



**COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Survey Specialist

An Equal Opportunity Employer

SALARY

Salary: See Position Description

OPENING DATE: 04/08/21

CLOSING DATE: Continuous

THE POSITION

NOTICE OF CHANGE - This recruitment is now continuous.

We are currently accepting applications to fill **one (1) vacancy** in **Santa Barbara** for the **Public Works Department's Surveyor Division**.

SALARY / BENEFITS:

Salary: \$81,499.94 - \$103,038.81 Annually. The top of this range includes a 5% allowance for employees who earn and maintain a California Professional Land Survey License.

- **Benefits:** Click [here](#) for more information on County benefits which includes:
- **Vacation:** 12 to 25 days per year depending on length of public employment.
- **Holidays:** 12 days per year.
- **Sick Leave:** 12 days sick leave per year. Unlimited accumulation, one year of which can be converted to service credit upon retirement.
- **Health Plan:** Choice of medical (with vision care) and dental plans. County contributes toward the employee's premium.
- **Retirement:** The County offers a Defined Benefit Plan. For more information, please visit: <http://cosb.countyofsb.org/sbcers/> and <http://www.countyofsb.org/ttcpapg/defcomp>

In addition, applicants from other public sector employers may qualify for:

- **Retirement reciprocity**
- **Time and service credit towards an advanced vacation accrual rate**

THE POSITION: Under general direction, reviews survey maps and documents for technical correctness and compliance with federal, state, and local regulations; performs the most technically complex paraprofessional office surveying duties; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS: Survey Specialist is an advanced journey-level classification and is distinguished from the class of Engineering Technician, Specialist by its sole assignment of surveying duties. Survey Specialist reports to a Deputy County Surveyor classification that is assigned responsible charge for office survey work. Survey Specialist is distinguished from Survey Party Chief by the latter's primary assignment to coordinate the activities of a field survey party. Survey Specialist and

Survey Party Chief both possess general knowledge of land surveying principles and practices. However, Survey Specialist is expected to become proficient in interpreting and applying the Subdivision Map Act, while Survey Party Chief need only possess working knowledge of the Subdivision Map Act. Conversely, Survey Party Chief possesses thorough knowledge of field surveying practices while Survey Specialist possesses working knowledge of such practices.

The **IDEAL CANDIDATE** will have a high level of professionalism **and**:

- Extensive office and field experience in either reviewing and/or preparing and filing records of survey, corner records, and subdivision maps.
- Over three years' experience with survey maps, documents, and title research.
- Completed collegiate-level coursework in land surveying, geomatics, and GIS.
- LSIT and/or PLS Certifications, or is qualified to sit for the PLS exam.

Public Works Department

The County's Public Works Department employees are committed to efficiently providing, operating and maintaining public works infrastructure, facilities and services to make everyday life as safe and convenient as possible for the public we serve. The Department is comprised of five Divisions: Administration, Resource Recovery & Waste Management, Surveyor's Office, Transportation, and Water Resources. To learn more about the Public Works Department, please visit: <http://cosb.countyofsb.org/pwd/>.

EXAMPLES OF DUTIES

1. Using computer and calculator programs and mapping software, performs boundary analysis, research, and mathematical checking of parcel maps, records of survey, tract maps, and other maps and projects for technical correctness and compliance with applicable federal, state, and local laws, regulations, and guidelines and office policies and procedures.
2. Answers a variety of complex questions and provides information to private engineers, surveyors, developers, other County departments, and the general public regarding items such as map check outcomes; property ownership and boundaries; monumentation and easement location; federal, state, and local surveying laws, rules, and regulations; and County ordinances, policies, and procedures.
3. Researches existing recorded information, including record maps, plans, deeds, easements, and right-of-way documents; prepares legal descriptions, records of surveys, and corner records; and photocopies recorded maps and documents for customers using blueprint photocopier or other reproduction equipment.
4. Constructs countywide Geographic Information Systems (GIS) base map by: coordinating the GIS activities of various County departments and divisions and community members, including local schools, vendors, and surveyors; organizing discussions and presentations of GIS hardware, software, and applications; automating related office functions; and assigning, prioritizing, reviewing, and evaluating the work of technicians and/or interns.
5. Reviews applications for certificates of compliance for sufficiency and completeness and survey content for validity and technical correctness; and prepares reports for technical concurrence by the County Surveyor and legal review by County Counsel.
6. Files and indexes maps and record information using personal computers and database software; and supervises interns performing index-related data entry.
7. Provides Local Agency Formation Commission (LAFCO) with special maps, legal descriptions, and reports for properties to be annexed or detached from special districts or cities and ensures projects' compliance with applicable state and regulatory agencies and laws.
8. Writes technical manuals for use by department employees, land surveyors, and engineers to ensure compliance with applicable state laws, local ordinances, and office policies; prepares

Board letters for approval of tracts, monument deposit amounts, and acceptance or rejection of easements; and writes and maintains database for monument identification.

9. May perform the duties of Survey Party Chief or other related field duties as a temporary assignment in order to satisfy the training/experience requirement for the Professional Land Surveyor's License.

EMPLOYMENT STANDARDS

1. Four (4) years of paraprofessional civil engineering experience, including at least one year of journey-level surveying experience; **OR**,
2. One (1) year of experience performing surveying duties as an Engineering Technician II with the County of Santa Barbara; **OR**,
3. Four (4) years of journey-level, paraprofessional engineering experience, plus certification as a Land Surveyor-In-Training (LSIT); **OR**,
4. A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Additional Qualifications: Appointees must obtain Land Surveyor-In-Training Certification (LSIT) within one year of appointment. Possession of a California Class C Driver's License is required at time of appointment.

Knowledge of: Principles and practices of land surveying, including boundary determination, preparation of legal descriptions, and Geographic Information Systems; the Professional Land Surveyors Act; algebra, geometry, and trigonometry as used in field survey analysis; methods and standards of technical report writing; standard English and grammar usage; and computer-assisted surveying applications.

Ability to: work independently; read and interpret maps, title reports, and legal descriptions as well as laws, rules, and regulations; explain technical concepts to others; review and adjust survey data; make mathematical computations such as distances, traverses, and elevations; analyze data; operate engineering calculators and personal computers; perform difficult algebraic, geometric, trigonometric, and precise engineering calculations; communicate effectively orally and in writing; prepare technical reports; assign, prioritize, schedule, and delegate work; train and evaluate the performance of staff; and establish and maintain cooperative working relationships with County staff, engineers, developers, contractors, and the general public.

Desirable Qualifications: Knowledge of federal Bureau of Land Management's Manual of Surveying Instructions, the state Subdivision Map Act, the Professional Land Surveyors Act, and County subdivision ordinances.

SUPPLEMENTAL INFORMATION

APPLICATION & SELECTION PROCESS:

1. **Review Applications and Supplemental Questionnaire** to determine those candidates who meet the employment standards.

2. **Supplemental Questionnaire Ranking:** Responses to the required supplemental questionnaire will be evaluated and scored. Candidates' final score and rank on the eligibility list will be determined by their responses to the supplemental questionnaire. This process may be eliminated if there are fewer than 11 qualified candidates.

Candidates must receive a percentage score of at least 70 on the supplemental questionnaire to be

placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive an email notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list.

Conditional Job Offer: Once a conditional offer of employment has been made, candidate will be required to successfully complete a background check, which includes a conviction history check, and satisfactory reference checks. Appointee will be subject to a post-offer medical evaluation or examination. The ability to perform physical tasks of moderate difficulty may be required for some positions in this class. The appointee must satisfactorily complete a one-year probationary period.

Recruiters will correspond with applicants by e-mail during each step in the recruitment process. Applicants are reminded to check spam filters continuously during the Recruitment & Selection Process steps listed above to ensure they do not miss required deadlines.

REASONABLE ACCOMMODATIONS: The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We require verification of needed accommodation from a professional source, such as a doctor or a learning institution.

Statement of Commitment

The County of Santa Barbara is dedicated to cultivating and sustaining an environment that exhibits equity and inclusion everywhere, and at all levels of our organization. The County believes equity is a fundamental principle that must be imbedded in policies, institutional practices and systems. The County recognizes the negative impacts of systemic racism and is committed to eliminating the barriers affecting our Black, Latinx, Indigenous, and Asian community members, as well as people of other diverse racial and ethnic backgrounds. We envision a world where society and its systems (e.g. education, criminal justice, and health care, housing the economy) are just, fair, and inclusive, enabling all people to participate and reach their full potential.

We celebrate community and employee diversity, strive for inclusion and belonging, and promote empowered participation. We aspire to build a workforce that is reflective of these values and the communities we serve. We are proud to be an equal opportunity employer and will resolutely uphold federal, California state law and/or Santa Barbara County ordinances.

We believe equity and inclusion are vital to fulfill the County's mission and to embody a culture of "One County, One Future." Expanding the full range of employee talent allows the County to deliver our best to all our community members.

We believe in the dignity and humanity of all people. We strive for a healthy and prosperous society that promotes all people having equitable access and opportunity.

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: Thursday, May 6, 2021, 4:59 p.m. PST. Applications and job bulletins can be obtained 24 hours a day at www.sbcountyjobs.com.

Kim Clark, Public Works Human Resources, 805-568-3010

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<https://www.governmentjobs.com/careers/sbcounty>
OR
1226 Anacapa Street
Santa Barbara, CA 93101

EXAM #21-7326-01 (O)
SURVEY SPECIALIST
KC

Survey Specialist Supplemental Questionnaire

- * 1. I acknowledge that it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meets the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge that if the County determines that I do not meet the employment standards there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important that I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meets the employment standards at the time I submit my application.
☐ I understand.
- * 2. As part of the application process, a completed supplemental questionnaire must be submitted along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire.
☐ I understand.
- * 3. The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox for our emails.
☐ I understand.
- * 4. To be considered for this position your application must CLEARLY state how you meet each of the requirements under EMPLOYMENT STANDARDS (Minimum Qualifications) on the Job Bulletin or you will not be considered for this position. If you are unsure, go back and review your application before continuing. Which Employment Standard did you clearly state on your application?
☐ Four years of paraprofessional civil engineering experience, including at least one year of journey-level surveying experience
☐ One year of experience performing surveying duties as an Engineering Technician II with the County of Santa Barbara
☐ Four years of journey-level, paraprofessional engineering experience, plus certification as a Land Surveyor-In-Training (LSIT)
☐ A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities
☐ None of the above - I do not meet the minimum qualifications for this position
- * 5. Based on your selection on question 4, please provide supporting documentation in your application and the responses in your supplemental questionnaire on how you meet the Employment Standard you selected. It is the applicant's responsibility to provide detailed information on the job duties and the required land surveying experience. Please include dates of employment and hours per week.
☐ I understand
- * 6. Please select which level of education you have in Land Surveying.
☐ AA or AS in Land Surveying
☐ BA or BS in Land Surveying
☐ In my last semester or quarter to obtain my Land Surveying degree
☐ I do not have any education in Land Surveying

- * 7. Appointees must obtain Land Surveyor-In-Training Certification (LSIT) within one year of appointment. If you have a LSIT Certificate, please list the number and expiration date on your application under the Licenses/Certifications section. If you don't have a LSIT Certificate, for more information on obtaining a LSIT, please go to: www.bpelsg.ca.gov
☐ I understand.
- * 8. I understand my responses to the following supplemental questions will be used as a weighed, scored selection device that will determine my ranking on the employment list for this job. Do not enter "see resume" or "see application" as raters will not have access to any information except what you enter in the box for each question. For information on protest procedures for the supplemental questionnaire, please see Civil Service Rules 612 and 613: <http://cosb.countyofsb.org/hr/csrules.aspx>
☐ I understand.
- * 9. Your responses to the following questions will be read and scored by a rater. The rater WILL NOT have access to your application/resume, while reviewing your responses. You will need to answer the questions completely. In order to give the rater the best opportunity to evaluate your responses, please make sure you read the question carefully and fully answer all the questions asked. This is your only opportunity to provide detailed information. Failure to provide full and complete answers may affect the outcome of your score and rank on the employment list.
☐ I understand.
- * 10. Please describe a complex or challenging project that you were assigned to that you utilized your Engineering and Land Surveying knowledge and experience. Please answer the following questions: 1) Why was it complex or challenging? 2) What parties were involved? 3) What steps or actions were taken to complete the project? 4) What was the outcome? 5) Looking back, would you have done anything differently?
- * 11. In your current and/or previous job(s), have you utilized your knowledge of the Federal Bureau of Land Management's Manual of Surveying? If yes, please describe and include to what extent.
- * 12. In your current and/or previous job(s), have you utilized your knowledge of the State Subdivision Map Act? If yes, please describe and include to what extent.
- * 13. In your current and/or previous job(s), have you utilized your knowledge of the Professional Land Surveyors Act? If yes, please describe and include to what extent.
- * 14. In your current and/or previous job(s), have you utilized your knowledge of County or City subdivision ordinances? If yes, please describe and include to what extent.
- * 15. In your current and/or previous job(s), have you utilized your knowledge of Geographic Information System (GIS) or Computer Aided Design software? If yes, please describe to what extent.
- * Required Question