



SACOG Board of Directors

**Board of Directors Regular Meeting**  
**Meeting Date:** 4/19/2018  
**Agenda Item No.:** 2018-April-11.

**Subject:** Approve Amendment to Classification Plan (Est. time: 0 minutes)

**Consent**

**Prepared by:** Erik Johnson

**Approved by:** James Corless

**Attachments:** Yes

**1. Issue:**

Should SACOG modify its Classification Plan?

**2. Recommendation:**

The Government Relations & Public Affairs Committee recommends that the Board approve modifications to the Classification Plan.

**3. Background/Analysis:**

In October 2015, the Board of Directors adopted a new Classification Plan that creates flexibility for allowing staff to work on various projects that may not fit within the narrow classifications that previously existed. At the same time, it also allows for employees to advance either for performing more complex technical work, or for leading teams.

**4. Discussion/Analysis:**

We are proposing to add a Procurement Officer classification. This is a unique position that SACOG has not had before, and the duties and experience required for this position does not fit well in the existing Classification Plan. We are also proposing to separate the Executive Assistant and Clerk of the Board positions into separate classifications. At the time of adoption of the current Classification Plan, the Executive Assistant to the CEO and the Clerk of the Board was a dual-role position. With the hiring of James Corless, we have separated these duties into two distinct jobs. The intent is to more clearly describe the unique roles of each position.

**5. Fiscal Impact/Grant Information:**

There is no fiscal impact.

**ATTACHMENTS:**

**Description**

Attachment A -Clerk of the Board

Attachment B - Executive Assistant

Attachment C - Procurement Officer



## CLERK OF THE BOARD

### **DEFINITION**

Under general direction, plans, supervises, and participates in the daily operations and activities of SACOG's Board services functions, including serving as Clerk of the Board and overseeing public records; performs a variety of complex office administrative, secretarial, and clerical duties in support of the Chief Executive Officer and related staff; coordinates assigned activities with those of other teams; and performs other duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned Team Manager. As a Team Manager exercises direct and general supervision over assigned team members.

### **CLASS CHARACTERISTICS**

This is a single-position classification that is responsible for overseeing the daily operations of SACOG's Board services functions. The position performs a variety of management and administrative duties, including overseeing the development of Board agenda packets, administration of filings, and records management and performing specialized, confidential, and technical office support duties in support of the Chief Executive Officer to ensure efficient service provision. The work requires recommending and implementing office policies, procedures, and regulations and involves performing various research and administrative support functions.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full responsibility for all programs, services, and activities of Board services functions.
- Trains, motivates, and directs team personnel; evaluates and reviews work for acceptability and conformance with agency standards, including priorities and performance evaluations; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns.
- Develops and implements goals, objectives, policies, and priorities for assigned functions; recommends and administers policies and procedures.
- Monitors operations and activities of assigned functions; recommends improvements and modifications and prepares various reports on operations and activities.
- Attends all regular and standing Board meetings; records all official proceedings; prepares public notifications, agendas, minutes, and other documents; certifies resolutions, agreements, actions, and other official documents; publishes, files, and indexes all proceedings of the Board of Directors.
- Provides highly responsible and complex administrative support to the Board of Directors.
- Provides information to the public to ensure an understanding of SACOG policies and procedures; listens to questions and explains procedures according to existing guidelines; refers callers to the appropriate team source as appropriate; identifies, negotiates, and/or resolves solutions to caller complaints and problems when appropriate.

- Composes, types, and edits a variety of documents including detailed and often confidential correspondence, forms, memos, reports, statistical reports, and specialized documents for the Chief Executive Officer and other management staff; proofreads materials for accuracy, completeness, compliance with SACOG policies, format, and English usage, including grammar, punctuation, and spelling.
- Maintains calendars and makes meeting arrangements for Board Members; arranges for necessary set-up and materials to be available at meetings.
- Coordinates travel arrangements and accommodations for Board Members; completes expense reports and reimbursements and submits all related paperwork.
- Administers the public hearing process for Board meetings; coordinates development of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Administers the records management program; ensures legal compliance with retention schedules; develops and updates records retention policies and procedures; researches SACOG documents, historical information, and other information as needed; ensures proper destruction of records; attests, indexes, and files all legislative actions.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Ralph M. Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of SACOG is upheld.
- Develops and implements Board education and engagement activities as well as maintaining Board relationships, developing Board communications, providing support to the Board Chair and Vice Chair, and serving as a liaison for the Board regarding requests for information and assistance.
- Advises management on Board concerns, requests for information, and communications; provides summary updates of direct communications with Board members.
- Develops annual Board engagement calendar including coordinating with Board members, management, and staff on agenda content, presentations, regional activities, other meetings.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on specialized topics related to programs in assigned area.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations related to assigned functions.
- Monitors changes in laws, regulations, and technology that may affect SACOG operations; implements policy and procedural changes as required.
- Performs other special projects or duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Principles, practices, and procedures related to public agency record-keeping and the Clerk function.
- Principles, practices, and procedures related to office management and support services.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected Board and appointed committees and boards.

- Applicable federal, state, and local laws, rules, regulations, and organizational policies and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and computer equipment and computer applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SACOG staff.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Oversee and coordinate maintenance of the official records of SACOG.
- Prepare official minutes, resolutions, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of assigned staff; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration or a closely related field and five (5) years of broad and progressively responsible experience in administrative services, records management, and related areas, including three (3) years of supervisory experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various SACOG meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other agency representatives, member jurisdictions, government officials, business representatives, and the general public in explaining SACOG policies and requesting and providing information.

EFFECTIVE: April 19, 2018

REVISED:

FLSA: Exempt



## EXECUTIVE ASSISTANT

### **DEFINITION**

Under general direction, plans, supervises, and participates in the daily operations and activities of SACOG's administrative office support, including overseeing office support services; performs a variety of complex office administrative, secretarial, and clerical duties in support of the Chief Executive Officer and related staff; coordinates assigned activities with those of other teams; and performs other duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned Team Manager. As a Team Manager exercises direct and general supervision over assigned team members.

### **CLASS CHARACTERISTICS**

This is a single-position classification that is responsible for overseeing the daily operations of SACOG's administrative office support functions. The position performs a variety of management and administrative duties, including performing specialized, confidential, and technical office support duties in support of the Chief Executive Officer to ensure efficient service provision. The work requires recommending and implementing office policies, procedures, and regulations and involves performing various research and administrative support functions.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full responsibility for all programs, services, and activities of administrative office support functions.
- Trains, motivates, and directs team personnel; evaluates and reviews work for acceptability and conformance with agency standards, including priorities and performance evaluations; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns.
- Develops and implements goals, objectives, policies, and priorities for assigned functions; recommends and administers policies and procedures.
- Monitors operations and activities of assigned functions; recommends improvements and modifications and prepares various reports on operations and activities.
- Provides highly responsible and complex administrative support to the Chief Executive Officer.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of SACOG policies and procedures; listens to questions and explains procedures according to existing guidelines; refers callers to the appropriate team source as appropriate; identifies, negotiates, and/or resolves solutions to caller complaints and problems when appropriate.
- Composes, types, and edits a variety of documents including detailed and often confidential correspondence, forms, memos, reports, statistical reports, and specialized documents for the Chief Executive Officer and other management staff; proofreads materials for accuracy,

- completeness, compliance with SACOG policies, format, and English usage, including grammar, punctuation, and spelling.
- Maintains calendars and makes meeting arrangements for the Chief Executive Officer; arranges for necessary set-up and materials to be available at meetings.
  - Coordinates travel arrangements and accommodations for Chief Executive Officer; completes expense reports and reimbursements and submits all related paperwork.
  - Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on specialized topics related to programs in assigned area.
  - Oversees the maintenance and operation of office systems, including purchase of supplies and equipment.
  - Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations related to assigned functions.
  - Monitors changes in laws, regulations, and technology that may affect SACOG operations; implements policy and procedural changes as required.
  - Performs other special projects or duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Principles, practices, and procedures related to office management and support services.
- Organization and function of public agencies, including the role of an elected Board and appointed committees and boards.
- Applicable federal, state, and local laws, rules, regulations, and organizational policies and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and computer equipment and computer applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SACOG staff.

### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of assigned staff; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration or a closely related field and five (5) years of broad and progressively responsible experience in administrative services and related areas, including three (3) years of supervisory experience.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various SACOG meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other agency representatives, member jurisdictions, government officials, business representatives, and the general public in explaining SACOG policies and requesting and providing information.

EFFECTIVE: October 22, 2015  
 REVISED: April 19, 2018  
 FLSA: Exempt



## PROCUREMENT OFFICER

### **DEFINITION**

Under general supervision or direction, provides analytical assistance in the administration of SACOG's procurement and contract functions; develops and implements contracts, strategic procurement planning, procurement policies and procedures, delegated procurements, quality control, procurement training, electronic procurement systems, and procurement card administration; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned Manager. May be assigned to serve as Program Manager which involves exercising direct and general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is a single position classification that is responsible for overseeing the daily operations of SACOG's procurements and contracts. The position performs a variety of management and administrative duties in the areas of procurement and contracts to ensure efficient service provision. The work requires recommending and implementing office policies, procedures, and regulations and involves performing various research and administrative support functions.

Employees serve as a technical expert in procurement and contracts, using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies and procedures. Employees in this class are typically assigned to manage large, complex, and multi-disciplinary procurement and contract duties that involve contact outside of the agency and the ability to manage multiple stakeholder interests, require a high level of technical expertise and acumen in support of management and/or Board priorities, strategic initiatives, and directives, and are of high visibility and sensitivity to SACOG in areas of its core business initiatives.

Employees play a leading role in agency planning discussions related to procurement and contracts. The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution. Work assignments are typically given as broad, conceptual ideas and directives and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Establish contracts for the purchase of supplies, services and construction.
- Review major solicitations and contracts to ensure compliance and identify opportunities for improvement.
- Co-develop and assist in prescribing and administering operational procedures governing the procurement functions for SACOG.

- Recommend revisions to policies to the assigned Manager regarding the purchase of supplies and services.
- Establish, maintain and disseminate guides, manuals and other documents regarding procurement policies and procedures.
- Ensure compliance with state and federal mandates and procurement policies and procedures by reviewing and monitoring procurements conducted by SACOG.
- Develop and conduct internal and external procurement training.
- Provide support services for information technology systems used to facilitate purchasing.
- Administer or manage the procurement card program.
- Establish staff priorities; allocate personnel resources to achieve program objectives.
- Research market sources and vendors to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
- Prepare and issue solicitation documents.
- Receive and evaluate proposals and bids; award or recommend the award of contracts.
- Conduct negotiations with suppliers on proposals, contracts and contract claims.
- Assist in the general supervision and control over all inventories of supplies.
- Assist in establishing and maintaining programs for the inspection, testing and acceptance of supplies and services.
- Maintain the integrity of the public procurement process.
- Assist in administering operational procedures governing the procurement functions, and the disposal, transfer and reutilization of personal property and equipment, consistent with all applicable laws, policies, and rules.
- Assist with establishing standard contract clauses for use in contracts, solicitations, and purchase orders.
- Analyze current procurement activities and recommend improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts, standardization, value analysis or cooperative purchasing.
- Assist in decisions regarding hiring, discipline and promotion of subordinate staff; direct and evaluate subordinate staff.
- Delegate authority and assign work to subordinate staff commensurate with their qualifications and existing workload. Review the work of staff to insure compliance with applicable laws, policies and procedures.
- Assist staff by providing technical guidance and direction.
- Assist in establishing and supervising a contract administration system designed to ensure that contractors are performing in accordance with the terms and conditions of their contracts.
- Determine budgetary requirements to maintain the program; make recommendations on the annual budget; monitor program budget.
- Effectively communicate purchasing policies and procedures to all personnel and interpret said policies and procedures as necessary.
- Prepare reports and correspondence.
- Prepare and maintain accurate records and documentation on all staff activities.
- Maintain liaison and represent the program to other departments and suppliers.
- Perform other related duties to ensure the accomplishment of the goals and objectives of SACOG.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles and practices of large-scale governmental procurement and supply-chain management.
- Business practices related to purchasing.

- Laws, policies and procedures governing public procurement, including California contract law and Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).
- Available information system technologies which enhance business practices.
- Principles, practices and techniques of administration, organization, budget preparation, personnel management, supervision, training and development, financial administration and customer service.
- Techniques of organizing and motivating individuals and groups.
- Administrative problem solving and the implementation of effective solutions.
- Principles of management analysis and organization design necessary to formulate and implement administration practices.
- Cost accounting as it relates to price and cost analysis.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Quality assurance and quality control principles and practices

**Ability to:**

- Develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies.
- Coordinate, manage, problem solve, strategize, schedule, analyze, and plan.
- Use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
- Identify and implement information technology solutions related to electronic purchasing systems.
- Effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Organize own work, set priorities, and meet critical time deadlines.
- Act with complete integrity and a high sense of personal and professional ethics.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently manage programs and projects.
- Provide leadership and technical guidance as an agency-recognized subject matter expert and advisor in procurement and contracts, including performing varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis.
- Techniques for effectively representing SACOG in contacts with governmental agencies, vendors, and the public.
- Make effective decisions under circumstances that may include uncertainty in approach, methodology, or interpretation and evaluation processes, as well as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements.
- Originate new techniques and establish standards by identifying and defining unknown conditions, resolving critical problems, and developing new theories.

**Education and/or Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, business law, finance, purchasing, management information systems, or a closely related field.

At least five (5) years of increasingly responsible experience in public procurement or contracts.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Certified Public Procurement Officer (CPPO) or equivalent within four (4) years from date of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other agency representatives, member jurisdictions, government officials, business representatives, and the general public in explaining SACOG policies and requesting and providing information.

EFFECTIVE: 4/19/2018

REVISED:

FLSA: Exempt