



MENDOCINO COUNTY CIVIL SERVICE COMMISSION

AGENDA

PATRICIA L. GUNTLY
1ST DISTRICT
COMMISSIONER

TERRY POPLAWSKI
2ND DISTRICT COMMISSIONER
CHAIR

RON ORENSTEIN
3RD DISTRICT COMMISSIONER
VICE CHAIR

GINNY FETH-MICHEL
4TH DISTRICT
COMMISSIONER

MARILYN HARDEN
5TH DISTRICT
COMMISSIONER

DATE: Wednesday, May 17, 2017
TIME: 9:00 A.M.
PLACE: Board of Supervisors Chambers
501 Low Gap Road, Room 1070
Ukiah, CA 95482

ORDER OF AGENDA

The County is committed to making its Commission meetings accessible to all citizens. Individuals with special needs may call telephone number (707) 234-6600, email hr@co.mendocino.ca.us, or send a facsimile transmission to (707) 468-3407.

AGENDA ITEM NO. 1 – ROLL CALL

AGENDA ITEM NO. 2 - APPROVAL OF MINUTES

Approval of Minutes of April 19, 2017 Commission Meeting.

AGENDA ITEM NO. 3 - PUBLIC EXPRESSION

This is an opportunity for the public to speak to the Commission on any item other than those listed for Commission consideration on this agenda. If you wish to speak, please use the microphone at the lectern. Please begin by stating your name, whether you reside within the county, and the name of the organization you represent, if any. The Chair of the Commission may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

AGENDA ITEM NO. 4 - EMPLOYEE ORGANIZATION

This agenda item is to be used for Employee Organization representatives to present information/requests to the Civil Service Commission.

AGENDA ITEM NO. 5 –CLASSIFICATION SPECIFICATION MODIFICATION

Operations Specialist – Title Change and Specification Modification

AGENDA ITEM NO. 6- HUMAN RESOURCES DIRECTOR REPORT

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

AGENDA ITEM NO. 7 - ADJOURN

The meeting will adjourn when all business to be presented has been covered.

The Civil Service Commissioners request the appearance of any Department Head/representative at meetings that have matters relevant to their department. Failure to attend may result in delays in action of agenda items or denial of presented requests.



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

**SUMMARY/ACTION MINUTES
Civil Service Commission**

DATE: Wednesday, April 19, 2017

PLACE: Board Chambers
501 Low Gap Road
Ukiah, CA 95482

TIME: 9:00 A.M.

ALSO PRESENT: Juanie Cranmer, Human Resources Manager
Kellie Tucker, Staff Assistant III
Tim Mitchell, HR Analyst II

CALL TO ORDER

April 19, 2017, Civil Service Commission meeting was called to order at 9:01 A.M. by Chair Poplawski.

AGENDA ITEM No. 1 – ROLL CALL

Present: Commissioners Harden, Orenstein, Guntly, and Poplawski. Chair Poplawski presiding.

Absent: Commissioner Feth-Michel

AGENDA ITEM No. 2 – APPROVAL OF MINUTES

Commissioner Harden advised of error on date of meeting noted on the minutes from March 15, 2017.

COMMISSION ACTION: Upon motion by Commissioner Harden, seconded by Commissioner Guntly, and carried (4/0); IT IS SO ORDERED that the minutes of the March 15, 2017, Commission meeting are approved as amended.

AGENDA ITEM No. 3 – PUBLIC EXPRESSION

None.

AGENDA ITEM No. 4 – EMPLOYEE ORGANIZATION

None.

AGENDA ITEM No. 5 – HUMAN RESOURCES DIRECTOR REPORT

PRESENTER/S: Juanie Cranmer

Ms. Cranmer advised that Human Resources has started labor negotiations with the Public Attorney and the Law Enforcement Management groups and will be opening negotiations with

SEIU in May.

AGENDA ITEM NO. 6 – CLASSIFICATION STUDY / CLASSIFICATION SPECIFICATION MODIFICATION

A. Classification Study – District Attorney’s Office – Office Services Supervisor

PRESENTER/S: Tim Mitchell

Mr. Mitchell discussed a classification study of Office Services Supervisor incumbent Carmen Macias. Mr. Mitchell stated that Ms. Macias’ role has evolved has to include a larger scope of duties that are in line with the classification of Administrative Services Manager II. Human Resources recommends the Commission authorize the reclassification of Office Services Supervisor, Carmen Macias to Administrative Services Manager II.

Commissioner Harden asked what the difference in Administrative Services Manager I & II. District Attorney Eyster advised that he sat down with HR to go over incumbent Carmen Macias’ duties and it was determined that her duties are more of an Administrative Services Manager III but that classification does not exist. DA Eyster relayed a brief description of Ms. Macias’ role in the District Attorney’s Office.

A. COMMISSION ACTION: Upon motion by Commissioner Guntly, seconded by Commissioner Orenstein, and carried (4/0); IT IS SO ORDERED that the reclassification is approved as presented.

B. Classification Study – Public Defender’s Office – Legal Secretary

PRESENTER/S: Tim Mitchell

Mr. Mitchell discussed a classification study of Public Defender Office, Legal Secretary II position held by Laura Hegenbart. Mr. Mitchell explained that although the Legal Secretary and Legal Assistant classifications are similar in the tasks performed; the Legal Assistant classification is distinguished by the performance of paraprofessional duties requiring a Paralegal Certification. Mr. Mitchell stated that Ms. Hegenbart does possess a Paralegal Certificate and her duties do include providing paraprofessional support to the attorneys. Human Resources recommends the Commission authorize the reclassification of Ms. Hegenbart from Legal Secretary II to Legal Assistant.

B. COMMISSION ACTION: Upon motion by Commissioner Harden, seconded by Commissioner Guntly, and carried (5/0); IT IS SO ORDERED that the reclassification is approved as presented

AGENDA ITEM NO. 7 – ADJOURN TO CLOSED SESSION – PERSONNEL MATTER

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

A. A. Pursuant to Government Code Section 54957(b) – Public Employee Performance
(Extension of Probationary Period)
Title: HHSA – Compliance Manager

B. Pursuant to Government Code Section 54957(b) – Public Employee Performance
(Extension of Probationary Period)
Title: Executive Office – Administrative Assistant

ADJOURNED TO CLOSED SESSION: 9:17 A.M.

RECONVENED IN OPEN SESSION: 9:37 A.M.

AGENDA ITEM NO. 8 – RECONVENE TO OPEN SESSION

Report of action taken in Closed Session

A. COMMISSION ACTION: By unanimous vote (4/0); IT IS SO ORDERED that the extension of probationary period is approved.

B. COMMISSION ACTION: By unanimous vote (4/0); IT IS SO ORDERED that the extension of probationary period is approved.

AGENDA ITEM NO. 9 – ADJOURN

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMISSION, THE MENDOCINO COUNTY CIVIL SERVICE COMMISSION IS ADJOURNED AT 9:38 A.M.

Juanie Cranmer
Human Resources Manager and Secretary to the Civil Service Commission



HUMAN RESOURCES – MENDOCINO COUNTY

DATE: May 11, 2017

TO: Civil Service Commission

FROM: Jason Mathis, Human Resources Analyst

SUBJECT: Operations Specialist - Modification of Classification Specifications and Title Change

BACKGROUND & ANALYSIS

After three (3) unsuccessful recruitments to fill Operations Specialist position after the retirement of the incumbent, the Health and Human Services Agency (HHS) requested that Human Resources review the classification specification for Operations Specialist to update the required certification and to address working conditions not accurately reflected in the classification specification. Specifically, the certification required to perform the duties of this position is titled Hazardous Materials Technician and must be issued by a California Office of Emergency Services (CA-OES) approved provider. In addition, the current classification specification does not address the donning of personal protective equipment necessary when dealing with hazardous materials; nor does it accurately reflect the physical requirements and working conditions of this job. The proposed changes presented in the attached class specification address these issues.

While Human Resources studied similar classifications in other agencies, we found that the majority of those agencies identify their hazardous materials and hazardous incident related positions with "Hazardous Materials" in their titles. Therefore, Human Resources recommends a title change to Hazardous Materials Operations Specialist to accurately reflect the nature of the work. It is our hope that this title will improve recruitment efforts by attracting applicants who are qualified for and interested in the field of work related to hazardous material and hazardous incidents. HHS supports the recommended title change.

RECOMMENDATION

It is recommended that the Commission adopt the proposed changes to the classification specification as presented, or as amended by the Commission, and adopt the proposed title change to Hazardous Materials Operations Specialist.



HAZARDOUS MATERIALS OPERATIONS SPECIALIST

JOB SUMMARY:

Performs a variety of difficult technical functions associated with hazardous material incidents/complaints and environmental issues including: assessing and mitigating unsafe situations; taking action at incident scenes; investigating environmental crimes; and coordinating training.

DISTINGUISHING CHARACTERISTICS:

This single class position is assigned to the Environmental Health Division of the Health and Human Services Agency. Incumbents coordinate, implement, and perform hazardous materials inspection and control activities. This class is distinguished from Environmental Health Specialists by the performance of a wide range of complex duties related to hazardous materials inspection and enforcement, including field work duties associated with responding to hazardous material incidents.

SUPERVISION EXERCISED:

Exercises no supervision over other staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

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

- Respond to hazardous materials incidents, including: assessing incidents; determining the hazards of unknown chemicals; contacting and dispatching the Redwood Empire Hazardous Incident Team (REHIT), as needed; and coordinating clean up.
- Respond to complaints regarding environmental issues, including: assessing problem; contacting other environmental experts for guidance; referring complaints to other agencies; and developing reports and maintaining associated records.
- Investigate environmental crimes, including: interviewing witnesses; noting observations; obtaining search warrants; performing formal investigations and interrogations; and turning information over to the District Attorney for further action and/or prosecution.
- Assist other staff in ensuring compliance with hazard materials laws and regulations by notifying appropriate parties when violations/problems are noted concerning underground storage tanks, hazardous materials business plans, solid waste, etc.
- Review and interpret federal and state laws and regulations pertaining to hazardous materials and environmental health.
- Coordinate hazardous materials response and training, including: staying in contact with fire agencies; obtaining funding for training and equipment through grants and private support; developing and implementing programs; serving as training contact and relaying training information to the steering committee; and traveling to various departments to conduct training.
- Act as a consult for matters concerning hazardous material; providing information for techniques of evaluation and control of environmental health hazards to industry, government and community members
- Determine cost of personnel time and equipment responding to incidents and forwards invoices to appropriate parties.
- Seek grant funding by applying for funding, presenting proposals and administering grant(s).
- Oversee distribution of equipment and training opportunities by suggesting ways to best utilize personnel and equipment and encouraging departments to train trainers.
- Maintain equipment, including: scheduling maintenance; taking inventory of supplies and equipment; and monitoring communications equipment.
- Maintain and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.
- Maintain filing systems.
- Format, type letters, memos, reports, or other correspondence on a word processor, ~~or typewriter.~~
- Compose correspondence in accordance with standard policies; answer various inquiries; explain policies and procedures; process routine and non-routine matters independently.
- Prepare complex, routine and non-routine reports as requested utilizing a variety of software; receive, sort, and summarize material for the preparation of reports; prepare work reports; and relay and interpret administrative decisions, policies and instructions.

- ~~Enters and retrieves a variety of information into a computer terminal.~~ Use a computer to enter and retrieve information.
- Report administrative and/or operational problems to supervisor.
- Disseminate a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or fax.
- May serve as backup for other positions within the department.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
 Combustible Gas Indicator
~~Pager~~ Cell Phone
 Photo Ionization Device
 Self-Contained Breathing Apparatus
 Two-Way Radio
 General Office Equipment
 Haz Cat Kits

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Associates degree or equivalent from a two-year college or technical school in Fire Science, Hazardous Materials Technology, or related field; and, three (3) years of increasingly responsible experience in solid, liquid, or hazardous waste management, environmental health inspections, and industrial hygiene practices; or, in conjunction with required certification, an equivalent combination of directly related education, training, experience, which provides the required knowledge, skills and abilities to perform the essential functions of the job.

~~Three (3) to four (4) years of progressively responsible related experience; or an equivalent combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.~~

Licenses and Certifications:

~~Hazardous Materials Specialist~~ Hazardous Materials Technician (CA-OES approved)
 Valid Driver's License
~~Incident Commander~~
~~Environmental Crimes Investigator (preferred)~~

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.
- Basic principles of physical, biological and social science as related to public health and environmental quality control.
- Enforcement responsibilities associated with hazardous materials incident response and criminal statutes.
- Methods and techniques of inspecting and making investigations of hazardous material handlers, facilities and criminal violations.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Internal departmental policies and procedures.
- External governmental bodies and agencies related to area of assignment.
- All computer applications and hardware related to performance of the essential functions of the job.
- Standard business arithmetic, including percentages and decimals.
- Record keeping, report preparation, filing methods and records management techniques.
- General office procedures, policies and practices, as well as knowledge of computer and other general office equipment.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operation of general office machines such as copiers, facsimile machines, telephone systems, and two-way radios ~~base stations.~~

Mental and Physical Abilities:

- Compile and evaluate data and make recommendations.
- Train others in response tactics, chemical identification and investigation procedures.
- Manage hazard materials incident scenes.
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Draft and type correspondence.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Deal with problems involving several variables.
- ~~• While performing the essential functions of this job, the incumbent is regularly required to sit.~~
- ~~• While performing the essential functions of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects and to reach with hands and arms.~~
- ~~• While performing the essential functions of this job, the incumbent is regularly required to speak and hear.~~
- ~~• While performing the essential functions of this job, the incumbent is regularly required to lift and/or move up to 10 to 20 pounds.~~
- ~~• While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 20 pounds~~
- ~~• While performing the essential functions of this job, the incumbent is occasionally required to lift and /or move up to 50 pounds~~
- While performing the essential functions of this job, the incumbent is regularly required to ascend and descend ladders, stairs, ramps and the like using feet and legs or hands and arms and to maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.
- ~~• While performing the essential functions of this job, the incumbent is regularly required to use color, sound, texture, odor and shape perception and discrimination.~~
- While performing the essential functions of this position the employee is regularly required to don personal protective equipment and perform physical activities while wearing personal protective equipment.
- ~~• While performing the essential functions of this job, the incumbent is occasionally required to lift and/or move 20 to 50 pounds.~~
- ~~• While performing the essential functions of this position the employee is regularly exposed to possible injury from moving mechanical parts, electrical shock, explosions, fumes or airborne particles, toxic or caustic chemicals and outdoor atmospheric conditions.~~

Working Conditions:

Office work is performed in a normal office environment and outdoors with exposure to outdoor temperatures, dirt and dust.

The incumbent's office working conditions are typically moderately quiet, but may be loud at times and at some locations

Duties in the field require exposure to confined spaces, loud noise, dust, chemicals, slippery and/or uneven surfaces, hazardous materials, and exposure to variable temperatures.

While performing the essential functions of this position the employee is regularly exposed to possible injury from moving mechanical parts, electrical shock, explosions, fumes or airborne particles, toxic or caustic chemicals and

outdoor atmospheric conditions.

In addition to regular work hours, may require on-call, weekends, holidays, evenings, in response to emergency calls.

Incumbent may work independently in remote locations.

ADDITIONAL INFORMATION:

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

CLASS TITLE: HAZARDOUS MATERIALS OPERATIONS SPECIALIST

DEPARTMENT: HHSA - PUBLIC HEALTH

FLSA STATUS: N

REPORTS TO: ENVIRONMENTAL HEALTH SUPERVISOR MANAGER

ADOPTED: 10/99 Rev. 4/2017

CIVIL SERVICE: YES

BARGAINING UNIT: SEIU

History Notes:

4/2017 – class spec updated to reflect current certification requirements and accurately reflect working conditions.