



SPECIFICATION RETITLE AND REVISION STUDY REPORT

Job Classification Studied:	Water Agency Chief Engineer/Director of Groundwater Management
Department/Division:	Sonoma County Water Agency
Position Reports to (Classification):	General Manager
Incumbent:	Kent Gylfe
Bargaining Unit:	SCAMC-50
Study Requested by:	Susanne Oliver, Administrative Services Officer II
Recommendation:	
Approve revisions to the specification Water Agency Chief Engineer/Director of Groundwater Management classification and retitle the classification to Water Agency Director of Engineering.	
Justification Submitted in the Request:	
The Sonoma County Water Agency (SCWA) requested the Water Agency Chief Engineer/Director of Groundwater Management specification be revised to remove the groundwater management components of the position which were incorporated into the classification in 2014. In light of these changes, the Water Agency also requested the position be retitled to better represent the function of the position, which provides oversight of the Water Agency Engineering and Resource Planning Division.	
Background	
<p>In 2014, the state of California enacted legislation which required that a “groundwater sustainability plan,” be developed within seven years for medium and high priority basins, which included several Sonoma County basins. As oversight of this work was assigned to the Water Agency Chief Engineer, the job classification was revised and retitled to Water Agency Chief Engineer/Director of Groundwater Management to better reflect the position’s scope and responsibility.</p> <p>At present, the Agency has identified that the required, legislative-level associated work related to groundwater management is effectively addressed and performed throughout the Agency, with a number of Water Agency units/divisions performing work to meet the State mandates. As a result, the Water Agency Chief Engineer/Director of Groundwater Management no longer has functional oversight of all “groundwater” related work and, as such, does not serve in the capacity of “Director of Groundwater Management.”</p>	
Findings & Analysis	
Human Resources reviewed the classification study request and had discussions with the Agency to determine the appropriateness of revisions to the Water Agency Chief Engineer/Director of Groundwater Management classification or whether a new classification was warranted. Human Resources determined the current classification adequately reflects the body of work assigned and is	

appropriate for continued use within the organization. As noted, the specification revisions in 2014 occurred as awareness by the California Legislature grew around groundwater as a critical resource to monitor and protect. Now, that work has shifted, and SCWA addresses groundwater needs and management throughout multiple divisions including Community and Government Affairs, Resource Planning, and Engineering. As a result, revisions to the specification were determined to be appropriate with the understanding from SCWA that groundwater management work will continue to be performed throughout the Agency and legislative requirements will continue to be met.

The current classification of Water Agency Chief Engineer/Director of Groundwater Management has “groundwater” incorporated through all segments of the classification including the title, definition, distinguishing characteristics, duties, knowledge and abilities, and minimum qualifications. To re-focus the classification to align with the director-level engineering responsibilities, the class specification has been revised to excise the groundwater management responsibilities. Further, clarification and details were included in the specification to clearly define the classification and specific duties the position will continue to perform. In addition to the groundwater-related revisions, Human Resources incorporated minor edits and revisions to align with current practices and standards.

In consideration of the departmental request and with Human Resources support, Human Resources recommends approving the revised specification of Water Agency Chief Engineer/Director of Groundwater Management and retitling the classification to Water Agency Director of Engineering.

Recommendation

Approve revisions to the specification Water Agency Chief Engineer/Director of Groundwater Management classification and retitle the classification to Water Agency Director of Engineering.

Report Prepared by:	Amy Kraus, Human Resources Analyst
Report Approved by:	Spencer Keyword, Recruitment and Classification Manager
Date:	September 30, 2022

WATER AGENCY [DIRECTOR OF ENGINEERING](#)
~~CHIEF ENGINEER/DIRECTOR OF GROUNDWATER MANAGEMENT~~

Definition

Under administrative direction of the General Manager, is responsible for [the](#) overall management of [e](#)Engineering ~~and Groundwater Sustainability~~ efforts and plans [of the Sonoma County Water Agency](#); plans, organizes, directs, and coordinates the activities and functions of ~~all the agency's~~ professional and technical engineering ~~and groundwater sustainability~~ staff ~~of the Sonoma County Water Agency~~; works collaboratively with [staff](#) and is involved in ~~Resource Planning, Operations, and Maintenance~~ [projects assigned to the other operational areas](#) ~~staff and others~~ as required; and performs related duties as required.

Distinguishing Characteristics

This single position class is characterized by the responsibility to assist the General Manager in the overall planning and management activities related to the Sonoma County Water Agency's core function of engineering ~~and groundwater sustainability~~. The incumbent is also professionally responsible for all engineering activities of the Water Agency, and uses considerable independent judgment and discretion in program administration and management. The position works with, or may lead efforts that involve collaboration with other County departments, agencies, and regional stakeholders on issues such as local and regional objectives, mandates, and legislation impacting water programs and jurisdiction. Administrative direction is provided by the General Manager. The incumbent may act for the Water Agency General Manager as assigned, or during periods of absence. [This position serves in the capacity as the Water Agency Chief Engineer.](#)

This class is distinguished from the Water Agency Assistant General Manager in that this class functions as the Agency's [director of](#) ~~chief engineer~~ [ing services](#) ~~and groundwater sustainability expert~~, and is the primary position to act on behalf of the Water Agency General Manager as assigned. This class is further distinguished from Water Agency General Manager in that the latter is the principal administrative person in overall charge of the Agency.

This class is exempt from the Civil Service Ordinance of the County of Sonoma, as stated in Section 5 of Ordinance No. 305-A as amended.

~~Director of Groundwater Management~~

Typical Duties

Duties ~~may~~ include, but are not limited to, the following:

Plans, organizes, directs, and coordinates the professional and technical engineering activities of the Sonoma County Water Agency.

In consultation with the Water Agency General Manager, formulates long-range goals of the Water Agency and develops, manages, and oversees plans for accomplishing these goals; develops policies and procedures to carry out the plans which have been developed; provides direction in the preparation of the Agency budget.

Reviews and evaluates programs, trends, legislation, existing infrastructure, hydrology, and groundwater yield and use data, and other Agency responsibilities to anticipate future needs and strategically develop Agency goals, plans and future work plans.

Directs, manages, and reviews the work of subordinate management and professional staff, including selection, evaluation, promotion, assignment, disciplinary action, and training of employees.

Coordinates and provides guidance related to ~~Engineering, Resource Planning, Operations, Maintenance and groundwater sustainability~~ capital projects, water resource planning, energy and climate programs, operations, water use efficiency, and engineering-related activities with those of other governmental agencies, the County, public utilities, contractors, private organizations, and stakeholders including agricultural consumers, businesses and developers, environmental groups, and others.

Directs, reviews, and has professional responsibility for the design and construction of systems and facilities for the diversion, treatment, intake, storage, and transmission of ~~domestic potable~~ water supplies; sanitation treatment, collection, and disposal systems; and flood control and drainage facilities.

Directs the review and evaluation of land development projects for consistency with adopted drainage, flood hazard, and erosion control standards; directs the acquisition of lands, right-of-way, easements, licenses, and permits.

~~Directs the development, implementation and ongoing program management of groundwater sustainability, associated legislation, and sustainability plan development; has ultimate responsibility for groundwater sustainability plans and Agency roles.~~

~~Manages, directs and reviews the work of Agency staff performing groundwater related work, including yield and retention data and analysis and sustainability requirements;~~

~~Director of Groundwater Management~~

~~may coordinate and direct the work of contractors and other jurisdictions' staff performing groundwater sustainability plan work under the jurisdiction of the Agency.~~

Acts as the subject matter expert and represents the Agency in related stakeholder meetings and, relations with other governmental agencies and jurisdictions.

Represents the Agency to various legislative bodies; identifies legislation impacts and develops goals; ; coordinates with associated consultants and representatives of other jurisdictions and legislative bodies; represents and advocates for the Agency to various rule-making and legislative bodies.

Consults with legal counsel concerning contracts and Agency operations; monitors legislation on the state, federal, and local level; recommends changes required by new legislation.

Directs and reviews the preparation of environmental impact assessments and reports; directs and manages the Agency's water conservation and reclamation program.

Directs and reviews the preparation of drainage master plans; directs and reviews the Agency's water modeling and long-range needs assessment.

Confers and advises with citizen groups, advisory bodies and others concerned with Agency programs and activities; represents the Agency and speaks before public bodies, groups, organizations, ; and the public on matters pertaining to Agency programs and activities; attends conferences and seminars to keep informed of new developments and technologies.

Discusses and explains Agency plans, programs, and projects at public and community meetings, legislative and administrative hearings, and related functions.

Reviews and approves a variety of plans, reports, and correspondence; maintains Agency records and documents.

May act for the Water Agency General Manager during periods of absence.

Knowledge and Abilities

Extensive knowledge of: planning, design, and construction of large-scale public works projects and state and federal laws related ~~relative~~ to the planning and development of public works projects; the principles, practices, and techniques of civil engineering in large water, sanitation, ; and flood control programs; state and federal laws related

~~Director of Groundwater Management~~

~~relative to the operation of public works projects; groundwater sustainability, quality, yield, recharge, surface groundwater interaction and management practices.~~

Thorough knowledge of: principles and practices of personnel and fiscal administration, including the budgetary process; principles of supervision, staff development, and training; principles and practices of contract negotiation and administration; economic research and feasibility as it relates to public works projects.

Considerable knowledge of: English syntax and grammar.

Ability to: plan, organize, and direct the activities of a large staff of highly specialized professional, technical, maintenance, operational, and clerical personnel; establish and maintain harmonious working relationships with coworkers, subordinates, representatives of other governmental agencies, County of Sonoma, private contractors, private organizations, consulting engineers and architects, and the general public; prepare and implement administrative and fiscal policies and controls; manage multiple program activities with other Water Agency functions, County of Sonoma, and other public entities; determine organizational needs and functional changes in order to improve efficiency and effectiveness; provide effective leadership in the development of new or improved procedures; analyze and review staff effectively; assemble, organize, and present, in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans, and policies; and speak before groups regarding department plans, projects, and functions.

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience which would likely provide the required knowledge and abilities. - Normally, a Master's degree in civil, mechanical, chemical, agricultural, industrial, electrical, metallurgical, or petroleum engineering and extensive course-work in water, waste-water, and natural resources planning and development; and seven years of extensive professional engineering experience, including three years in a management or supervisory capacity in a public works or water agency, including experience with water and wastewater systems, and environmental impacts, ~~and groundwater sustainability.~~

License: Possession of a valid certificate of registration as a Civil Engineer issued by the State of California Board of Registration for Professional Engineers and Land Surveyors is required.

~~Director of Groundwater Management~~

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.