

Second Amendment to Agreement for Personal Services

Director of Transportation and Public Works and Interim Director of General Services

This Second Amendment to the Agreement for Personal Services by and between, the County of Sonoma, a political subdivision of the State of California (hereinafter "County") and Johannes J. Hoevertsz (hereinafter called "Employee") is entered into this 25th day of January, 2022. County and Employee shall collectively be referred to as the "Parties."

Recitals

Whereas, County and Employee entered into a personal services agreement (the "Agreement") for the position of Director of Transportation and Public Works of the County of Sonoma dated October 3, 2017;

Whereas, the Parties entered into a First Amendment to Agreement to extend the Agreement for a period of three years commencing on October 10, 2020, and ending on October 10, 2023 with compensation at the "I" step of the salary range for the position;

Whereas, with the retirement of the current Director of General Services, there is an immediate need for an experienced leader to serve as Interim Director of General Services;

Whereas, Employee is desirous of continuing in his current role as Director of Transportation and Public Works and also expanding his role on an interim, temporary basis to include managing the General Services Department and acting as the Interim Director of General Services for a temporary 8% increase in salary;

Whereas, the anticipated period of time is approximately 6 months and/or until the County appoints a new General Services Director or makes other organizational decisions that results in removing the temporary management of the General Services Department;

Whereas, County is desirous of expanding the role of Employee to include this interim appointment for additional compensation on a temporary basis;

Now, therefore, for good and valuable consideration, the Parties agree as follows:

Agreement

1. Section 2., "Duties" of the Agreement as extended under the First Amendment to Agreement, is hereby amended as follows:

"Employee shall perform the duties of the Director of Transportation and Public Works as set forth in the County job specifications attached as Exhibit A to the original Agreement, as it now provides or may hereafter be amended, and such other duties as may be prescribed by the County Board of Supervisors. Additionally, effective February 9, 2022, Employee's duties shall also include acting as the Interim Director of General Services as set forth in the job specifications, attached hereto as Exhibit B, as it now provides or may hereafter be amended, and such other duties as may be prescribed by the County Board of Supervisors. As compensation

for the increased workload and during the period of time that Employee serves as both Director of Transportation and Public Works and Interim Director of General Services, Employee shall receive an additional 8% increase above his salary at the I Step.”

2. Exhibit B, Job Specifications for “General Services Director,” is hereby added as attached.

3. Except as set forth in Paragraphs 1 and 2 above, all other provisions in the Agreement and First Amendment to Agreement shall remain in full force and effect.

Attest

County of Sonoma

Clerk of the Board

By _____
Chair, Board of Supervisors

Employee

Johannes J. Hoevertsz

DIRECTOR OF TRANSPORTATION AND PUBLIC WORKS

Definition

Under general policy direction of the Board of Supervisors and the County Administrator, provides leadership and administrative policy direction for programs and services of the Department of Transportation and Public Works; performs related duties as required.

Distinguishing Characteristics

The incumbent of this position is the department head for the Transportation and Public Works Department and is responsible for the administration of the County's highway operations, public works engineering, transit, airport, integrated waste management and any other assigned functions, and may, by contract between the Northern Sonoma County Air Pollution Control District (hereinafter the District) and the County, provide administrative and management services to the District. Work is performed with a maximum amount of independence within established policies and procedures set forth by the Board of Supervisors, the Board of Directors NSCAPCD, the County Administrator, and relevant laws, ordinances and regulations. This job class is not within the classified civil service under the provisions of Section 5 (t) of the County of Sonoma Civil Service Ordinance No. 305-A as amended. The incumbent serves at the will of the Board of Supervisors and is required to enter into an "at will" employment contract.

Typical Duties

(Depending on the area of assignment, duties may include, but are not limited to, the following)

Plans, organizes, directs and coordinates all functions assigned to the Transportation and Public Works Department.

Manages department operations through subordinate managers and supervisors; maintains control over assignments of a large and diverse work force; reviews and mediates personnel problems; designs and implements systems which result in efficient public works operations; reports status of department to the Board of Supervisors and the County Administrator.

Interviews, selects, trains, supervises and evaluates the performance of management staff.

Ensures the appropriate expenditure of public funds through the efficient operation of programs; monitors quality control and work production; and directs operational changes to increase effectiveness and efficiency of operations.

Directs the preparation of the departmental annual budget and ensures that budget expenditures are properly controlled to ensure conformance with approved funding.

Coordinates departmental activities with other county departments and other governmental agencies to achieve common objectives, share information and resolve operational concerns.

Meets with and advises citizen groups, advisory bodies and others concerned with departmental programs and activities; represents the County at public meetings, legislative and administrative hearings, and related functions.

Directs the preparation of contracts and related legal documents for design, construction, maintenance, rights-of-way, land acquisition, and other activities.

Participates as a member of various committees as directed by legislation and/or when required by the Board of Supervisors.

Directs the preparation of a wide variety of plans, reports, and economic data; and maintenance of accurate records and documents.

Directs the conduct of a wide variety of analytical and feasibility studies.

Identifies long and short range transportation and public works requirements, and develops and directs the development of long range plans to meet these requirements.

Monitors and interprets changes in laws and regulations related to transportation and public works activities and functions, evaluates their impact upon County activities, and provides for the development and implementation of required policy or operational modifications.

Knowledge and Abilities

Knowledge of: the principle objectives of a County Transportation and Public Works Department; infrastructure financing and of State and Federal laws relating to public construction and maintenance programs including highways, and airport operation; the principles and practices of public administration and organization including personnel and fiscal management; the principles applicable to the planning and organization of large scale governmental construction programs; civil engineering theories; principles and practices; the principles and practices of contract negotiations and administration; English syntax and grammar.

Ability to: direct preparation of economics feasibility studies relating to transportation and public works operation; plan, organize and operate through subordinate supervisors a transportation system which includes transit and airport operations, a public works program which includes engineering, road construction and maintenance, bridge construction and maintenance and an integrated waste management program; establish and maintain harmonious working relationships with subordinates, representatives of other County departments, agencies, private contractors, engineers, architects, and with the general public; plan, organize and coordinate the activities of a large department with highly specialized professional and technical employees; interpret, explain and apply applicable federal, state, and local laws, rules, regulations, ordinances, and federal, state and local legislation; prepare and direct the preparation of simple, concise, and comprehensive written reports and oral

presentations containing alternate solutions and recommendations regarding specific resources, plans and policies; exercise initiative, ingenuity and sound judgment in solving difficult administrative, economic, technical and personnel problems; serve as technical advisor to public officials, boards and the general public on engineering, surveying and other public works and transportation matters; evaluate departmental policies and procedures, define problem areas, and direct the implementation of policy decisions and practices to improve department operations; effectively interview, select, train, supervise and evaluate subordinate managers; supervise and control the expenditure of funds allocated to the department; implement effective air pollution control programs and to evaluate the effectiveness of programs and projects.

Minimum Qualifications

Education: Any combination of academic course work and training including on the job training which would provide the opportunity to acquire the knowledge and abilities stated herein. Normally, graduation from an accredited college or university with a bachelor's degree in public administration, business administration, engineering, or closely related courses, with course work or training in supervision and management would provide such opportunity.

Experience: Any combination of experience which would provide the opportunity to acquire the knowledge and abilities stated herein. Normally, five years of increasingly responsible management and supervisory experience in the management and supervision of an agency consisting of functions associated with transportation systems, public works, integrated solid waste and air quality, would provide such opportunity.

License: Possession of a valid certification of registration as a Professional Engineer issued by the State Board of Registration and Professional Engineers and a Licensed Land Surveyors is desirable.

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

GENERAL SERVICES DIRECTOR

Definition

Under general policy direction of the County Administrator, plans, organizes, directs and coordinates all activities of the General Services Department; and performs related duties as required.

Distinguishing Characteristics

This is a single position class serving as the department head for the County's General Services Department which includes the following services: Facility Development and Management to include facility operations and capital project planning, design and construction; County Fleet Management; integrated County Purchasing Program Management; Real Estate Operations and Management; Energy and Sustainability Program Management.

The incumbent is responsible for the overall administrative management of departmental personnel, budget development and financial administration, program activities, and procedural and policy issues as they relate to the delivery and management of the centralized services provided by the department. Work is performed with a maximum amount of independence within established policies and procedures set forth by the Board of Supervisors, the County Administrator, and relevant laws, ordinances and regulations.

This job class is not within the classified civil service under the provisions of the County of Sonoma Civil Service Ordinance No. 305A, as amended. The incumbent is appointed by the County Administrator and considered an "at will" employee.

Typical Duties

Typical duties include, but are not limited to the following:

Plans, organizes, directs, coordinates and controls the program and activities of the General Services Department through subordinate staff; develops short and strategic, long range plans to achieve desired service levels required to support and meet the service of other County departments; establishes and monitors priorities.

Consults with and advises other department heads regarding the structure, feasibility and cost effectiveness of general service programs and procedures; coordinates activities of the department with those of other County departments and agencies.

Directs and reviews the work of staff; directs the selection, training, and performance management of staff; insures that in-service training programs are developed and implemented; oversees the departmental human resources functions.

Directs the review and evaluation of current programs and methods; considers proposed alternative programs and methods to provide maximum utilization of allocated funds.

Exhibit B

Directs the preparation of the annual General Services budget; establishes controls and measurement tools for the delivery of services and cost controls; oversees the maintenance of departmental fiscal records and budgetary controls; pursues the development of oversight structures and resources to optimize the delivery of services in alignment with County goals and strategies.

Administers the County's capitol and maintenance projects and Capital Projects Program and makes recommendations on project priorities and funding; directs the development of requests for proposals, construction bids, bid evaluations, and contract negotiations and administration for proposed County projects.

Prepares program reports for the County Administrator and the Board; gives public presentations to the Board of Supervisors on General Services projects and activities or as director by the County Administrator.

Confers with citizen groups, advisory bodies and others concerned with departmental programs and activities; represents the County and speaks before public bodies, groups, organizations and the public on matters pertaining to general services programs and activities.

Directs the preparation of a wide variety of plans and reports and maintenance of departmental records and documents.

Knowledge and Abilities

Thorough knowledge of: principles and practices of public administration, organization and management; the principles and practices relating to modern budget, programs and systems management; the operations and functions of County government; the principles and practices necessary to plan, organize, direct, implement, evaluate, and coordinate complex and varied programs; the principles and practices of personnel management and training.

Considerable knowledge of: research methodology, report writing and basic statistics; written and oral communications, language mechanics, syntax and English composition; group dynamics as it relates to public organizations; modern office methods and procedures.

Ability to: plan, organize, direct, coordinate and evaluate the operations of a large diverse organization; establish and maintain effective working relationships with public officials, County management personnel, employees, boards and commissions, agencies, and other interested parties; plan and organize research and statistical work relating to the various aspects of administration, budget and general management matters; understand, interpret and apply rules, regulations and ordinances, and federal, state and local legislation; develop and implement short and long range departmental goals and objectives; effectively assemble, organize and present, in either written or oral form, the logical conclusions and sound recommendations resulting from the analysis of administrative, financial, factual, or other information derived from a variety of sources; exercise responsibility, initiative, ingenuity, independent analysis and judgment in solving highly specialized administrative and management problems; orient, train, supervise and evaluate subordinate staff; analyze situations and take appropriate courses of action; perform data collection, interpretation and evaluation pertaining to administrative, fiscal and management matters; use principles of inductive and deductive reasoning to validate conclusions and recommendations; utilize sound judgment, tactfulness, persuasion and authority in relationships with subordinates, County officials, administrative personnel, and the general public.

Minimum Qualifications

Any combination of education, training and experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, this would include:

Graduation from an accredited college or university with a degree in business administration, public administration, engineering, construction management, architecture, or a closely related field; and five years of progressively responsible management experience in a public agency that includes managing and administering programs, services, policies and procedures; and a minimum of two years supervising management and professional level staff.

Experience with programs and services similar to the Department's is desired.

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