



**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**

**CA Licensed Land Surveyor**

*An Equal Opportunity Employer*

**SALARY**

\$48.81 - \$59.33 Hourly    \$3,918.17 - \$4,762.65 Biweekly    \$8,489.36 - \$10,319.07 Monthly  
\$101,872.33 - \$123,828.83 Annually

**OPENING DATE:** 11/10/21

**CLOSING DATE:** Continuous

**THE POSITION**

**Bring your CA licensed land surveyor expertise to Permit Sonoma. Become the County's next Surveyor.**

**Starting salary up to \$59.33/hour (\$123,828/year), the opportunity for 10% premium pay, and a competitive total compensation package!\***

**What We Offer**

When you join Permit Sonoma you become part of a challenging and rewarding work environment where you gain the satisfaction of knowing that you are working to better your community. Also, upon appointment by the Board of Supervisors as the County Surveyor, Permit Sonoma's Licensed Land Surveyor receives a 10% premium pay, above the base hourly rate, for hours worked performing the duties of official County Surveyor\*.

Additionally, you can also look forward to a competitive total compensation package, including\*:

- Payment of renewal costs for professional CA licensure as a Land Surveyor
- An annual Staff Development/Wellness Benefit allowance up to \$1,500 and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- Significant portion of health care premiums paid by the County and access to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement fully integrated with Social Security
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment
- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range

**Become the Next Leader of Permit Sonoma's Survey and Land Development Section**

As a Permit Sonoma's Surveyor, you will perform a wide-variety of difficult field and office professional surveying work in connection with private land development as well as public sector project development and design. Typical project activities involve performing plan check, boundary and right-of-way analysis, and interpreting legal descriptions of property; working with acquisitions and vacations for road abandonment, Administrative Certificates of Compliance (ACCs), improvement plans, lot line adjustment, and records of survey; and using AutoCAD, Information

Systems (GIS), and Global Positioning Systems (GPS). Additionally, this position is responsible for supervising, planning, coordinating, and scheduling the work of survey crews and technical staff within the Survey and Land Development Section.

In this position you will resolve various land boundary, development, and survey challenges; provide your guidance and expertise in survey-related matters to department staff; and explain technical information and legal requirements to non-technical customers and partners. You will also represent Permit Sonoma before official bodies, regulatory agencies, subcontractors, developers, and the general public; serve on the Project Review Advisory Committee (PRAC); and may act as the County Surveyor.

Candidates for this position must be licensed by the State of California as a Land Surveyor. However, the ideal candidate for this position possesses extensive, practical knowledge of the California Environmental Quality, Land Surveyors, and Subdivision Map Acts. They also have experience applying boundary law, and have the ability to effectively make decisions and presentations as the County Surveyor. Additionally, the candidate most qualified to become the next County Surveyor will have:

- Experience performing boundary analysis; documenting monuments; and preparing corner records, records of survey, and legal descriptions of property
- Effective leadership skills, supervisory experience, and the consistent ability to productively engage and communicate well with a wide variety of personalities and audiences
- Tact, an optimistic attitude; and enjoys working with and cares about the community
- Experience preparing contracts for consultant services, and ensuring project compliance with state mandates
- Intellectual curiosity, and be energized by researching process improvements and efficiencies

The County of Sonoma is the place to live, grow, and build your career legacy. When you join the County of Sonoma, you'll have the freedom to explore the beauty of our county - its picturesque coastline, majestic redwoods, historic towns, fine dining, award-winning wineries, and a wide variety of entertainment and cultural activities. For additional information about the beauty of our community and the valuable services and support that the Division provides the County of Sonoma, please visit [sonomacountyconnections.org](http://sonomacountyconnections.org) and [Permit Sonoma's website](#).

\*Salary is negotiable within the established range. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Western Counsel of Engineers Memorandum Of Understanding \(WCE MOU\)](#) and our [Employee Benefits](#) directory.

Permit Sonoma is currently recruiting to fill a CA Licensed Land Surveyor position. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. **County employees who wish to be considered for future positions should consider applying to this recruitment.** The Civil Service title of this position is Licensed Land Surveyor.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

## **MINIMUM QUALIFICATIONS**

**Education:** Any combination of education and/or training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, academic course work in engineering technology, land surveying, plane and analytic geometry, trigonometry, and algebra or closely related courses would provide such opportunity. Graduation from college with a Bachelors Degree in Surveying is highly desired.

**Experience:** Any combination of education and/or training which would provide an opportunity to

acquire the knowledge and abilities listed. Normally, six years of experience in surveying or related engineering work would provide such opportunity.

**License:** Registration as a Professional Land Surveyor by the State of California. Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** the principles and practices of land surveying; State laws and County ordinances covering subdivisions and land development, and the preparation of various kinds of maps; instruments and equipment used in surveying.

**Ability to:** understand boundaries and to reconcile discrepancies between lines of occupation versus lands of title, or the physical evidence found in the field versus the intent of conveyance documents to arrive at conclusions of law; supervise and coordinate the work of survey crews, and train Engineering Technicians in survey related work; establish and maintain effective working relationships with is engineers, surveyors, and the general public; perform office survey analysis and maintain mapping and survey quality standards; identify and resolve discrepancies in survey data; prepare maps and legal descriptions for various political subdivisions and districts; prepare reports, cost estimates, and analyses of survey work; coordinate survey work with other operations of the department or with other entities and to establish priorities and schedules; operate and maintain all types of surveying instruments; develop methods and apply reasonable criteria for land mapping; use computers to solve surveying problems and to keep records.

## **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions may be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience,

knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

### **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

**IMPORTANT INFORMATION:** As the largest employer in Sonoma County, the Board of Supervisors has adopted a vaccination and testing policy to help mitigate transmission of COVID-19. All County employees will be required to either have documented proof of full COVID-19 vaccination on file or consent to weekly COVID-19 testing.

### **HOW TO APPLY**

Applications are accepted online at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma values diversity and is dedicated to creating a workplace environment that provides individuals with a sense of belonging. We are committed to having a diverse workforce that is representative of the communities we serve. The County is proud to be an Equal Opportunity Employer where all aspects of employment are based on merit, competence, performance, and business need.

HR Analyst: CG  
HR Technician: KC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #21/11-1000-OC  
CA LICENSED LAND SURVEYOR  
CG

## **CA Licensed Land Surveyor Supplemental Questionnaire**

\* 1. Please indicate if you would also be interested in future part-time or extra-help (temporary,

intermittent, or seasonal employment) positions should they become available. Check all that apply.

- I would also like to be considered for future part-time positions
- I would also like to be considered for future extra-help positions
- I am only interested in full-time positions

\* 2. How did you first learn about this opportunity?

- American Council of Engineering Companies (ACEC)
- Association of Bay Area Governments (ABAG)
- California Land Surveyors Association (CLSA)
- California State Association of Counties (CSAC)
- CalJobs
- Cal State University of Fresno, Geomatics Engineering
- CareerBuilder
- Careers in Government
- College or University
- County Engineers/Surveyor's Association of California (CEAC)
- Craigslist
- Craigslist Mendocino
- Craigslist Sacramento
- DiversityJobs
- Employee of Sonoma County
- Facebook
- Glassdoor
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- La Voz
- Latino Service Providers
- LinkedIn
- Los Cien
- Minority Organization or Group
- Monster
- Municipal Management Association of Northern California
- National Society of Black Engineer
- National Society of Professional Surveyors (NSPS)
- Press Democrat
- Recruitology
- Society of Hispanic Professional Engineers (SHPE)
- Society of Women Engineers (SWE)
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- StartHere!
- Twitter
- Veterans Services Office
- Women's Organization or Group
- Workplace Diversity
- ZipRecruiter
- Other Internet Site
- Other Publication

\* 3. **For this question, and all subsequent questions, provide sufficient information to allow for a thorough evaluation of your qualifications. Responses to supplemental questions will be scored using specific criteria and may be reviewed by hiring managers.**

This position requires valid registration as a Professional Land Surveyor by the State of California. Please provide your valid CA license number.

- \* 4. Please list your qualifying coursework and training in engineering technology, land surveying, plane and analytic geometry, trigonometry, algebra, and/or closely related areas.
  
- \* 5. Please describe your six or more years of experience in surveying or related engineering work. Highlight any experience you may have performing boundary analysis, documenting monuments, and/or preparing corner records, records of survey, and/or legal descriptions of property.

For each relevant position you list, include:

- Job title(s)
- Employer's name
- Employment dates (mm/yy – mm/yy)
- A description of your primary responsibilities

- \* 6. Please describe your experience supervising, leading, and/or training others. Describe the number and type(s) of positions you supported, the type of support you provided (i.e., hiring, training and development, performance management, discipline, etc.), and highlight if you were responsible for the assignment and/or evaluation of their work.

\* Required Question



## COUNTY OF SONOMA BENEFITS: GENERAL\*

**IMPORTANT NOTE:** Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

**Paid Time Off:** Competitive vacation and sick leave accruals; 12 paid holidays, and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

**Health Plan:** Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable Memorandum of Understanding MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

**Retirement:** Fully integrated with Social Security.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at [benefits@sonoma-county.org](mailto:benefits@sonoma-county.org) or 707-565-2900.

\*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.