


**UNIFIED PERSONNEL SYSTEM**

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Peggy Rowe  
Director

TO: The Honorable Chair and Members  
Of the Unified Personnel Board

FROM: Peggy Rowe, Director of Human Resources 

SUBJECT: Revisions and Re-Instatement of Class Specifications

DATE: March 23, 2012

As part of the Human Resources Department's ongoing project to revise the class specifications within the Pay & Classification Plan, it is recommended that the following class specifications be revised to reflect current duties and responsibilities. These changes are housekeeping in nature.

**REVISIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
16842	Section Manager, 1	SM5a
16844	Section Manager, 2	SM4a
16846	Section Manager, 3	SM3a
16840	Senior Engineer	SM5a

**RE-INSTATEMENT**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
03410	Law Clerk 1	CL11

PR/JL/gjc  
Doc ID: Hskpg Apr 2012

## SECTION MANAGER 1, DEI

Job Code	Pay Grade
16842	SM5a

### Nature of Work

This is highly responsible administrative, technical, and supervisory work managing the operations of a section within a division of the Department of Environment and Infrastructure (DEI). Work involves responsibility for the management and coordination of the day-to-day operations of the section. Duties also involve working with the Division Director, DEI on critical issues and organizational policies. The incumbent in this class is responsible for making important procedural and operational recommendations to the director of the division to ensure maximum management efficiency. The difference between the level of this class and other DEI section manager classes is due to the defined scope of work, complexity, fiscal responsibility, finality of action, and labor market. Work is performed under general supervision with considerable independent judgment and initiative exercised in carrying out the daily operations of the section. Work is performed under the general supervision of a Division Director 1, DEI.

### Minimum Qualification Requirements

- 6 years of progressively responsible technical, professional, and administrative functions in business administration, project management, engineering, environmental management, accounting, or a related field that includes formal supervisory training, 1 year of team leadership or 1 year supervisory experience; or
- Bachelor's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- May require a college degree, occupational certifications, and specialized training directly related to the position's requirements.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Manages the programs and activities of a specific section within the DEI.
- Provides administrative support to the director in any phase of the management of the section.
- Provides recommendations, presentations, and reports on a variety of planning related functions.
- Manages, supports, and guides supervisors and subordinates in project development.
- Assists with the development of general policies in consultation with the Division Director, DEI and other Section Managers, for maximum utilization of manpower and equipment services.
- Assists in the submission of the operating budget for the division.
- Establishes goals and objectives for subordinate supervisors within the specific DEI section.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge and understanding of all aspects of the assigned section.
- Knowledge of the principles, practices and procedures of public and business administration, as applied in a large organization.
- Knowledge of budget and accounting principles, practices and procedures, as applied in a large organization.
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of organizational work units through staff selection and assignments.
- Ability to communicate effectively, both written and orally, and to make effective presentations to a variety of groups.

## SECTION MANAGER 1, DEI (continued)

Job Code	Pay Grade
16842	SM5a

### Knowledge, Skills, and Abilities (continued)

- Ability to interact effectively, establishing good working relationships with staff, other county organizations, agencies, state officials, consultants, contractors, and the public.
- Ability to apply computer applications and software.
- Ability to plan, supervise and coordinate technical and administrative programs.
- Ability to plan and direct the work of a large staff of professional and support employees and maintain effective working relationships with the staff, other departments, and the public.
- Ability to address civic organizations or other public or private groups on subjects relative to section projects.

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Revised	EEOC Code	Overtime Code
4/12	Officials & Managers	Exempt

## SECTION MANAGER 2, DEI

Job Code	Pay Grade
16844	SM4a

### Nature of Work

This is highly responsible managerial, administrative, and technical work managing the operations of a section within a division of the Department of Environment and Infrastructure (DEI). Work involves responsibility for the management and coordination of the day-to-day operations of the section. Duties also involve working with the Division Director, DEI on critical issues and organizational policies. The incumbent in this class is responsible for making important procedural and operational recommendations to the director of the division to ensure maximum management efficiency. The difference between the level of this class and other DEI section manager classes is due to the defined scope of work, complexity, fiscal responsibility, finality of action, and labor market. Work is performed under general supervision with considerable independent judgment and initiative exercised in carrying out the daily operations of the section. Work is performed under the general supervision of a Division Director, DEI.

### Minimum Qualification Requirements

- 6 years of progressively responsible technical, professional, and administrative functions in business administration, project management, engineering, environmental management, accounting, or a related field that includes formal supervisory training, 1 year of team leadership, or 1 year supervisory experience; or
- Bachelor's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- May require a college degree, occupational certifications, and specialized training directly related to the position's requirements.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Manages the programs and activities of a specific section within the DEI.
- Provides administrative support to the director in any phase of the management of the section.
- Provides recommendations, presentations, and reports on a variety of planning related functions.
- Manages, supports, and guides supervisors and subordinates in project development.
- Assists with the development of general policies in consultation with the Division Director, DEI and other Section Managers, for maximum utilization of manpower and equipment services.
- Assists in the submission of the operating budget for the division.
- Establishes goals and objectives for subordinate supervisors within the specific DEI section.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge and understanding of all aspects of the assigned section.
- Knowledge of the principles, practices and procedures of public and business administration, as applied in a large organization.
- Knowledge of budget and accounting principles, practices and procedures, as applied in a large organization.
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of organizational work units through staff selection and assignments.
- Ability to communicate effectively, both written and orally, and to make effective presentations to a variety of groups.

## SECTION MANAGER 2, DEI (continued)

Job Code	Pay Grade
16844	SM4a

### Knowledge, Skills, and Abilities (continued)

- Ability to interact effectively, establishing good working relationships with staff, other county organizations, agencies, state officials, consultants, contractors, and the public.
- Ability to apply computer applications and software.
- Ability to plan, supervise and coordinate technical and administrative programs.
- Ability to plan and direct the work of a large staff of professional and support employees and maintain effective working relationships with the staff, other departments, and the public.
- Ability to address civic organizations or other public or private groups on subjects relative to section projects.

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Revised	EEOC Code	Overtime Code
4/12	Officials & Managers	Exempt

## SECTION MANAGER 3, DEI

Job Code	Pay Grade
16846	SM3a

### Nature of Work

This is highly responsible professional, administrative and technical work managing the operations of a section within a large division of the Department of Environment and Infrastructure (DEI). Work involves responsibility for the organization, management, and coordination of the day-to-day operations of the section. Duties also involve working closely with the Division Director, DEI on critical issues and organizational policies. The incumbent in this class is responsible for making important procedural and operational recommendations to the director of the division to ensure maximum management efficiency. The difference between the level of this class and other DEI section manager classes is due to the defined scope of work, complexity, fiscal responsibility, finality of action, and labor market. Considerable independent judgment and initiative are exercised in carrying out the daily operations of the division. Work is performed under the general supervision of a Division Director 2, DEI.

### Minimum Qualification Requirements

- 7 years of progressively responsible technical, professional, and administrative functions in business administration, project management, engineering, environmental management, accounting, or a related field that includes formal supervisory training or 1 year of team leadership or supervisory experience; or
- Bachelor's degree and 3 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- May require a college degree, occupational certifications, and specialized training directly related to the position's requirements.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Manages the programs and activities of a specific section within the DEI.
- Provides administrative support to the director in any and all phases of the management of the section.
- Provides recommendations, presentations, and reports on a variety of planning related functions.
- Manages, supports, and guides supervisors and subordinates in project development.
- Assists with the development of general policies in consultation with the Division Director, DEI and other Section Managers, for maximum utilization of manpower and equipment services.
- Assists in the submission of the operating budget for the division.
- Establishes goals and objectives for subordinate supervisors within the specific DEI section.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge and understanding of all aspects of the assigned section.
- Knowledge of the principles, practices and procedures of public and business administration, as applied in a large organization.
- Knowledge of budget and accounting principles, practices and procedures, as applied in a large organization.
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of organizational work units through staff selection and assignments.
- Ability to communicate effectively, both written and orally, and to make effective presentations to a variety of groups.

## SECTION MANAGER 3, DEI (continued)

Job Code	Pay Grade
16846	SM3a

### Knowledge, Skills, and Abilities (continued)

- Ability to interact effectively, establishing good working relationships with staff, other county organizations, agencies, state officials, consultants, contractors, and the public.
- Ability to apply computer applications and software.
- Ability to plan, supervise and coordinate technical and administrative programs.
- Ability to plan and direct the work of a large staff of professional and support employees and maintain effective working relationships with the staff, other departments, and the public.
- Ability to address civic organizations or other public or private groups on subjects relative to section projects.

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4/12	Officials & Managers	Exempt

## SENIOR ENGINEER

Job Code	Pay Grade
16840	SM5a

### Nature of Work

This is managerial level professional engineering work in a wide variety of engineering projects. An incumbent in this classification is responsible for planning, coordinating, and reviewing the work of subordinate professional and technical employees engaged in planning, construction, operation, maintenance, and public works projects including bridges and other major marine type structures or utility systems, including improving specialized use systems. Emphasis of the work is planning and coordinating a large number of projects from inception to completion; contract administration; and extensive coordination with consultants, contractors and other governmental entities. Work is complex and involves a wide range of public contact in coordinating delegated county engineering activities with both public and private organizations.

### Minimum Qualification Requirements

- Possession and maintenance of a Professional Engineer Certification by the State of Florida and;
- 4 years of experience in the design and construction of public works projects that includes 1 year as a supervisor; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises, coordinates and provides technical guidance to a medium size engineering function such as an ancillary of a major engineering division.
- Supervises the construction, and resident inspection of roadway, drainage or utilities projects, highway, bridge and marine structures, and traffic engineering planning and operations.
- Supervises and directs the planning, coordination, review and updating and improving the SCADA and GIS computer systems.
- Supervises, plans, and directs the operation and maintenance of Department of Environment and Infrastructure (DEI) public works facilities and systems, including highways, streets, drainage, bridge and marine structures.
- Supervises professional and technical staff in the preparation and review of plans, cost estimates and specifications, traffic signal timing, sequences, geometric alignments and computations, and in the review of zoning petitions, site plans and various permits applications.
- Conducts, coordinates, or supervises special engineering studies involving road alignment, roads and drainage, and design projects.
- Responsible for contract administration services for all consulting engineering contracts which entails preparing progress reports, attending meetings, tracking of consultant's progress, review of plans and specifications, review of pay requests, and coordination and review of construction activities.
- Coordinates with the Florida Department of Transportation on funding for bridge repair and maintenance.
- Prepares, reviews, or arranges for regulatory permit acquisition.
- Performs related work as assigned or required.



## SENIOR ENGINEER (continued)

Job Code	Pay Grade
16840	SM5a

### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of civil engineering.
- Knowledge of modern developments, current literature and trends in the field of engineering specialization.
- Knowledge of traffic engineering software.
- Knowledge of GIS computer systems.
- Knowledge of design, permitting, and construction of public works and utility projects.
- Knowledge of federal, state, and local regulations in relation to public works and utilities projects regarding environmental, hazardous material and construction safety issues.
- Skill in the use of engineering instruments and equipment.
- Ability to apply computer applications and software.
- Ability to plan and direct the work of professional engineers, contractors, technicians and clerical personnel in a manner conducive to full performance and high morale.
- Ability to give technical and professional review to a wide variety and large volume of engineering plans, specifications and related documents.
- Ability to address civic, public or private organizations relative to engineering programs and projects.
- Ability to enforce departmental policies.
- Ability to present clear and concise reports, orally and in writing.

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Revised	EEOC Code	Overtime Code
4/12	Professionals	Exempt

# LAW CLERK 1

Job Code	Pay Grade
03410	CL11

## Nature of Work

Specialized, professional legal work, assisting the County Attorney and Assistant County Attorneys in legal research, preparation of pleadings, writing of contracts, deeds, leases, resolutions and other legal documents. Incumbent performs under the close direction of the County Attorney or Assistant County Attorneys.

## Minimum Qualification Requirements

- Bachelor's degree in a related field with a minimum of 1 year of legal education; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- An employee in this position to receive a career ladder promotion to the Law Clerk 2 classification upon the completion of law school, following approval of the Appointing Authority.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Performs work involved in legal research, preparation of pleadings, writing of contracts, deeds, leases, resolutions, and other legal documents.
- Assists departments in determining course of action about legal questions in areas not requiring an attorney's opinion.
- Performs related work as assigned or required.

## Knowledge, Skills and Abilities

- Knowledge of the principles, methods, materials and practices of legal research.
- Knowledge of the laws of Florida, the Common Law, all local legislation pertaining to the county, and administrative law including regulations and their enforcement.
- Ability to apply computer applications and software.
- Ability to deal tactfully and effectively with county officials, employees, court officials, and with the general public.

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Re-instated	EEOC Code	Overtime Code
4/12	Professionals	Classified