



90185

DATE: March 20, 2018

TO: Board of Supervisors

FROM: John P. Mills, Deputy County Executive

SUBJECT: Capital Projects Manager III Classification Specification Revision

RECOMMENDED ACTION

Approve revised job specification for the Capital Projects Manager III classification.

FISCAL IMPLICATIONS

There are no fiscal implications associated with the recommended action. There is no recommended change to the existing salary.

CONTRACT HISTORY

Not applicable.

REASONS FOR RECOMMENDATION

Employee Services Agency – Human Resources (ESA-HR) proposed updates to the job specification for the Capital Projects Manager (CPM) series in order to standardize, update and separate the three levels.

Through the meet and confer process with the International Federation of Professional & Technical Engineers – Local 21, ESA-HR received concurrence to make the proposed changes to the CPM I and CPM II levels, which were implemented administratively.

The County and the Union were unable to come to an agreement on the proposed changes to the CPM III job specification. ESA-HR is recommending that the Board approve the proposed changes to the CPM III job specification.

CHILD IMPACT

The recommended action will have no/neutral impact on children and youth.

SENIOR IMPACT

The recommended action will have no/neutral impact on seniors.

SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

BACKGROUND

ESA–HR received a request from various departments to update and separate the Capital Projects Manager III / II / I job specifications. ESA-HR reviewed and accepted the request.

The Capital Projects Manager (CPM) series was created in 1995 and has not been revised since its creation.

Originally, all three levels were included in the same specification, and each level was described individually within the body of the document. The Employment Standards for each level were split in the same manner on the same document. This structure was confusing for applicants and hiring managers.

There are a total of 24 Capital Projects Manager positions in the County. There are 14 positions in Budget Unit 263 – Facilities, six (6) positions in Budget Unit 921 – Valley Medical Center, and four (4) positions in BU 710 – Parks and Recreation.

ESA-HR met with subject matter experts in all three departments to obtain input to balance the sometimes competing needs of a County-wide classification with the needs of three very different departments.

After the specifications were updated, ESA-HR submitted the proposed changes to the three departments and received concurrence on the proposed changes from each of the three departments. ESA-HR then submitted the proposed changes to the International Federation of Professional & Technical Engineers – Local 21 (IFPTE) for the union’s concurrence.

IFPTE requested to meet and confer on the specification changes, and a meeting was scheduled for May 24, 2017. During the meeting, the union requested some changes to the specifications, and it was agreed that ESA-HR would consider the requested changes. Concurrence was subsequently received from IFPTE on the revisions to both the CPM I and CPM II classifications, which have been formally updated through the administrative job specification revision process. However, the change requested to the CPM III level was more substantial.

As posted to the union, the proposed CPM III Employment Standards included “Possession of a valid California Certificate of Registration as an Engineer or Architect (in one of the major technical disciplines related to construction; e.g., architecture, mechanical, electrical, structural or civil engineering), or Licensure by the State of California Landscape Architects Technical Committee, may be required.”

The IFPTE requested that the word “may” be removed from the proposed Employment Standards for the CPM III, and that possession of registration or licensure become a hard requirement. However, while there are many employees currently working as CPM IIIs who are registered or licensed, there are also some employees currently working as CPM IIIs who

are not. Since those not possessing registration or licensure would be subject to layoff if it became a hard requirement, Human Resources could not agree to make the requested change, and notified the Union of the decision and the rationale.

The IFPTE then requested that any incumbents not possessing the registration or licensure currently in CPM III positions be “grandfathered in” under the new job specification. On rare occasions, ESA-HR has allowed incumbents in positions for which the Employment Standards have changed to meet those Employment Standards in other ways. In the past, this has only been done when the Employment Standards have changed to make a degree a hard requirement. In those instances, additional experience may be substituted for the degree requirement. For example, should the degree requirement be a four-year degree, then an additional four years of relevant experience could be an appropriate substitute. The County currently has many job specifications in which a degree or equivalent work experience is the standard for employment. However, there is no experience equivalency to registration or licensure. Registration as an Engineer or Architect or Licensure as a Landscape Architect is a process in which an applicant for licensure or registration pays a fee and takes and passes multiple tests, submits the test results, and pays a separate fee to the governing board for the license or registration. There is no time requirement and no equivalency possible.

ESA-HR has had many discussions with the IFPTE on this matter and have been unable to come to an agreement. The remainder of the proposed specification changes to the CPM III level are not an issue for the IFPTE.

With seemingly no movement possible from the IFPTE, and recruitments on hold for this classification, ESA-HR recommends that the Board approve the recommended changes, as posted, which are attached.

CONSEQUENCES OF NEGATIVE ACTION

The job specification for the Capital Projects Manager III classification will not accurately reflect the current duties and employment standards for these positions.

STEPS FOLLOWING APPROVAL

The Clerk of the Board of Supervisors is requested to send MinuteTraq notification of completed processing to the Agenda Coordinator, Employee Services Agency—Human Resources.

ATTACHMENTS:

- Capital Projects Manager III Classification Specification (PDF)