



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

ENGINEER IV AT WILL

FILING DEADLINE: Thursday, July 22, 2010- 5:30 p.m.

SALARY RANGE: \$82,959-\$101,102 Annual
\$6,913-\$8,425 Monthly

One position with the Traffic Division of the Public Works Branch in the Resource Management Agency in Visalia. This recruitment will establish an employment list to fill current and future vacancies that may occur. The anticipated life of the list is six months.

From August 2, 2009 until August 1, 2010, Tulare County employees will experience a 1.92% Furlough reduction in pay. For some employee units, this reduction in pay will extend until July 30, 2011. Salary listed on flyer does not reflect this reduction.

DUTY SAMPLE

The Engineer IV (Traffic Engineer) is a management level position that reports to the Chief Engineer in the Transportation Services Branch. Duties may include, but not necessarily limited to:

General Engineering

Develop goals and objectives; prepares budgets, tracks cash flow; communicate with others to hear and resolve complaints; provides information and responds to public inquiries; conduct field inspections to insure compliance with laws and County standards and practices; oversees the preparation and submission of grants, mandated reports, audits and contracting issues.

Traffic

Plan, coordinate, supervise and perform traffic engineering activities to conduct studies of traffic operations; make recommendations for installation, operation, and maintenance of various traffic control devices; prepare traffic reports and make recommendations for department head and Board approval.

Transit

Oversee the County Transit operation, plan and coordinate transit activities; evaluate and make recommendations for system effectiveness and improvements; oversees the preparation and submission of grants, mandated reports, audits and contracting issues.

Airport Management

Supervises staff to oversee operation of an airport facility that is run as a self-sustaining enterprise fund; oversees the operations of the airport to ensure compliance with FAA, California Division of Aeronautics, TCAG and County regulations.

EMPLOYMENT STANDARDS

Education/Experience –

Any combination of education and experience that would likely provide the necessary knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be having graduated from an accredited four-year college or university with a Bachelor's degree with a major in civil or traffic engineering or related field **AND** a minimum of five years responsible engineering experience including supervision of professional and technical support staff. **Must possess** a valid Certificate of Registration as a Civil or Traffic Engineer, issued by the California Board of Registration for Professional Engineers.

Knowledge of – Civil and Traffic engineering principles and practices, including applicable traffic codes, regulations, policies, procedures; supervision, training and discipline, letter and report writing; budget preparation.

Skill/Ability to – Apply the fundamental principles of Traffic and Civil Engineering to perform traffic studies and prepare technical reports; give oral and written instructions; read, interpret, explain, and apply existing codes, rules, regulations, policies and procedures; supervise staff, interview for new hires; establish and maintain effective working relationships; utilize personal computers for traffic analysis, word processing, creating spreadsheets, and other specialized functions; interpret budget and financial reports.

License or Certificate - Possession of, or ability to obtain a valid California Class C driver's license.

Desirable – Supplemental experience in Transit and Airport Management.

11-020340 7/9/10 bme

Human Resources & Development

2900 West Burrel, Visalia, CA 93291 (559) 636-4900

APPLY ONLINE AT: www.co.tulare.ca.us/HRD

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

THE EMPLOYMENT PROCESS

Application: Prospective employees must submit an application, supplemental application form and other required documents by 5:30 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application.

Examination: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof. Disabled applicants who require special testing arrangements must contact Human Resources & Development in advance of testing.

Employment List: Exam scores determine rank on employment lists. Employment lists contain names of applicants who have obtained passing scores. Employment lists are maintained for six months and no more than two years. The top five ranks on the employment list will be interviewed by departments having vacancies.

Conditions of Employment

Based on the position candidates selected will be required to pass a combination of pre-employment examination which can include fingerprinting, physical, drug and alcohol screening, and/or psychological examination. A background investigation may also be conducted.

Pre-employment Physical: For some classifications, a physical exam will be conducted to ensure the applicant's fitness for duty. This pre-employment process may include a physical ability and/or ergonomic screening.

Drug and Alcohol Screening: Candidates selected will be required to pass a pre-employment drug and alcohol screening. Candidates with positive results have no right of appeal.

Psychological Exam: Pursuant to California Government Code Section 1031, applicants for law enforcement positions are required to undergo a psychological evaluation and be found free of any emotional and mental condition which might adversely affect the exercise of the powers of a peace officer.

Confidentiality of Information: The entire application and pre-employment process is confidential and shall not be available to the applicant for review to the extent authorized by law. Deception during any portion of this process is grounds for disqualification, even after employment.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview will be required to provide a DMV report and meet the County's driving standards.

Probationary Period: Employees appointed to competitive positions serve a probationary period ranging from 6 months to one year.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

Drug Free Work Place: The County is a drug-free workplace and has a comprehensive substance abuse policy.

Veteran's Preference: The County provides preference to military veterans when under consideration for initial employment. To claim veteran's preference an applicant must submit their most recent DD214 form to us. An eligible veteran is one who has served on active duty in the United States armed forces for a period of at least 91 continuous days and who has received an honorable discharge from active duty.

COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service. Twelve months of satisfactory service are required between each of the remaining salary steps. Candidates granted advanced step appointments are required to perform twelve months of satisfactory service before consideration for the next salary step increase.

EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. Tulare County has a variety of benefit options available which may differ between bargaining units.

Vacation: Two weeks initially; Three weeks after 3 years; Four weeks after 7 years; Five weeks after 11 years.

Certain management positions receive an additional 5 days of vacation per year.

Holidays: 12 holidays per year.

Sick Leave: 12 days annually with unlimited accumulation.

Insurance: A choice of Medical Plans including Dental and Vision coverage are available for employee and dependants. Life insurance coverage of \$10,000 is provided. Long-term and State disability insurance is available for some classifications. A flexible benefit amount is provided and may be applied toward premiums.

Retirement: The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the County and the employee. The County has reciprocity with the State of California, contracting PERS agencies, State Teachers' Retirement System, and all County 1937 Act Retirement Systems.

Other Benefits: Employee Assistance Program, Employee Recognition Program, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses), and Deferred Compensation plans are available. For a complete list of other benefits please visit:
<http://co.tulare.ca.us/government/human/benefits/plans/default.asp>

AGENCY SHOP

Some job classifications are in represented collective bargaining units that may require the employee to join a union or pay an equivalent service fee.

EQUAL OPPORTUNITY EMPLOYER

Tulare County does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities.

The provisions of this bulletin do not constitute an expressed or implied contract and are subject to change