

THE COUNTY OF SOLANO
ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR



Survey Party Chief
Recruitment #19-475040-01

Approximate Salary \$37.59 - \$45.69/hour; \$6,515.39 - \$7,919.50/month;
\$78,184.69 - \$95,033.98/year

Opening Date 8/8/2019 11:00:00 AM

Final Filing Date 9/9/2019 5:00:00 PM

Contact Information Monica Hedden (707) 784-3425

Open Competitive Open Competitive

Introduction

WHY JOIN US AT SOLANO COUNTY?

COMMITMENT TO SERVICE: Our mission is to serve the people and to provide a safe and healthy place to live, learn, work and play.

We serve the public in many different ways, including:

- Providing primary medical, dental, alcohol, drug and mental health services to residents, including the uninsured, low-income, and medically underserved
- Providing law enforcement services in the unincorporated area of the county
- Protecting the community from public health threats such as communicable diseases
- Coordinating countywide responses to domestic violence and terrorism or other emergencies
- Managing the criminal justice process after arrest (jail, prosecution, probation)
- Supporting other local governments through efficient property tax collection as mandated by the State, County and local jurisdictions; and,
- Administration and enforcement of Federal, State, and Local laws and policies pertaining to environmental health, building construction, and land use planning

SOLANO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
HUMAN RESOURCES DEPARTMENT
675 Texas Street, Suite 1800, Fairfield, CA 94533
Or visit our website at www.jobsatsolanocounty.com

OUR EMPLOYEES: Our diverse workforce is committed to fulfilling this mission and does so by exemplifying our IDEAL Core Values, engaging in our day to day work of serving the public with Integrity, Dignity, Excellence, Accountability, and Leadership.

To learn more about Solano County, please visit: www.solanocounty.com

WHY WE EXIST



Delivering Solutions for a Safe Community

The Department of Resource Management is a comprehensive agency comprised of the Public Works, Building and Safety, Planning Services, Environmental Health Services, Parks, and Administrative Services Divisions. The department provides for the well-being of Solano County's present and future residents and the public at-large through administration and enforcement of Federal, State, and Local laws and policies pertaining to transportation, building construction, land use planning

environmental health, and recreation.

The Public Works-Engineering & Surveying Division is committed to providing a safe, well maintained and efficient roadway system. Additionally the division designs and performs contract construction of road and bridge improvements, issues multiple permits, and performs traffic counts and speed surveys on County roads.

To learn more about the Department of Resource Management, please visit: <http://www.solanocounty.com/depts/rm/default.asp>

The Position

Survey Party Chief supervises the work of the survey party involved in performance of complex land surveys and serves as a member of the department's supervisory team. This class has responsibility for integrating the activities of the survey party with other facets of a public works project such as construction layout of roads and bridges.

The eligible list created as a result of this recruitment will be used to fill full-time and part-time regular, limited-term or extra-help positions as vacancies occur throughout the County.

POSITION REQUIREMENTS

EXPERIENCE: Three years of land surveying experience which included working with the full range of survey equipment and instruments.



AND

EDUCATION: Course work in trigonometry, drafting, surveying, AutoCAD, or college level mathematics. See **Document Submittal Requirements** for more information.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, a valid Class C California driver's license is required.

As a condition of employment, possession of a Land Surveyor in Training certificate is required within three years of employment.

Possession and maintenance of a valid California Professional Land Surveyor's license is highly desirable.

To view the job description for this position, please visit:

<http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=16028>

Benefits



Solano County offers a cafeteria-style medical package with health benefits, offered through CalPERS. The County contribution for family coverage for the 2019 calendar year is \$1,498.09 per month. The County offers a cash back provision for those who choose employee-only or who waive medical insurance coverage. The County may offer a supplemental contribution for employees enrolled in Employee plus Two or More coverage.

Dental and vision insurances for the employee and eligible dependents are paid 100% by the County.

Solano County participates in CalPERS retirement and contributes to Social Security.

The County observes 12 fixed, paid holidays per year.

Vacation is accrued at approximately 10 days per year for the first 3 years.

Sick leave accrues at approximately 12 days per year.

Employees are eligible to receive an additional 2.5% longevity pay, per level, after the completion of continuous service at 10, 20, 25, 30 and 35 years.



To review complete benefits information, please visit:

<http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=16515>

Extra-help employees who work less than 29 hours per week do not typically receive or accrue benefits of regular employees during their period of employment. All extra-help employees accrue .034 hours of Sick Leave for every full hour worked.

To view the benefits for this extra-help position, please visit:

<http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=21216>

CULTURE OF LEARNING AND DEVELOPMENT

Solano County is committed to “Invest In and For the Future” by providing training resources to encourage employee professional development and growth within our organization. While employed with Solano County, employees have the opportunity to pursue their career goals, interests, and develop the competencies on the Solano County Leadership Development Model by participating in the following programs:

- Tuition Reimbursement Program
- Annual Education Fair
- County Mentoring Program
- Leadership Academy
- Supervisory Trainings
- Skill Development Trainings
- Self-paced learning opportunities

Selection Process

09/09/2019 – Deadline to submit application and required documents.

09/24/2019 – Tentative date for oral board exam and in-basket exercise for most qualified applicants.

Based on the information provided in the application documents, the qualified applicants may be invited for further examination and will either be pre-scheduled by the Department of Human Resources or be invited to self-schedule. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the selection process may consist of an initial application screening, a mandatory information meeting, a supplemental questionnaire assessment, a written and/or practical exam, an oral board exam, or any combination listed. Responses to supplemental questions may be used as screening and testing mechanisms and will be used to assess an applicant’s ability to advance in the process; as such, responses to supplemental questions should be treated as test examination responses. Information contained herein does not constitute either an expressed or implied contract.

A minimum score of 70% is required to continue in the selection process, unless otherwise announced.

All potential new hires and employees considered for promotion to management, confidential positions or unrepresented positions will be subject to a background and reference check after contingent job offer is accepted. These provisions are subject to change.

RETIREES - Solano County invites all qualified candidates to apply for positions; however pursuant to Government Code Section 21221(h) and 21224, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

How To Apply

Please visit the County of Solano website, www.jobsatsolanocounty.com, to apply. Applications must be submitted through the JobAps system. Paper copies of applications are not accepted. All additional application materials as requested in the job announcement (degree/transcripts, certificates, DD-214 if applicable, ADA Accommodation Request) must be submitted with the Document Cover Sheet, available on the employment website:

<https://jobapscloud.com/Solano/sup/doccover.pdf> or at the Department of Human Resources' office, and are due by the final filing date.

Previously submitted application materials (i.e. copies of diploma and/or transcripts, etc.) for prior recruitments will not be applied for this recruitment but must be re-submitted for this recruitment.

Any further questions can be directed to the Department of Human Resources at (707) 784-6170 or at 675 Texas Street, Suite 1800 Fairfield 94533. The office is open Monday-Friday, 8:00 a.m.-5:00 p.m. EOE/AA.

Please note that all dates/times listed in the job announcement are Pacific Time.

Document Submittal Requirements

Course work is required for this position. All candidates must submit a copy of their **official/unofficial transcripts** (verifying the courses and units completed) **by the final filing date.** Candidates who fail to submit their transcripts by the final filing date will be disqualified from the recruitment.

PLEASE NOTE THE FOLLOWING: Candidates who attended a college or university that is accredited by a foreign or non-U.S. accrediting agency must have their educational units evaluated by an educational evaluation service. The result must be submitted to the Human Resources

Department no later than the close of the recruitment. Please contact the local college or university to learn where this service can be obtained.

How to Submit Your Documents

In addition to uploading attachments when applying online, candidates may submit documents in-person or by mail at Solano County Department of Human Resources 675 Texas Street, Suite 1800, Fairfield CA 94533, by fax to (707) 784-3424, or by email to recruitment@solanocounty.com. When submitting documents in-person, by mail or by fax, include the recruitment title (ANIMAL CARE SUPERVISOR & VETERINARY TECHNICIAN) and the recruitment number (19-425040-01). If submitting documents by email include the recruitment title and recruitment number in the subject field.

Veterans Preference Points

To be eligible, applicant must have served at least 181 consecutive days of active duty in the Armed Forces of the United States and have received either an honorable discharge or a general discharge under honorable conditions. A COPY OF THE DD 214, SHOWING DISCHARGE TYPE (GENERALLY COPY 4), MUST BE RECEIVED IN THE HUMAN RESOURCES DEPARTMENT **BY THE FINAL FILING DATE**. Applicants who have a service-connected disability must also submit a recent award letter from the VA stating they are receiving disability benefits for service connected reasons.

Veteran applicants for initial County employment with an honorable or general under conditions discharge shall receive five (5) points added to their combined score. Disabled veterans rated at not less than 30% disability shall have ten (10) points added to their combined score. Veteran's preference points will only be added to passing scores in competitive open examinations.

Americans With Disabilities Act

It is the policy of Solano County that all employment decisions and personnel policies will be applied equally to all County employees and applicants and be based upon the needs of County service, job related merit, and ability to perform the job.

APPLICANTS WITH DISABILITIES: Qualified individuals with a disability, who are able to perform the essential functions of the job, with or without reasonable accommodation, and need an accommodation during any phase of the recruitment/testing/examination process (as detailed in the "Selection Process"), must complete the following Request for Testing Accommodation by Applicants with Disabilities Form: <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=23215>.

This form must be received in the Human Resources Department **by the final filing date** of the recruitment. Applicants will be contacted to discuss the specifics of the request.

Solano County



OUR COMMUNITY

Solano County is the ideal place to live, learn, work and play... The America's Promise Alliance has named Solano County as one of the *100 Best Communities for Young People* for six straight years—the only California community with that distinction.

- **Live** – Solano County as well as cities within the County have ranked in the top 15 hottest markets across the country and within the Bay Area due to prime location and affordability.
- **Learn** – Higher education abounds! Within the County, education choices include: Solano Community College, CSU Maritime Academy, Brandman University, and Touro University. Bordering our County is the renowned University of California Davis.
- **Work** – The blend of agriculture, corporate business and pleasant lifestyle enhance the attraction of Solano County. Blessed with a thriving agricultural economy, the county is also home to biotechnology and other growth industries.
- **Play** - Situated midway between San Francisco and Sacramento—the State capitol, Solano County is home to rolling hillsides, waterfronts and fertile farmland. County residents can enjoy day trips to the San Francisco Bay area, Lake Tahoe region and the Napa and Sonoma Valleys.

County Population (2018): 439,793

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

SOLANO COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER