET PERSONNEL CHANGES

**Requested Personnel Changes  
FY 2018/19**

FUND	DEPARTMENT	ACTION	EFF. DATE	DESCRIPTION	INCUMBENTS	FINANCIAL IMPACT	FINANCIAL IMPACT	FTE Change
						Eff Date Cost	Annual	
General	Assessor-Recorder	Delete	12/31/18	Assessment Technician II (1.0 FTE)	Laurie Stoffel - retirement	\$ (33,848)	\$ (67,696)	-1.0
					<b>SUBTOTAL</b>	\$ (33,848)	\$ (67,696)	-1.0
General	Community Resources Agency	Delete	12/31/18	Office Supervisor (1.0 FTE)	Karen Willenberg - retirement	\$ (34,831)	\$ (69,663)	-1.0
General	Community Resources Agency	Addition	01/01/19	Administrative Assistant (1.0 FTE)	vacant	\$ 32,564	\$ 32,564	1.0
					<b>SUBTOTAL</b>	\$ (2,267)	\$ (37,098)	0.0
General	Community Resources Agency - Cannabis Enforcement	Addition	08/19/18	Administrative Assistant (1.0 FTE)	vacant	\$ 59,701	\$ 59,701	1.0
					<b>SUBTOTAL</b>	\$ 59,701	\$ 59,701	1.0
General	District Attorney - Child Advocacy	Addition	08/05/18	Victim Witness Advocate Grant Funded (1.0 FTE)	vacant	\$ 59,120	\$ 59,120	1.0
					<b>SUBTOTAL</b>	\$ 59,120	\$ 59,120	1.0
General	Probation	Delete	06/30/18	Work Release Coordinator (1.0 FTE)	vacant	\$ (66,292)	\$ (66,292)	-1.0
General	Probation	Layoff	06/30/18	Work Release Coordinator (1.0 FTE)	Cynthia Jarvis	\$ (65,721)	\$ (65,721)	-1.0
					<b>SUBTOTAL</b>	\$ (132,013)	\$ (132,013)	-2.0
General	Treasurer-Tax	Delete	06/30/18	Account Clerk I (0.5 FTE)	vacant	\$ (38,495)	\$ (38,495)	-0.5
					<b>SUBTOTAL</b>	\$ (38,495)	\$ (38,495)	-0.5
Behavioral Health	Behavioral Health	Addition	08/05/18	BH Worker II (1.0 FTE) Grant Funded	Vacant	\$ 66,852	\$ 66,852	1.0
Behavioral Health	Behavioral Health	Addition	08/05/18	BH Worker II (1.0 FTE) Grant Funded	Vacant	\$ 66,852	\$ 66,852	1.0
Behavioral Health	Behavioral Health	Addition	08/05/18	BH Clinician I/II/III (1.0 FTE) Grant Funded	Vacant	\$ 86,123	\$ 86,123	1.0
Behavioral Health	Behavioral Health	Conversion	06/30/18	Clinical Manager to Program Superviosr (1.0 FTE)	Vacant	\$ (10,038)	\$ (10,038)	-
Behavioral Health	Behavioral Health	Delete	06/30/18	Psychologist (1.0 FTE)	Vacant	\$ (117,899)	\$ (117,899)	-1.0
					<b>SUBTOTAL</b>	\$ 91,889	\$ 91,889	2.0
Social Services	Social Services	Delete	06/30/18	Office Assistant (1.0 FTE)	Vacant	\$ (53,265)	\$ (53,265)	-1.0
Social Services	Social Services	Delete	06/30/18	Staff Services Specialist (1.0 FTE)	Vacant	\$ (69,253)	\$ (69,253)	-1.0
Social Services	Social Services	Delete	06/30/18	Personal Care Assistant (1.0 FTE)	Vacant	\$ (54,676)	\$ (54,676)	-1.0
Social Services	Social Services	Delete	06/30/18	Social Worker Assistant I/II (1.0 FTE)	Vacant	\$ (58,762)	\$ (58,762)	-1.0
Social Services	Social Services	Delete	06/30/18	Senior Staff Services Analyst (0.8 FTE)	Vacant	\$ (73,452)	\$ (73,452)	-0.8
					<b>SUBTOTAL</b>	\$ (309,409)	\$ (309,409)	-4.8

**Requested Personnel Changes  
FY 2018/19**

PW - Road Admin/Engineering	PW - Road Admin/Engineering	Delete	01/01/19	Deputy CRA Director - Roads (1.0 FTE)	Richard York - retirement	\$ (93,024)	\$ (186,047)	-1.0
PW - Road Admin/Engineering	PW - Road Admin/Engineering	Delete	06/30/18	Supervising Engineer (1.0 FTE)	Tanya Allen	\$ (161,876)	\$ (161,876)	-1.0
PW - Road Admin/Engineering	PW - Road Admin/Engineering	Addition	07/01/18	Engineering Manager (1.0 FTE)	vacant - expected to be filled by internal recruitment	\$ 169,480	\$ 169,480	1.0
PW - Road Admin/Engineering	PW - Road Admin/Engineering	Addition	09/02/18	Staff Services Analyst (1.0 FTE)	vacant	\$ 78,726	\$ 85,883	1.0
					<b>SUBTOTAL</b>	\$ (6,694)	\$ (92,561)	0.0
PW - Road Admin/Engineering	PW - Road Maintenace	Addition	07/01/18	Road Superintendent (1.0 FTE)	vacant	\$ 103,560	\$ 103,560	1.0
					<b>SUBTOTAL</b>	\$ 103,560	\$ 103,560	1.0
Solid Waste	Solid Waste	Addition	07/01/18	Administrative Assistant (1.0 FTE)	Vacant	\$ 65,129	\$ 65,129	1.0
					<b>SUBTOTAL</b>	\$ 65,129	\$ 65,129	1.0
<b>Total Cost / (Savings)</b>						<b>\$ (143,327)</b>	<b>\$ (297,873)</b>	<b>(2.30)</b>



## Human Resources / Risk Management

Ann Fremd  
Human Resources/Risk Manager

June 11, 2018

To: Board of Supervisors

From: Craig Pedro, County Administrator  
Ann Fremd, HR/Risk Manager

Subject: FY 2018/2019 Recommended Budget Personnel Changes

The following are the personnel changes as included in the FY 2018/2019 Recommended Budget.

### Assessor-Recorder

- **Delete Assessment Technician II (1.0 FTE) effective December 31, 2108**

As a result of budget constraints, an Assessment Technician II (1.0 FTE) will be eliminated effective December 31, 2018 upon the retirement of the incumbent.

### Community Resources Agency

#### CRA – Community Development:

- **Delete Officer Supervisor (1.0 FTE) effective December 31, 2018 and adding Administrative Assistant (1.0 FTE) effective January 1, 2019**

The Office Supervisor (1.0 FTE) will be retiring effective December 31, 2018. This position will be eliminated and an Administrative Assistant (1.0 FTE) will be added for continued clerical support for the CRA Director.

#### CRA – Cannabis Enforcement:

- **Add Administrative Assistant (1.0 FTE) effective August 19, 2108**

Code Compliance efforts for personal growth cannabis enforcement has increased during the last few months. To coordinate efforts between the field staff and the office, staff is recommending the additional of an Administrative Assistant (1.0 FTE) to handle the clerical duties for this division.

KIMBERLY PHIPPS  
Administrative Analyst  
(209) 533-6957

BARBI L. PLOWMAN  
Sr. Human Resources Tech  
(209) 533-6988

PW - Road Administration/Engineering and Road Maintenance:

- **Delete Supervising Engineer (1.0 FTE) effective June 30, 2018**
- **Add Engineering Manager (1.0 FTE) effective July 1, 2018**
- **Add Road Superintendent (1.0 FTE) effective July 1, 2018**
- **Delete Deputy Director CRA – Roads (1.0 FTE ) effective January 1, 2019**
- **Add Staff Services Analyst (1.0 FTE) effective September 2, 2018**

In order to for these divisions of the CRA to ensure the efficient use of resources and funds, a change to the organizational structure of these divisions is necessary. The Road Administration/Engineering and Roads Maintenance Divisions are experiencing challenges in recent years of additional work caused by severe storm damages and over \$90 million dollars in capital road work. This will take years to address and require creative solutions to maximize staff and funding resources. The CRA Director is requesting to add the Road Superintendent position back into the Roads Division to lead the Road Division. With 18 field staff and only three field lead supervisors for the entire team this position, which was unfunded in 2014, is essential. SB1 and increases in other road funding are available to fund the necessary staff changes. There will be no impacts to the General Fund of Tuolumne County.

The Road Administration/Engineering Division has been designing, constructing and supporting road functions for the department in a supportive function for decades. Currently the Roads and Engineering Divisions are led by the Deputy Community Resources Director. During the next fiscal, the incumbent in this position will be retiring. This position is responsible for a wide array of duties that support development projects, community requests, storm damage support, and encroachment reviews. It is essential that his knowledge is passed down to the individuals best suited to assume the duties necessary to continue serving our community.

As previously stated, Tuolumne County is currently working on over \$90 million dollars of capital projects that are funded through a complex mixture of various state, federal and local sources. The oversight of those functions is currently lead by the Supervising Engineer, who is also the lead staff person responsible for all design and construction. The CRA Director is requesting to eliminate the Supervising Engineer position and create the Engineering Manager. Both the Road Administration/Engineering and the Road Maintenance Divisions will be assigned to the Engineering Manager. These changes to the organization will ensure the two divisions will be lead with the engineering oversight that is necessary to bring technology, creative changes to each division in the future. There will be no impact to the

General Fund with the requested changes. Funding will be derived from stable long term roads and capital projects sources.

The lined and unlined versions of the class specifications for the Engineering Manager and the Road Superintendent are attached. Human Resources Staff has met and conferred about the changes with the affected bargaining unit.

A Staff Services Analyst has also been recommended to assist contract maintenance and tracking the complex mixture of funding sources for all projects within these Divisions.

Solid Waste:

- **Add Administrative Assistant (1.0 FTE) effective July 1, 2018**

Your Board approved the elimination of the Solid Waste Manager and added an additional Solid Waste Technician. The nature of the positions currently in the Solid Waste Division requires staff members to be out in the field thus leaving the office unstaffed. Staff is recommending the addition of an Administrative Assistant (1.0 FTE) to handle the clerical duties and ensure the office is staffed and able to handle calls and visits from the public.

**District Attorney – Victim Witness Child Advocacy**

- **Add Victim Witness Advocate (1.0 FTE Grant Funded) effective August 5, 2018**

The District Attorney's Office has received a grant for Victim Witness Child Advocacy. Staff is recommending the additional of a Victim Witness Advocate (1.0 FTE Grant Funded) to assume the duties for this grant.

**Probation**

- **Delete Work Release Coordinator (1.0 FTE) effective June 30, 2018**
- **Layoff Work Release Coordinator (1.0 FTE) effective June 30, 2018**

As a result of budget constraints, two Work Release Coordinator positions will be eliminated. Once position is vacant, the other position will result in a layoff of the current incumbent effective June 30, 2018.

**Treasurer-Tax Collector**

- **Delete Account Clerk I (0.5 FTE) effective June 30, 2018**

As a result of budget constraints, a vacant Account Clerk I (0.5 FTE) will be eliminated from the budget effective June 30, 2018.

**Department of Social Services**

- **Delete 1.0 FTE Office Assistant (1.0 FTE) effective June 30, 2018**
- **Delete 1.0 FTE Staff Services Specialist (1.0 FTE) effective June 30, 2018**
- **Delete 1.0 FTE Personal Care Assistant (1.0 FTE) effective June 30, 2018**
- **Delete 1.0 FTE Social Worker Assistant I/II (1.0 FTE) effective June 30, 2018**
- **Delete .8 FTE Senior Staff Services Analyst (1.0 FTE) effective June 30, 2018**

As a result of budget constraints, these vacant positions are recommended to be deleted effective June 30, 2018.

**Behavioral Health Department**

- **Delete Psychologist (1.0 FTE)**
- **Convert vacant Behavioral Health Clinical Manager (1.0 FTE) to Behavioral Health Program Supervisor (1.0 FTE)**
- **Add Behavioral Health Worker II (2.0 FTE Grant Funded)**
- **Add Behavioral Health Clinician I/II/III (1.0 FTE Grant Funded)**

As Behavioral Health continues to respond to changes in regulations, the expanded Medi-Cal population, Community of Care Reform, supplemental awards and/or pilot projects, it is necessary to increase first line supervisory support for staff. As we continue to evaluate the needs and goals of BH operations, and to promote a stronger supervisory system, and improve service accountability and managing systems integrity, it is recommended that the vacant BH Clinical Manager (1.0 FTE) position be converted to a BH Program Supervisor position (1.0 FTE) effective July 1, 2018.

The County was awarded an SB 82 grant over the next three years. These funds will allow individuals to assume the role of Law Enforcement Liaisons and will be co-located with Tuolumne County Sheriff's Office, available to Sheriff's Dispatch to provide immediate in-person field response to an individual experiencing a mental health crisis. Sheriff's Dispatch can divert emergency mental health crisis calls to a these BH Law Enforcement Liaison to make immediate contact with the individual and begin a crisis intervention. A secondary location may be at the Sonora Police Department, if so requested. The BH Law Enforcement Liaisons will provide crisis

assessment services to individuals and provide follow up as appropriate. Homeless individuals in Tuolumne County who may be in mental health crisis, will be the target of outreach for potential referral for appropriate programs/services. Staff is recommending the addition of 2 (two) Behavioral Health (BH) Workers II (2.0 FTE Grant Funded).

BH is proposing to work in partnership to locate a fulltime clinician at Probation to support mental treatment services for offenders. Half of the funding would come from the Community Corrections Partnership (CCP) and the other half of the funding from the Probation Department budget. The CCP Board voted on May 7<sup>th</sup> to approve funding.

The goal is to provide a smooth transition and access to necessary mental health services and/or substance use related disorders and to support success in the community while managing to meet obligations related to any judicial requirements, in addition to the challenges of mental illness. Focus will continue to emphasize recovery oriented service management for individuals to access stable housing and or treatment that may include residential support. Supportive funding for residential or sober living housing is also planned. Staff is recommending adding a Behavioral Health Clinician I, II, III (1.0 FTE Grant Funded).

Staff is recommending the Psychologist (1.0 FTE) position be eliminated. This position has been vacant for over one year and efforts to recruit for this position have not been successful. The Department had intended on using this position for case management support when it was filled but this vision never materialized.



JUNE 2018  
FLSA: EXEMPT

## ROAD SUPERINTENDENT

### DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the maintenance of County roads and bridges and related public works projects and programs, including assisting with long- and short-term project planning, overseeing the design, construction, maintenance, and operations of a wide variety of road maintenance projects, and other programs; coordinates assigned activities with other County departments and outside agencies; provides complex and responsible support to the Community Resources Agency Director -and others in areas of expertise; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Engineering Manager. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### CLASS CHARACTERISTICS

This is a management classification that manages the operations, maintenance, and repair of the County's road, storm drainage systems, and related facilities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the roads division, including participating in short- and long-term capital improvement planning, and development and administration of Federal, State, and local funds for capital improvements, expansions, and various other projects and studies. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other County departments and public agencies. This class is distinguished from Engineering Manager in that the latter has overall responsibility for multiple functions within the agency including Engineering, Roads or Fleet Services.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of work crews engaged in road and bridge maintenance and support services.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees division budgets.
- Assists with the planning and designing of a wide variety of public works projects, including the preparation of maps, plans, charts, and diagrams; prepares work specifications, cost estimates and technical reports; may act as field construction manager for larger construction projects, monitoring and preparing change orders, progress reports and recommending progress payments.

- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns; enforces County ordinances and policies insuring quality control in the areas of road engineering services.
- Responds to and resolves various issues with residents, other department's representatives, and outside agencies, including roads, slope and drainage, storm drain, channel rehabilitation, and flood zones.
- Serves as a liaison for the assigned function to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Reviews requests for new equipment/software providing justification analysis to purchase and coordinates repairs and assignments of divisional equipment.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Deputy Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Inspects work in progress and completed for compliance with County and department policies and procedures, standards of quality and safety, and all applicable local, state and federal laws, regulations and guidelines.
- Prepares estimates of labor, materials and equipment required for proposed activities.
- Requisitions necessary tools, supplies, materials, and equipment and maintains inventory and records.
- Assists in processing and issuing a variety of permits, including Transportation Permits.
- Receives and responds to inquiries, requests for assistance, concerns and complaints regarding areas of responsibility.
- Provides support to outside agencies during emergencies, including fires, floods, accidents, and disasters and serves as first contact person with the Sheriff's Department dispatch.
- Prepares, reviews, and completes various reports, including Board of Supervisors agenda reports and division-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a liaison for the assigned division to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Deputy Director; develops and reviews staff reports related to assigned activities and services; may present information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to public works maintenance and operations programs, policies, and procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance and operations; researches emerging products and enhancements and their applicability to County needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to road maintenance, engineering and land development projects.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Modern record keeping principles and procedures.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Theories, principles, techniques, materials and equipment used in the maintenance and repair of roads, bridges, and drainage structures, and related public works projects.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of proper operation and routine maintenance of light and heavy equipment.
- Safe work practices.
- Business letter and report writing.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

### **Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to a high school diploma or GED and three (3) years of progressively responsible experience performing road construction, repair and maintenance or a two year degree with major coursework in civil engineering or a related engineer/construction field and (3) years of supervisory experience in road maintenance and/or other related public works operations

**Licenses and Certifications:**

- Possession of a California driver's license and a satisfactory driving record.
- Possession of a California Class "A" driver's license with a tank vehicle endorsement is highly desirable.
- Possession of a certified pesticide applicators license within twelve (12) months of employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County streets, storm drains, and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various County and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees partly work in an office environment and partly work in and around public works infrastructure and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. . Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work outside of regular working hours.



~~NOVEMBER 2015~~ April June 2018  
FLSA: EXEMPT

## ROAD SUPERINTENDENT

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### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Engineering Manager, or the CommunDeputy Community Resources Agency Director - Roads.~~ Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### CLASS CHARACTERISTICS

This is a management classification that manages the operations, maintenance, and repair of the County's road, storm drainage systems, and related facilities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the roads division, including participating in short- and long-term capital improvement planning, and development and administration of Federal, State, and local funds for capital improvements, expansions, and various other projects and studies. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other County departments and public agencies. This class is distinguished from ~~Engineering Manager and Deputy Community Resources Agency Director, - Roads~~ in that the latter has overall responsibility for ~~all capital improvement project development, operations, and maintenance functions for the County roads, storm drains, sanitary systems, and fleets and facilities, as well as implementing and interpreting public policy~~ multiple functions within the agency including Engineering, Roads or Fleet Services.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of work crews engaged in road and bridge maintenance and support services.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees division budgets.

- Assists with the AssisPplans and designsplanning and designing of a wide variety of public works projects, including the preparation of maps, plans, charts, and diagrams; prepares work specifications, cost estimates and technical reports; may act as field construction manager for -resident engineer on larger construction projects, monitoring and preparing change orders, progress reports and recommending progress payments.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns; enforces County ordinances and policies insuring quality control in the areas of road engineering services.
- Responds to and resolves various issues with residents, other departmentsdepartment's representatives, and outside agencies, including roads, slope and drainage, storm drain, channel rehabilitation, and flood zones.
- Serves as a liaison for the assigned function to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Reviews requests for new equipment/software providing justification analysis to purchase and coordinates repairs and assignments of divisional equipment.
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- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Deputy Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Inspects work in progress and completed for compliance with County and department policies and procedures, standards of quality and safety, and all applicable local, state and federal laws, regulations and guidelines.
- Prepares estimates of labor, materials and equipment required for proposed activities.
- Requisitions necessary tools, supplies, materials, and equipment and maintains inventory and records.
- Assists in processing and issuing a variety of permits, including Transportation Permits.
- Receives and responds to inquiries, requests for assistance, concerns and complaints regarding areas of responsibility.
- Provides support to outside agencies during emergencies, including fires, floods, accidents, and disasters and serves as first contact person with the Sheriff's Department dispatch.
- Prepares, reviews, and completes various reports, including Board of Supervisors agenda reports and division-related documentation and correspondence.
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- Serves as a liaison for the assigned division to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Deputy Director; develops and reviews staff reports related to assigned activities and services; may present information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to public works maintenance and operations programs, policies, and procedures.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance and operations; researches emerging products and enhancements and their applicability to County needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to road maintenance, engineering and land development projects.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Modern record keeping principles and procedures.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Theories, principles, techniques, materials and equipment used in the maintenance and repair of roads, bridges, and drainage structures, and related public works projects.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of proper operation and routine maintenance of light and heavy equipment.
- Safe work practices.
- Business letter and report writing.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

### **Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.

- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to graduation from an accredited two-year college or university with major coursework in civil engineering or a related engineering/construction field

Equivalent to a high school diploma or GED and three (3) years of progressively responsible experience performing road construction, repair and maintenance or a two year degree with major coursework in civil engineering or a related engineer/construction field and ~~two (2)~~(3) years of supervisory experience in road maintenance and/or other related public works operations at a level equivalent to the County classification of Road Crew Supervisor.

#### **Licenses and Certifications:**

- Possession of a California driver's license and a satisfactory driving record.
- Possession of a California Class "A" driver's license with a tank vehicle endorsement is highly desirable.
- Possession of a certified pesticide applicators license within twelve (12) months of employment.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County streets, storm drains, and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to

climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various County and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

~~Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect County construction sites, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with occasional field work which may require standing for long periods of time or extensive walking over uneven ground. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.~~

### **ENVIRONMENTAL ELEMENTS**

Employees partly work in an office environment and partly work in and around public works infrastructure and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. . Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

~~Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and occasionally in the field where they may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.~~

### **WORKING CONDITIONS**

May be required to work outside of regular working hours.



**JUNE 2018**  
**FLSA: EXEMPT**

## **ENGINEERING MANAGER**

### **DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of assigned staff in one or more of major functions for Engineering, Roads, or Fleet Services within the Community Resources Agency; serves as project manager for complex projects and activities in assigned functions including environmental program planning and compliance, design, construction, land development engineering, transportation engineering, and other programs; ensures that functions meet all applicable laws, regulations, and County policies related to the County's Capital Improvement Program (CIP), land development, traffic and transportation infrastructure; provides complex staff assistance to departmental management staff in areas of expertise; and performs related work as required. Serves as a civil engineer; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Community Resources Agency Director, or Assistant Community Resource Agency Director – Public Works. Exercises general direction and supervision over professional and technical staff.

### **CLASS CHARACTERISTICS**

This is a management classification in the Community Resource Agency manages the programs, operations and services of assigned functions which include Roads and Engineering or Fleet Services divisions of the Agency. Successful performance of the work requires knowledge of public policy, fiscal management, applicable laws, codes, regulations, and ordinances; the ability to develop, oversee, and implement projects and programs in a variety of areas; coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the functions. The incumbent may perform the civil engineering functions of the County Road Commissioner acting under the authority of the County Director of Transportation pursuant to California Streets and Highways Code § 2006.1. This class is distinguished from the Assistant Community Resource Agency Director – Public Works in that the latter provides administrative direction and oversight for Road, Engineering, Survey, Solid Waste, and Fleet Services and has overall responsibility for all engineering, capital improvement, traffic, special districts and development functions, as well as implementing and interpreting public policy in addition to exercising supervision as the "Professional Engineer-Responsible Charge" per Section 404.1 of California Code of Regulations Title 16, Division 5 for all staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff which may include professional and technical engineering, road or fleet staff in the CRA including the planning, designing, construction, maintenance, improvement and operations of highways, roads, bridges,

- drainages, parks, parking lots and other related public facilities; road operations, traffic engineering right-of-way acquisition, land use and related surveying services.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Assistant Director.
  - Manages the development and administration of the annual budget and capital improvement budgets for the assigned functions; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
  - Performs professional-level civil engineering work.
  - Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the Board of Supervisors, as well as various boards, commissions, and committees, as assigned by the Assistant Director.
  - Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
  - Plans and designs a wide variety of public works projects, including the preparation of maps, plans, charts, and diagrams; prepares work specifications, cost estimates and technical reports; may act as resident engineer on larger construction projects, preparing change orders, progress reports and recommending progress payments.
  - Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
  - Develops and standardizes procedures and methods to improve the efficiency and effectiveness of planning services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Community Resource Agency Assistant Director.
  - Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
  - Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
  - Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with County standards and specifications, time, and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
  - Conducts capital improvement project planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
  - Analyzes civil engineering plan design, specifications, and consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.
  - Reviews and approves all grading plans and permits; all plans and specifications for capital improvement projects; traffic studies, speed studies, and traffic counts; all tract and parcel maps, lot line adjustments, and legal reviews; all controversial encroachment permits; and other engineering and design documents; supervises inspectors performing field inspections of encroachments.
  - Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding County development requirements.

- Prepares, reviews, and completes various reports, including Board of Supervisors reports and division-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns; enforces County ordinances and policies insuring quality control in the areas of engineering services.
- Responds to and resolves various issues with residents, other departments representatives, and outside agencies, including slope and drainage, storm drain, channel rehabilitation, and flood zones.
- Serves as a liaison for the assigned function to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to assigned supervisory staff; develops and reviews staff reports related to engineering activities and services; presents information to the Board of Supervisors and various commissions, committees, and community groups on; performs a variety of public relations and outreach work related to assigned activities.
- Reviews requests for new equipment/software providing justification analysis to purchase and coordinates repairs and assignments of divisional equipment.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable Federal, State, and local laws, regulatory codes, ordinances and procedures relevant to engineering and land development projects.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities.
- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
- Principles and practices of road planning, design, construction, and maintenance.
- Strength, properties and use of engineering construction materials and methods of testing such materials.
- Techniques and equipment used in engineering, road maintenance and construction work
- Principles and practices of environmental impact assessment and related regulatory processes.
- Contract management practices in a public agency setting.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Technical engineering mathematics.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to surveying and engineering work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Principles and practices of traffic impacts from development through Fee Program and required reporting under the Mitigation Fee Act.

**Ability to:**

- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare accurate plans, specifications, cost estimates and comprehensive engineering reports.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and County engineering policies and procedures.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to review and respond to cumulative impacts through the Regional Transportation Plan and Regional Transportation Planning Agencies (RTPA).
- Interpret and respond to legislation that affects transportation infrastructure and planning.
- Field all public relations in lieu of Assistant CRA Director when absent. Authenticate all transportation permits.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and five (5) years of increasingly responsible experience in engineering at a level equivalent to the Senior Civil Engineer with the County of Tuolumne, with at least two (2) years of supervisory, preferably in the public sector.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possess and maintain a valid certificate or registration as a Professional Civil Engineer issued by the California State Board of Registration for Professional Engineers.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect County development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and where exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to attend meetings and conduct inspections outside of regular working hours.



~~NOVEMBER 2015~~ JUNE 2018  
FLSA: EXEMPT

## SUPERVISING ENGINEERING MANAGER

### DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of assigned staff in one or more of major functions for professional engineering ~~Engineering, Roads, and related~~ Fleet Services fleet staff within the Community Resources Agency; serves as project manager for complex professional engineering, road and fleet projects and activities in assigned functions including environmental program planning and compliance, design, construction, land development engineering, transportation engineering, and other programs; ensures that functions meet all applicable laws, regulations, and County policies related to the County's Capital Improvement Program (CIP), land development, traffic and transportation infrastructure; provides complex staff assistance to departmental management staff in areas of expertise; and performs related work as required. Serves as a civil engineer; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Deputy from the Community Resources Agency Director, or Assistant Community Resource Agency Director – Public Works. Exercises general direction and supervision over professional and technical staff.

### CLASS CHARACTERISTICS

~~This is the full supervisory level class in the professional engineering series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of professional engineering staff as well as providing professional level support to assigned management staff in a variety of areas of expertise. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This is a management classification assists in the management of in the Community Resource Agency by serving as the lead administrative manager manages the programs, operations and services of assigned functions which include for the Roads and Engineering or Fleet Services divisions of the Agency. Successful performance of the work requires knowledge of public policy, fiscal management, applicable laws, codes, regulations, and ordinances; and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department functions. The incumbent may perform the civil engineering functions of the County Road Commissioner acting under the authority of the County Director of Transportation pursuant to California Streets and Highways Code § 2006.1. This class is distinguished from the Assistant Community Resource Agency Director – Public Works in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy. provides administrative direction and oversight for Road, Engineering, Survey, Solid Waste, and Fleet Services and has — This class is distinguished from Deputy Community Resources Agency Director in that the latter has overall responsibility for all engineering, capital improvement, traffic, special districts and development functions, as well as implementing and interpreting public policy in addition to exercising supervision as the “Professional Engineer-Responsible Charge” per Section 404.1 of California Code of Regulations Title 16, Division 5 for all staff.~~

**EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff which may include professional and technical engineering, road or fleet staff in the CRA including the planning, designing, construction, maintenance, improvement and operations of highways, roads, bridges, drainages, parks, parking lots and other related public facilities; road operations, traffic engineering right-of-way acquisition, land use and related surveying services.
  - ~~trains staff in work procedures; evaluates employee performance, advises employees, and effectively recommends initial disciplinary action; assists in selection and promotion.~~
  - ~~May plan, assign, supervise, and evaluate the work of staff providing road operations, traffic engineering right of way acquisition, land use and related surveying services.~~
  - Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Assistant Director.
  - Manages the development and administration of the annual budget and capital improvement budgets for the assigned division functions; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
  - Performs professional-level civil engineering work.
  - Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the Board of Supervisors, as well as various boards, commissions, and committees, as assigned by the Assistant Director.
  - Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- 
- Plans and designs a wide variety of public works projects, including the preparation of maps, plans, charts, and diagrams; prepares work specifications, cost estimates and technical reports; may act as resident engineer on larger construction projects, preparing change orders, progress reports and recommending progress payments.
  - Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
  - Develops and standardizes procedures and methods to improve the efficiency and effectiveness of planning services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Community Resource Agency Deputy Assistant Director.
  - Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
  - Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
  - Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with County standards and specifications, time, and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.

- Conducts capital improvement project planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Analyzes civil engineering plan design, specifications, and consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.
- Reviews and approves all grading plans and permits; all plans and specifications for capital improvement projects; traffic studies, speed studies, and traffic counts; all tract and parcel maps, lot line adjustments, and legal reviews; all controversial encroachment permits; and other engineering and design documents; supervises inspectors performing field inspections of encroachments.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding County development requirements.
- Prepares, reviews, and completes various reports, including Board of Supervisors reports and division-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns; enforces County ordinances and policies insuring quality control in the areas of engineering services.
- Responds to and resolves various issues with residents, other departments representatives, and outside agencies, including slope and drainage, storm drain, channel rehabilitation, and flood zones.
- Serves as a liaison for the assigned function to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to assigned ~~management-supervisory~~ staff; develops and reviews staff reports related to engineering activities and services; presents information to the Board of Supervisors and various commissions, committees, and community groups on; performs a variety of public relations and outreach work related to assigned activities.
- Reviews requests for new equipment/software providing justification analysis to purchase and coordinates repairs and assignments of divisional equipment.
- Performs related duties as required.

## QUALIFICATIONS

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
  - Basic principles and practices of budget development, administration, and accountability.
  - Applicable Federal, State, and local laws, regulatory codes, ~~ordinanees,~~ordinances and procedures relevant to engineering and land development projects.
  - Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities.
  - Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
  - Principles and practices of road planning, design, construction, and maintenance.
  - Strength, properties and use of engineering construction materials and methods of testing such materials.
  - Techniques and equipment used in engineering, road maintenance and construction work
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- Principles and practices of environmental impact assessment and related regulatory processes.
  - Contract management practices in a public agency setting.

- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Technical engineering mathematics.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to surveying and engineering work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Principles and practices of traffic impacts from development through Fee Program and required reporting under the Mitigation Fee Act.

**Ability to:**

- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare accurate plans, specifications, cost estimates and comprehensive engineering reports.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and County engineering policies and procedures.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to review and respond to cumulative impacts through the Regional Transportation Plan and Regional Transportation Planning Agencies (RTPA).
- Interpret and respond to legislation that affects transportation infrastructure and planning.
- Field all public relations in lieu of Deputy Assistant CRA Director when absent. Authenticate all transportation permits.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and ~~two-five~~ (52) years of increasingly responsible experience in engineering at a level equivalent to the Senior Civil Engineer with the County of Tuolumne, with at least ~~one (1)2 y~~two (2) years of ~~administrative or lead experience~~supervisory, preferably in the public sector.

#### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possess and maintain a valid certificate or registration as a Professional Civil Engineer issued by the California State Board of Registration for Professional Engineers.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect County development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

#### **ENVIRONMENTAL ELEMENTS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and where exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

#### **WORKING CONDITIONS**

May be required to attend meetings and conduct inspections outside of regular working hours.

# ATTACHMENT "B"

ALLOCATED POSITIONS BY DEPARTMENT

# ALLOCATED POSITIONS BY DEPARTMENT

June 19, 2018	ADOPTED	Recommended	Net							
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	16/17	17/18	18/19	Change
<b>General Budgets</b>										
Board of Supervisors	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	0.00
County Administrative Office	5.00	5.00	5.00	5.00	5.00	6.00	6.00	6.00	6.00	0.00
Office of Emergency Services	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Tree Mortality	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3.00	1.00
Auditor-Controller	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	0.00
Treasurer/Tax Collector	4.00	4.00	4.00	4.00	4.00	4.00	4.50	4.50	4.00	-0.50
Assessor/Recorder	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	13.00	-1.00
Archives	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Assessor -St Partnersip Program	0.00	0.00	0.00	0.00	0.00	2.00	2.00	0.00	0.00	0.00
Office of Revenue Recovery	7.50	6.50	6.50	6.50	7.00	7.00	7.00	6.00	6.00	0.00
County Counsel	5.00	4.80	5.00	4.00	5.00	5.00	5.00	5.00	5.00	0.00
Human Resources	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	4.00	0.20
Elections	2.00	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	0.00
Facilities Management	24.00	17.00	17.00	16.00	16.00	16.00	16.00	16.00	16.00	0.00
Information Technology	20.00	15.00	15.00	14.00	14.00	15.00	16.00	16.00	16.00	0.00
Surveyor	2.00	2.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00
Jamestown Mine	1.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total General</b>	<b>108.30</b>	<b>93.60</b>	<b>93.30</b>	<b>90.30</b>	<b>91.80</b>	<b>95.80</b>	<b>97.30</b>	<b>96.30</b>	<b>96.00</b>	<b>-0.30</b>
<b>Public Protection</b>										
District Attorney	16.00	15.00	15.00	15.00	15.00	16.00	16.00	16.00	16.00	0.00
D.A. Spousal Abuse Prosecute	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D.A. Victim Witness	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00
D.A. VW Outreach & Advocacy	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	3.00	0.00
D.A. Child Advocacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
D.A. Verticle Prosecution	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
D.A. Violence Against Women Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Child Support Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Defender	6.80	6.30	6.30	6.50	6.50	6.50	6.50	6.50	6.50	0.00
Sheriff/Coroner*	64.50	60.00	60.00	60.50	67.50	71.00	70.00	68.00	68.00	0.00
Sheriff - Court Security	6.00	6.00	6.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00
Sheriff - Communications	13.00	13.00	13.00	12.00	12.00	12.00	12.00	12.00	12.00	0.00
Sheriff - Tuolmne Narcotics Team	5.00	5.00	4.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Sheriff - Jail	41.00	41.00	43.00	46.00	47.00	48.00	49.00	49.00	49.00	0.00
Probation	30.00	30.00	37.00	37.00	35.00	35.00	35.00	33.90	31.90	-2.00
Probation - Juvenile Hall	0.00	0.00	0.00	0.00	0.00	12.50	14.50	14.00	14.00	0.00
County Fire	4.50	4.80	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Agriculture Comm/Wts & Meas	5.00	4.00	4.00	4.00	5.00	5.00	5.00	5.00	5.00	0.00
Community Development Dept	20.75	23.63	23.50	22.50	24.75	31.00	29.00	28.00	28.00	-1.00
CRA - Cannabis Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Code Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Animal Control	9.00	8.75	8.75	8.00	9.00	10.00	10.00	10.00	10.00	0.00
<b>Total Public Protection</b>	<b>225.55</b>	<b>221.48</b>	<b>227.55</b>	<b>227.50</b>	<b>231.75</b>	<b>256.00</b>	<b>261.00</b>	<b>255.40</b>	<b>254.40</b>	<b>-1.00</b>
*Sheriff/Coroner allocated positions = 61.5										
<b>Public Ways and Facilities</b>										
PW - Administration/Engineering	5.80	12.80	12.00	12.00	14.00	14.00	12.00	13.00	14.00	1.00
PW - Eng. Svcs - Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PW - Eng. Svcs - Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PW - Traffic & Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Works - Road Maintenance	38.00	30.00	30.00	29.00	29.00	29.00	25.00	25.00	26.00	1.00
PW - Special District Admin	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
<b>Total Public Ways and Facilities</b>	<b>44.80</b>	<b>43.80</b>	<b>43.00</b>	<b>42.00</b>	<b>44.00</b>	<b>44.00</b>	<b>38.00</b>	<b>39.00</b>	<b>41.00</b>	<b>2.00</b>
<b>Health and Sanitation</b>										
Air Pollution Control	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Health	20.20	15.20	16.20	17.40	19.20	20.20	20.20	20.20	20.40	0.20
Women, Infants & Children (WIC)	0.00	4.90	5.00	5.00	5.00	5.00	5.00	4.50	4.50	0.00
Tobacco Control	1.80	1.80	1.80	2.00	2.00	2.00	2.00	3.00	3.00	0.00
Environmental Health	6.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Behavioral Health	49.50	48.80	52.60	53.00	58.00	63.00	65.00	66.00	69.20	3.20
<b>Total Health and Sanitation</b>	<b>80.13</b>	<b>72.70</b>	<b>77.60</b>	<b>79.40</b>	<b>86.20</b>	<b>92.20</b>	<b>94.20</b>	<b>95.70</b>	<b>99.10</b>	<b>3.40</b>
<b>Public Assistance</b>										
Social Services	101.00	98.50	107.00	110.60	108.60	109.80	112.80	109.30	104.50	-4.80
Veterans	2.00	2.00	2.00	2.00	2.00	2.00	2.50	2.98	2.98	0.00
<b>Total Public Assistance</b>	<b>103.00</b>	<b>100.50</b>	<b>109.00</b>	<b>112.60</b>	<b>110.60</b>	<b>111.80</b>	<b>115.30</b>	<b>112.28</b>	<b>107.48</b>	<b>-4.80</b>
<b>Education</b>										
Library	9.75	8.25	8.25	8.25	8.25	10.00	10.00	10.00	10.00	0.00
Farm Advisor	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Education</b>	<b>11.75</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>0.00</b>
<b>Recreation</b>										
Boat Patrol	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Recreation	1.55	1.60	2.40	2.80	2.80	2.80	2.80	2.80	2.80	0.00
Standard Park	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Youth Centers	3.00	2.40	2.40	2.40	2.40	3.00	3.00	3.00	3.00	0.00
County Museum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Recreation &amp; Cultural</b>	<b>9.55</b>	<b>9.00</b>	<b>9.80</b>	<b>10.20</b>	<b>10.20</b>	<b>10.80</b>	<b>10.80</b>	<b>10.80</b>	<b>10.80</b>	<b>0.00</b>
<b>Enterprises &amp; Internal Service Funds</b>										
Airports	3.00	3.50	3.50	3.50	3.50	3.50	4.00	4.00	4.00	0.00
Public Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuolumne General Medical Facility	34.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Home Health - VNA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adult Day Health Care	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchasing	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.50	1.50	0.00
Fleet Services	0.00	6.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	0.00
Radio Communications	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Solid Waste	4.00	4.00	3.00	3.00	3.00	3.00	3.00	3.00	5.00	2.00
Ambulance	0.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
<b>Total Enterprise &amp; Internal</b>	<b>43.70</b>	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>	<b>19.00</b>	<b>18.50</b>	<b>20.50</b>	<b>2.00</b>
<b>Grand Total</b>	<b>626.78</b>	<b>567.83</b>	<b>587.00</b>	<b>588.75</b>	<b>601.30</b>	<b>639.10</b>	<b>645.60</b>	<b>637.98</b>	<b>639.28</b>	<b>1.30</b>

# ATTACHMENT "C"

INFORMATION TECHNOLOGY STEERING BOARD (ITSB) PROJECT LIST



# ATTACHMENT "D"

ROAD CONSTRUCTION PROJECTS

**FISCAL YEAR 2018-2019 PROPOSED BUDGET  
2018 STORM PROJECTS LIST**

ACCOUNT No	PROJECT NAME	EXPENDITURES			REVENUE					
		FY 2018-19 PROPOSED EXPENDITURE BUDGET	FY 2017-18 ENCUMBERED	TOTAL EXPENDITURES	BEGINNING FUND BALANCE	STATE MATCHING (OES) 453185	STATE MATCHING (Admin-OES) 453190	FEDERAL ER FUNDS 463177	OPERATING TRANSFERS GF RECEIVED 495001	TOTAL FUNDING
546101	Ferretti Rd @ Groveland Creek FHWA	2,220,000	-	2,220,000	-	190,976	19,097	1,965,366	44,562	2,220,000
546102	Marshes Flat Rd @ First Creek	262,500	-	262,500	-	196,875	19,687	-	45,938	262,500
546103	Marshes Flat Rd @ Second Creek									
546104	Priest Coulterville Rd, Loc 1	1,272,500	-	1,272,500	-	954,375	95,437	-	222,688	1,272,500
546105	Priest Coulterville Rd, Loc 2									
546106	Priest Coulterville Rd, Loc 3									
546107	Priest Coulterville Rd, Loc 4									
546108	Priest Coulterville Rd, Loc 5									
546109	Priest Coulterville Rd, Loc 6									
546110	Deer Flat Rd	37,000	-	37,000	-	27,750	2,775	-	6,475	37,000
546111	Merrell Road	30,000	-	30,000	-	22,500	2,250	-	5,250	30,000
546112	Black Road	2,500	-	2,500	-	1,875	188	-	438	2,500
546113	Old HWY 120 Culvert	30,000	-	30,000	-	22,500	2,250	-	5,250	30,000
546114	Zarzamora Road	32,250	-	32,250	-	24,188	2,419	-	5,644	32,250
546115	Las Palmas Way	-	-	-	-	-	-	-	-	-
546116	5 Mile Creek Road	18,750	-	18,750	-	14,063	1,406	-	3,281	18,750
528164	Debris Removal	45,000	-	45,000	-	33,750	3,375	-	7,875	45,000
528357	SDE-Storm 2018 Category B	50,000	-	50,000	-	37,500	3,750	-	8,750	50,000
521530	Supplies- EOC Quarters	-	-	-	-	-	-	-	-	-
521535	Supplies- Evacuation	-	-	-	-	-	-	-	-	-
528110	Special Departmental Expense	361,375	-	361,375	-	-	-	-	361,375	361,375
	<b>Total</b>	<b>4,361,875</b>	<b>-</b>	<b>4,361,875</b>	<b>-</b>	<b>1,526,351</b>	<b>152,634</b>	<b>1,965,366</b>	<b>717,525</b>	<b>4,361,875</b>

**FISCAL YEAR 2018-2019  
2017 STORM PROJECTS LIST**

ACCOUNT No	PROJECT NAME	EXPENDITURES			REVENUE				
		FY 2018-19 PROPOSED EXPENDITURE BUDGET	FY 2017-18 ENCUMBERED	TOTAL EXPENDITURES	BEGINNING FUND BALANCE	STATE MATCHING (OES) 453175	STATE MATCHING (Admin-OES) 453180	FEDERAL FEMA FUNDS 463175	TOTAL FUNDING
546002	Italian Bar Rd	1,358,000	-	1,358,000	59,413	254,625	25,462	1,018,500	1,358,000
546003	Marshes Flat Rd	1,380,000	-	1,380,000	60,375	258,750	25,875	1,035,000	1,380,000
546004	Little Fuller Road	809,000	-	809,000	35,395	151,687	15,168	606,750	809,000
546010	Paving Patching	5,762	-	5,762	253	1,080	108	4,321	5,762
546011	Rock River Drive	46,275	-	46,275	2,025	8,676	868	34,706	46,275
546013	Middle Camp Road	-	-	-	-	-	-	-	-
546014	All Division Minor Repairs	-	-	-	-	-	-	-	-
546019	Hells Hollow Road NO FEMA	-	-	-	-	-	-	-	-
546020	Red Hills Road (near ACEC Parking Lot) NO FEMA	-	-	-	-	-	-	-	-
546022	Wards Ferry Road (near Algerine Road) NO FEMA	-	-	-	-	-	-	-	-
546024	Oak View Drive (near Cresta Way) NO FEMA	-	-	-	-	-	-	-	-
546027	Sunny Circle	-	-	-	-	-	-	-	-
546028	Bennett Road	-	-	-	-	-	-	-	-
546033	Buchanan Road	571,000	-	571,000	24,982	107,062	10,706	428,250	571,000
546034	Evergreen Road NO FEMA	11,921	-	11,921	11,921	-	-	-	11,921
546041	Rogue River Court	-	-	-	-	-	-	-	-
546043	Old Wards Ferry NO FEMA	-	-	-	-	-	-	-	-
528110	Special Departmental Expense	49,844	-	49,844	49,844	-	-	-	49,844
	<b>Total</b>	<b>4,231,802</b>	<b>-</b>	<b>4,231,802</b>	<b>244,208</b>	<b>781,880</b>	<b>78,187</b>	<b>3,127,527</b>	<b>4,231,802</b>

**FISCAL YEAR 2018-19 PROPOSED BUDGET  
ROAD FUND CAPITAL PROJECTS LIST**

PROJECT NAME	EXPENDITURES			REVENUE												
	FY 2018-19 PROPOSED EXPENDITURE BUDGET	FY 2017-18 ENCUMBERED	TOTAL EXPENDITURES	BEGINNING FUND BALANCE	STATE MATCHING (RSTP) 451261	STATE HWY OTHER 451295	STATE SB1 RMRA 455160	FEDERAL CMAQ FUNDS 463110	FEDERAL BRIDGE (HBP) 463125	FEDERAL SAFETY (HSIP) 463130	TCTC 469815	OTHER GOVT MIWUK TRIBAL FUND 469895	TRAFFIC MITIGATION FUND county 471665	STATE MINOR A FUNDS 451294	STATE CAL RECYCLE 453148	TOTAL FUNDING
Bridge - Lime Kiln 32C0016	385,429	-	385,429	-	-	-	-	-	385,429	-	-	-	-	-	-	385,429
Rawhide Road at Woods Creek (9)	1,811,946	-	1,811,946	-	-	-	-	-	881,527	-	-	-	930,419	-	-	1,811,946
Jacksonville Rd at Tuolumne River	253,006	822,522	1,075,527	-	23,363	-	-	-	952,164	-	100,000	-	-	-	-	1,075,527
Hardin Flat at SF Tuolumne River	506,891	2,622,689	3,129,581	-	-	-	-	-	3,129,581	-	-	-	-	-	-	3,129,581
Sign Placement Fed Safety HSIP	89,270	-	89,270	-	8,927	-	-	-	-	80,343	-	-	-	-	-	89,270
Bridge - Wards Ferry at Deer Creek	378,045	-	378,045	-	-	-	-	-	378,045	-	-	-	-	-	-	378,045
Bridge - Draper Mine Road (1)	227,394	-	227,394	-	-	-	-	-	227,394	-	-	-	-	-	-	227,394
Bridge Preventative Maintenance	369,580	937,200	1,306,780	149,888	-	-	-	-	1,156,893	-	-	-	-	-	-	1,306,780
Bridge - Algerine & Wards Ferry	381,140	-	381,140	-	-	-	-	-	381,140	-	-	-	-	-	-	381,140
Roadway Safety Signing Audit	321,775	-	321,775	-	-	-	-	-	-	321,775	-	-	-	-	-	321,775
Standard @ Tuolumne Rd Signal	137,332	-	137,332	-	-	-	-	-	-	-	-	137,332	-	-	-	137,332
5th Ave & SR108/49 Signalization	3,413,463	-	3,413,463	-	-	-	-	-	-	-	-	-	2,843,463	570,000	-	3,413,463
Evergreen Rd Reconstruction (2)	80,041	-	80,041	80,041	-	-	-	-	-	-	-	-	-	-	-	80,041
Mono Way Operational & Safety Project	32,445	-	32,445	32,445	-	-	-	-	-	-	-	-	-	-	-	32,445
Big Creek Shaft Rd Crossing Big Creek	479,228	-	479,228	-	-	-	-	-	479,228	-	-	-	-	-	-	479,228
Italian Bar Rd Crossing Rose Creek	2,038,132	-	2,038,132	-	-	-	-	-	2,038,132	-	-	-	-	-	-	2,038,132
Parrots Ferry Rd Reconstruction (4)	46,935	-	46,935	-	46,935	-	-	-	-	-	-	-	-	-	-	46,935
Tuolumne Park & Ride (5)	46,064	291,412	337,476	617	-	-	-	132,638	-	-	204,221	-	-	-	-	337,476
Buchanan Road (10)	15,677	-	15,677	15,677	-	-	-	-	-	-	-	-	-	-	-	15,677
Parrots Ferry/SR 49 Intersection Impr	893,444	-	893,444	36,844	-	-	525,000	-	-	331,599	-	-	-	-	-	893,444
Tuolumne Rd Widening	318,096	-	318,096	434	20,776	-	-	-	-	190,886	-	106,000	-	-	-	318,096
Phoenix Lake Rd Widening	191,051	-	191,051	7,905	-	-	-	-	-	71,146	112,000	-	-	-	-	191,051
Paving Projects (6) (8)	45,759	-	45,759	45,759	-	-	-	-	-	-	-	-	-	-	-	45,759
Old Wards Ferry Road xing Curtis Creek	323,325	-	323,325	-	-	-	-	-	323,325	-	-	-	-	-	-	323,325
Algerine Road xing Algerine Creek	193,977	-	193,977	-	-	-	-	-	193,977	-	-	-	-	-	-	193,977
Guardrail Replacement Project	64,252	-	64,252	-	-	-	-	-	-	64,252	-	-	-	-	-	64,252
Shaws Flat Road and SR 49 Intersection	17,387	-	17,387	1,739	-	-	-	-	-	15,649	-	-	-	-	-	17,387
Hwy 120 Detour Maintenance Project	1,038,800	-	1,038,800	-	-	200,000	692,725	-	-	-	-	-	-	-	146,075	1,038,800
Tuolumne Road PM-Surface Treatment	87,000	-	87,000	-	-	-	-	-	-	-	-	87,000	-	-	-	87,000
Tuolumne Road North PM-Mill/Fill	1,279,405	-	1,279,405	-	-	-	1,279,405	-	-	-	-	-	-	-	-	1,279,405
Crystal Falls Drive crossing Sullivan Creek Bridge Re	177,525	-	177,525	-	-	-	-	-	177,525	-	-	-	-	-	-	177,525
Rawhide Road crossing Peppermint Creek Bridge Re	233,055	-	233,055	-	-	-	-	-	233,055	-	-	-	-	-	-	233,055
PS&S Auditor-Controller	500	-	500	500	-	-	-	-	-	-	-	-	-	-	-	500
Special Departmental Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>15,877,369</b>	<b>4,673,823</b>	<b>20,551,192</b>	<b>371,849</b>	<b>100,000</b>	<b>200,000</b>	<b>2,497,130</b>	<b>132,638</b>	<b>10,937,414</b>	<b>1,075,651</b>	<b>416,221</b>	<b>330,332</b>	<b>3,773,882</b>	<b>570,000</b>	<b>146,075</b>	<b>20,551,192</b>

# ATTACHMENT "E"

AIRPORT CONSTRUCTION PROJECTS

**Airport Capital Budget  
FY 2018-19 PROPOSED BUDGET**

PROJECT NAME	TOTAL EXPENDITURES	REVENUE					
		BEGINNING FUND BALANCE	GENERAL FUND TRANSFER	COLUMBIA AIRPORT TRANSFER	STATE MATCH	FEDERAL AVIATION FUNDS	TOTAL FUNDING
Columbia Taxi Lane Rehab Design	\$216,623	\$12,889	\$0		\$8,773	\$194,961	\$216,623
Columbia Airport Master Plan	\$11,652	\$693			\$472	\$10,487	\$11,652
Columbia Taxilane Reconstruction	\$2,000,000	\$9,984		\$100,016	\$90,000	\$1,800,000	\$2,000,000
<b>Total</b>	<b>\$2,228,275</b>	<b>\$23,566</b>	<b>\$0</b>	<b>\$100,016</b>	<b>\$99,245</b>	<b>\$2,005,448</b>	<b>\$2,228,275</b>

# ATTACHMENT "F"

COUNTY CAPITAL PROJECTS

## County Capital Fund FY 2018-19 Proposed Budget

6/2/2018	Expense		Revenue								
Account	Project Name	Proposed Budget	Beg. Fund Balance	General Fund	Court Const.	Crim Justice	GIGER	State	Other Sources	Loan Funds	Totals
532230	Loan Payments (L&J Const. Projects)	\$ 400,000		\$ 400,000							\$ 400,000
542014	Reroofing Projects	\$ 375,000		\$ 375,000							\$ 375,000
542131	Sonora Library Parking Lot Repair	\$ 15,000		\$ 15,000							\$ 15,000
542276	L&J Jail Project	\$ 37,162,015						\$ 26,400,000		\$ 10,762,015	\$ 37,162,015
542340	Veteran's Hall Improvements	\$ 4,000		\$ 4,000							\$ 4,000
542485	HVAC Replacement Projects	\$ 100,000		\$ 100,000							\$ 100,000
542603	FHWC ADA Ramp	\$ 90,000							\$ 90,000		\$ 90,000
542604	BH Remodel/LTC Remodel	\$ 35,000							\$ 35,000		\$ 35,000
542804	Probation Wall Repair	\$ 40,000		\$ 40,000							\$ 40,000
598420	Interest - Internal Borrowing	\$ 75,000		\$ 75,000							\$ 75,000
<b>Grand Totals</b>		<b>\$ 38,296,015</b>	<b>\$ -</b>	<b>\$ 1,009,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,400,000</b>	<b>\$ 125,000</b>	<b>\$ 10,762,015</b>	<b>\$ 38,296,015</b>