

AGENDA TRANSMITTAL FORM

To: Board of Supervisors

Date: January 2, 2013

Misc.

From: Aaron Brusatori, Community Dev. Agency Director
(Department Head - please type)

Phone Ext. 248

- | | |
|-------------------------------------|----------------|
| <input type="checkbox"/> | Regular Agenda |
| <input checked="" type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Blue Slip |
| <input type="checkbox"/> | Closed Session |

Meeting Date Requested:
January 8, 2013

Department Head Signature

Aaron Brusatori

Agenda Title: Advertise for Senior Civil Engineer

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

The Department of Public Works would like permission to advertise for the position of Senior Civil Engineer. Attached is a description for the position.

The position of Senior Civil Engineer is to fill a position that is to be vacated due to an anticipated retirement within the next year.

Minimum qualifications for the position include registration as a Civil Engineer in California. Our projected work load will benefit from the in-house design of engineered construction documents for future projects.

It is desired to advertise immediately so that we may fill the position by March/April of 2013 to allow the successful candidate to work with current staff in an effort to provide a seamless transition upon retirement.

The salary is anticipated to be \$37-\$48 per hour dependent upon experience. The position was not included in the FY 12/13 budget. The cost to complete FY 12/13 is estimated to be up to \$50,000 inclusive of benefits. Budgeted items that have been under spent for this fiscal year will be used to fund the position.

The FY 13/14 budget will include a full time Senior Civil Engineer.

Recommendation/Requested Action:

Approve request to advertise to for Senior Civil Engineer position

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts
N/A

up to \$50,000 may be offset by unspent budgeted items

Is a 4/5ths vote required?

Yes _____ No x _____

Contract Attached: Yes _____ No _____ N/A x _____

Resolution Attached: Yes _____ No _____ N/A x _____

Ordinance Attached: Yes _____ No _____ N/A x _____

Comments: _____

Committee Review?

N/A

Name Administrative Committee

Committee Recommendation:
Take to Full Board

Request Reviewed by:

Chairman [Signature]

Counsel GG

Auditor [Signature]

GSA Director [Signature]

CAO [Signature]

Risk Management [Signature]

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

Community Development Agency; Human Resources

FOR CLERK USE ONLY

Meeting Date January 8, 2013 Time 9 a.m. Item # 7A

Board Action: Approved Yes _____ No _____ Unanimous Vote: Yes _____ No _____

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes: _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

A new ATF is required from _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

Completed by _____

Department _____
For meeting _____
of _____

ATTEST: _____
Clerk or Deputy Board Clerk

SENIOR CIVIL ENGINEER

DEFINITION

Under minimal supervision, to perform advanced journey-level field and office professional civil engineering work, including complete project management responsibility, in a wide variety of public works projects; to perform traffic engineering and transportation planning work; and to supervise the engineering positions within the Public Works Agency and work performed by independent contractors. Incumbents in this position use considerable discretion and independent judgment in prioritizing, planning, directing, and coordinating engineering division projects. This class performs a variety of departmental administrative functions and is responsible for reviewing and training assigned staff and providing advanced technical engineering assistance.

DISTINGUISHING CHARACTERISTICS

This classification is the advanced journey level of the professional engineering series. Employees in this class must be registered and exercise considerable independent judgment and application of a thorough knowledge of the principles and techniques of civil engineering to perform work of the highest complexity; they have a significant amount of responsibility for program administration and formulation of policies and procedures involving public works engineering projects.

REPORTS TO

Deputy County Engineer.

CLASSIFICATIONS DIRECTLY SUPERVISED

Subordinate engineers, engineering technicians and other support staff.

EXAMPLES OF DUTIES

Designs, prepares, and evaluates preliminary and final plans and specifications for a variety of road, bridge, drainage, and related public works projects, requiring professional engineering expertise; performs a variety of project development and coordination assignments; performs resident engineering work, including contract administration, inspection, and coordination; ensures that contractors meet proper standards, specifications, cost control, and time requirements; approves change orders and progress payments; performs foundation and hydrology studies; receives and researches a variety of inquiries; collects, organizes, summarizes, and analyzes a variety of technical engineering data; prepares grant proposals; assists with the review of environmental impact reports; prepares preliminary reports for tentative subdivision map conditions; performs field surveys; uses a computer to reduce survey data; prepares earth volume and other calculations; develops data for the acquisition of right-of-way; prepares cost estimates; reviews laboratory analyses and materials reports for compliance;

SENIOR CIVIL ENGINEER - 2

performs traffic studies; develops and proposes solutions to complex engineering problems; receives applications and reviews, approves, and issues permits, providing a variety of technical engineering advice to the public and other agencies; may oversee water quality programs; may serve as a member of the County Technical Advisory Committee; may provide some work direction for maintenance and support staff; provides training, project coordination, and lead direction for technical and engineering staff; represents the County Public Works Agency in meetings with contractors, engineers, developers, property owners, attorneys, and representatives of other public agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; occasionally works outside; some exposure to variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- ! Comprehensive knowledge of principles, practices, and methods of Civil Engineering as applied to the design, construction, and maintenance of roads and Public Works facilities.
- ! Pertinent State, Federal, and local laws, regulations, and ordinances related to public works engineering.
- ! Preparation of designs, plans, and specifications for the development of roads, bridges, drainage, erosion control, and public works facilities.
- ! Construction methods, materials, and equipment.
- ! Proper inspection methods and procedures.
- ! Research and statistical methods.
- ! Principles of project development and coordination.
- ! Use of computers and computer applications related to engineering work.

Ability to:

- ! Provide work direction and project coordination for technical and engineering support staff.
- ! Perform work assignments required of a professional, registered engineer.
- ! Prepare plans, designs, and specifications for public works facility development, construction, and maintenance projects.

- ! Perform comprehensive engineering reviews of designs, plans, and specifications prepared by others.

SENIOR CIVIL ENGINEER - 3

- ! Perform a wide scope of paraprofessional engineering work.
- ! Develop and coordinate assigned projects.
- ! Prepare comprehensive engineering reports.
- ! Analyze and evaluate engineering and statistical data and information, developing sound recommendations.
- ! Develop accurate records, sketches, and notes.
- ! Perform construction and project administration, ensuring compliance with contracts, plans, and specifications.
- ! Make accurate engineering calculations.
- ! Operate a computer and use appropriate software in the performance of public works engineering responsibilities.
- ! Effectively represent the County Public Works Agency with the public and other government agencies.
- ! Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of increasingly responsible professional and paraprofessional engineering experience in planning, development, construction and maintenance of Public Works facilities.

Educational training and background necessary to professional engineering registration in California.

Special Requirements: Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

Possession of current registration as a professional engineer in California.

2012/2013 Budget
Salaries Benefits Savings

BB
2012

Account	Title	Budget	Current Expenditure	Balance	% of Expense	Current on target savings	Anticipated expense	Monthly expense
50100	Salaries	\$1,700,499.00	\$689,764.75	\$1,010,734.25	40.56%	\$18,776.50	\$708,541.25	\$141,708.25
50102	Overtime	\$50,000.00	\$13,551.26	\$36,448.74	27.10%	\$7,282.07	\$20,833.33	\$4,166.67
50300	Retirement	\$284,405.00	\$116,105.68	\$168,299.32	40.82%	\$2,396.40	\$118,502.08	\$23,700.42
50310	FICA/Medicare	\$127,867.00	\$53,050.63	\$74,816.37	41.49%	\$227.29	\$53,277.92	\$10,655.58
50400	Employee Health Insur	\$316,092.00	\$116,499.67	\$199,592.33	36.86%	\$15,205.33	\$131,705.00	\$26,341.00
50500	Worker's Compensation	\$84,582.00	\$90,281.93	-\$5,699.93	106.74%		\$35,242.50	\$7,048.50
Current on Target Savings						\$43,887.59		

Account	Title	Budget	Current Expenditure	Balance	% of Expense	Projected savings	Projected Expenses	Anticipated expense	Monthly expense
50100	Salaries	\$1,700,499.00	\$689,764.75	\$1,010,734.25	40.56%	\$51,231.79	\$1,649,267.21	\$959,502.46	\$137,071.78
50102	Overtime	\$50,000.00	\$13,551.26	\$36,448.74	27.10%	\$4.71	\$49,995.29	\$36,444.03	\$5,206.29
50300	Retirement	\$284,405.00	\$116,105.68	\$168,299.32	40.82%	\$39,813.16	\$272,024.52	\$155,918.84	\$22,274.12
50310	FICA/Medicare	\$127,867.00	\$53,050.63	\$74,816.37	41.49%	\$19,553.37	\$125,654.63	\$72,604.00	\$10,372.00
50400	Employee Health Insur	\$316,092.00	\$116,499.67	\$199,592.33	36.86%	\$60,218.27	\$293,217.61	\$176,717.94	\$25,245.42
50500	Worker's Compensation	\$84,582.00	\$90,281.93	-\$5,699.93	106.74%				
Projected Total Salaries & Benefits Savings						\$170,821.30			

* Overtime has been removed as a potential savings area

AGENDA TRANSMITTAL FORM

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>January 8, 2013</u>	

To: Board of Supervisors

Date: January 2, 2013 *Misc.*

From: Aaron Brusatori, Community Dev. Agency Director *AB* Phone Ext. 248
(Department Head - please type)

Department Head Signature *Aaron Brusatori*

Agenda Title: Advertise Internally for Public Works Maintenance Lead Worker

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
 The Department of Public Works would like permission to advertise internally for the position of Public Works Maintenance Lead Worker. Attached is a description for the position of Public Works Maintenance Lead Worker.

The position of Public Works Maintenance Worker II is currently budgeted and vacant due to a reclassification to Public Works Maintenance Supervisor. The department would like to advertise internally to fill the position. It is our desire to fill the position as soon as possible.

Recommendation/Requested Action:
Approve request to advertise internally to fill Public Works maintenance Lead Worker position

Fiscal Impacts (attach budget transfer form if appropriate) Included in budget Staffing Impacts N/A

Is a 4/5ths vote required? Yes _____ No <u>x</u> _____	Contract Attached: Yes _____ No _____ N/A <u>x</u> _____
Committee Review? <u>N/A</u>	Resolution Attached: Yes _____ No _____ N/A <u>x</u> _____
Name <u>Administrative Committee</u>	Ordinance Attached Yes _____ No _____ N/A <u>x</u> _____
Committee Recommendation: <u>Take to Full Board</u>	Comments: _____

Request Reviewed by:

Chairman <u><i>LDB</i></u>	Counsel <u><i>GG</i></u>
Auditor <u><i>EDJ</i></u>	GSA Director <u><i>hop</i></u>
CAO <u><i>[Signature]</i></u>	Risk Management <u><i>[Signature]</i></u>

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)
Community Development Agency; Human Resources

FOR CLERK USE ONLY

Meeting Date January 8, 2013 Time 9 a.m. Item # 7B

Board Action: Approved Yes _____ No _____ Unanimous Vote: Yes _____ No _____

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes: _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.
Completed by _____	Department _____ For meeting of _____	
		ATTEST: _____ Clerk or Deputy Board Clerk

PUBLIC WORKS MAINTENANCE LEAD WORKER

DEFINITION

Under general supervision, to provide lead direction and work coordination for Public Works Maintenance Workers; to serve as an Assistant Public Works Maintenance Supervisor; to skillfully operate a variety of construction and maintenance equipment such as trucks, heavy power-driven road maintenance and construction equipment, and snow removal equipment; to perform a variety of assignments in the maintenance, repair, and construction of roads, bridges and drainage systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the lead supervision level in the Public Works Maintenance Worker Class series. Incumbents are assigned lead and work coordination responsibilities for a small group of Public Works Maintenance Workers on an intermittent basis. They may also assume responsibility for an entire crew in the absence of a Public Works Maintenance Supervisor. In addition, incumbents are assigned to operate a wide variety of heavy construction and maintenance equipment. The operation of this equipment is characterized by a high degree of skill in manipulation of hand and foot controls and accuracy in moving materials to exact specifications. This class is distinguished from the Public Works Maintenance Worker III class in that incumbents have lead responsibilities in addition to skilled equipment operation duties. Incumbents in this class are subject to twenty-four hour "call-out" for road related emergencies and snow removal.

REPORTS TO

Public Works Maintenance Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Provides lead direction and work coordination for other Public Works Maintenance Workers; may serve as a member of the Safety Committee and attend safety meetings; may serve as Public Works Maintenance Supervisor in the Supervisor's absence; operates a variety of trucks in the hauling of road fill and base materials for construction, maintenance, and repair projects; operates snow removal equipment; operates crawlers, tractors, loaders, power booms, chippers, graders, and other power-driven equipment; uses backhoe attachments on appropriate equipment; operates transports for heavy equipment; performs minor maintenance on equipment; performs semi-skilled concrete work in the construction and maintenance of culverts, headwalls, bridges and related structures; mixes and places concrete; performs a variety of road maintenance functions such as patching roads, cutting brush, clearing culverts, cleaning ditches, or painting

PUBLIC WORKS MAINTENANCE LEAD WORKER - 2

guard rails; operates hand tools such as jackhammers and chain saws; cares for and services equipment; acts as a flagperson for road repair and maintenance crews; performs shovel work, opening, widening, and backfilling excavations; may mix and spray pesticides; maintains records of materials and equipment used; may perform maintenance and repairs on construction equipment.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing over 100 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of maintenance equipment such as backhoes, graders, front end loaders, and snowplows.

TYPICAL WORKING CONDITIONS

Work is performed outdoors in varying temperature, weather, and humidity condition; work is performed in environment with constant noise; exposure to grease and oils; exposure to moving equipment; exposure to electrical current; constant contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Procedures, tools, equipment, and materials used in the maintenance and construction of roads, bridges, and public works facilities.
- Operation and routine maintenance of construction equipment including loaders, graders, trucks, rollers, and related equipment.
- Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment on streets and roads.
- Work safety methods and programs.
- Principles of training, work coordination, and lead direction.

Ability to:

- Provide lead direction and work coordination for an assigned group of Road Maintenance Workers.
- Train other staff in equipment operation.
- Perform a variety of unskilled, semi-skilled, and skilled work in the maintenance, construction, and repair of County roads, bridges, culverts, and public works facilities.
- Skillfully operate heavy road construction and maintenance equipment including loaders, graders, trucks, rollers and related equipment.
- Skillfully operate snow removal equipment.
- Maintain time and equipment records.

PUBLIC WORKS MAINTENANCE LEAD WORKER - 3

- Perform heavy physical labor.
- Maintain and make repairs to equipment.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of road maintenance work and construction experience comparable to that of a Public Works Maintenance Worker III with Amador County. Work experience must include training and background in heavy equipment operation.

Special Requirements:

Possession of a valid California Class A Driver's License with no restrictions and the following endorsements:

1. Air Brake
2. Tanker

Some positions in this classification may be required to possess Applicator Certification from the State of California.

AGENDA TRANSMITTAL FORM

To: **Board of Supervisors**

Date: January 2, 2013

Misc.

From: Aaron Brusatori, Community Dev. Agency Director
(Department Head - please type)

Phone Ext. 248

- | | |
|-------------------------------------|----------------|
| <input type="checkbox"/> | Regular Agenda |
| <input checked="" type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Blue Slip |
| <input type="checkbox"/> | Closed Session |

Meeting Date Requested:
January 8, 2013

Department Head Signature *Aaron Brusatori*

Agenda Title: Advertise for Temporary Extra Help Public Works Maintenance Worker II

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
The Department of Public Works would like permission to advertise for the position of Temporary Public Works Maintenance Worker II. Attached is a description for the position.

Public Works would like to repopulate our list of those that are willing to work limited hours to assist the crews during storm related events and to cover during the absence of full time crew members.

Successful applicants will be fingerprinted and placed on an 'On-Call' list. Prior to dispatch to work in a safety sensitive position, such as driving or plowing, the applicants will be required to enroll in the DMV PULL program and pass the requisite testing. It is desired to generate a list of five to ten people to serve in the 'On-Call' capacity.

It is our desire to populate the 'On-Call' list as soon as possible.

Recommendation/Requested Action:
Approve request to advertise to for Temporary Public Works Maintenance Worker II position

Fiscal Impacts (attach budget transfer form if appropriate) _____ Staffing Impacts N/A

Is a 4/5ths vote required? Yes _____ No x

Committee Review? N/A

Name Administrative Committee

Committee Recommendation:
Take to Full Board

Contract Attached: Yes _____ No _____ N/A x
Resolution Attached: Yes _____ No _____ N/A x
Ordinance Attached: Yes _____ No _____ N/A x

Comments: _____

Request Reviewed by:

Chairman <u><i>LDB</i></u>	Counsel <u><i>GG</i></u>
Auditor <u><i>EDK</i></u>	GSA Director <u><i>Hop</i></u>
CAO <u><i>ab</i></u>	Risk Management <u><i>Jms</i></u>

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)
Community Development Agency; Human Resources

FOR CLERK USE ONLY

Meeting Date January 8, 2013 Time 9 a.m. Item # 7C

Board Action: Approved Yes _____ No _____ Unanimous Vote: Yes _____ No _____
Ayes: _____ Resolution _____ Ordinance _____ Other: _____
Noes: _____ Resolution _____ Ordinance _____
Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____ Department _____ For meeting of _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors. ATTEST: _____ Clerk or Deputy Board Clerk
Completed by _____		

PUBLIC WORKS MAINTENANCE WORKER II

DEFINITION

Under general supervision, to perform a variety of assignments in the operation and maintenance of Public Works facilities including but not limited to the operation and maintenance of Public Works facilities including but not limited to the maintenance, repair, and construction of roads, bridges and drainage systems; to operate light equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first experienced journey level in the Public Works Maintenance Worker Class series. Incumbents are assigned to a variety of maintenance, repair, construction, and light equipment operation assignments. They may also operate heavy equipment, similar to that operated by a Public Works Maintenance Worker III, in a training capacity, or, on an emergency basis.

REPORTS TO

Public Works Maintenance Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Performs a variety of unskilled and semi-skilled duties in the maintenance, construction, and repair of Public Works facilities, including but not limited to roads, bridges, and drainage systems; operates basic road maintenance equipment such as trucks, snowplows, and loaders; performs unskilled duties such as cutting weeds, clearing debris, cleaning ditches, and painting guard rails; paves, patches, and repairs roads and streets; mixes oil and base materials for road patching and resurfacing; loads, rakes, and shovels asphalt; hand sweeps surfaces; operates hand tools such as jackhammers and chain saws; straightens and replaces snow stakes and road signs; may drive vehicles to transport materials, tools, and equipment; with training may handle and use certain chemicals and hazardous materials; performs routine maintenance and repair tasks on equipment; acts as a flagperson for road repair and maintenance crews; performs shovel work, opening, widening, and backfilling excavations; assists with the installation and repair of traffic control and warning signs.

PUBLIC WORKS MAINTENANCE WORKER II - 2

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing over 100 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of maintenance equipment such as backhoes, front end loaders, and snowplows.

TYPICAL WORKING CONDITIONS

Work is performed outdoors in varying temperature, weather, and humidity condition; work is performed in environment with constant noise; exposure to wastewater, grease and oils and other hazardous materials; exposure to moving equipment; exposure to electrical current; constant contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Procedures, tools, equipment, and materials used in the maintenance and construction of roads, bridges, and public works facilities.
- Operation and routine maintenance of light equipment.
- Provisions of the California Vehicle Code relating to the operation of medium and light equipment on streets and roads.
- Work safety methods and programs.

Ability to:

- Perform a variety of unskilled and semi-skilled work in the maintenance, construction, and repair of roads, bridges, culverts, and public works facilities.
- Operate light equipment.
- Maintain basic records.
- Perform heavy physical labor.
- Follow oral and written directions.
- Maintain and make basic repairs to equipment.
- Establish and maintain cooperative working relationships.

PUBLIC WORKS MAINTENANCE WORKER II - 3

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of road maintenance work and construction experience comparable to that of a Public Works Maintenance Worker I with Amador County.

Special Requirements: Possession of an appropriate valid and current California Driver's License required to meet the performance requirements of the position.

AGENDA TRANSMITTAL FORM

To: Board of Supervisors

Date: 1-2-2013

Misc.

From: Eugene J. Lowe

Phone Ext. 363

(Department Head - please type)

Department Head Signature

Eugene J. Lowe

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested: _____	

Agenda Title: Requesting approval to hire replacement for Assistant Auditor-Controller

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Requesting approval to hire replacement for Assistant Auditor-Controller due to retirement of Becky Podesta on December 11, 2012.

Recommendation/Requested Action:
Approval to hire for Assistant Auditor-Controller

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Budgeted

Is a 4/5ths vote required?

Yes

No

Contract Attached:

Yes

No

N/A

Resolution Attached:

Yes

No

N/A

Ordinance Attached:

Yes

No

N/A

Comments: _____

Committee Review?

N/A

Name Administrative Committee

Committee Recommendation:

Approved

Request Reviewed by:

Chairman

[Signature]

Counsel

GG

Auditor

[Signature]

GSA Director

[Signature]

CAO

[Signature]

Risk Management

[Signature]

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

Auditor, HR

FOR CLERK USE ONLY

Meeting Date

January 8, 2013

Time

9 a.m.

Item #

7D

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on

A new ATF is required from

Department

For meeting

of

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

ATTEST: _____

Clerk or Deputy Board Clerk

Save



OFFICE OF

AUDITOR-CONTROLLER

810 COURT STREET JACKSON, CA 95642 TELEPHONE (209) 223-6357 FAX (209) 223-6721

EUGENE J. LOWE, AUDITOR-CONTROLLER

December 14, 2012

Mr. Louis D. Boitano, Supervisor
Chairman of Administrative Committee
810 Court Street
Jackson, CA 95642

Dear Mr. Boitano:

I am requesting approval from the Administrative Committee to hire a replacement for the Assistant Auditor-Controller due to the retirement of Becky Podesta on December 11, 2012.

Sincerely,

Eugene J. Lowe
Auditor-Controller

AGENDA TRANSMITTAL FORM

To: Board of Supervisors
 Date: 01/02/2013

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>01/08/2013</u>	

From: Kimberly L. Grady Phone Ext. x217
 (Department Head - please type)

Department Head Signature Kimberly L. Grady

Agenda Title: Approval of Request to Separate and Change the Titles

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
 Approval of request to separate and change the title of the current combined position of Chief Deputy Clerk/Recorder-Registrar of Voters/County Surveyor to the following two (2) titles:

Chief Deputy Clerk/Recorder/Local Registrar of Births and Deaths; and
 Chief Deputy Registrar of Voters, leaving County Surveyor as a title on its own.

Recommendation/Requested Action:
Approval

Fiscal Impacts (attach budget transfer form if appropriate) _____ Staffing Impacts _____

Funds available in budget _____ Is a 4/5ths vote required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Committee Review? _____ N/A <input type="checkbox"/> Name <u>Admin</u> Committee Recommendation: _____	Contract Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Resolution Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Ordinance Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comments: _____
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Request Reviewed by:

Chairman _____	Counsel _____
Auditor _____	GSA Director _____
CAO _____	Risk Management _____

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)
Recorder, Auditor, HR

FOR CLERK USE ONLY

Meeting Date <u>January 8, 2013</u>	Time <u>9 a.m.</u>	Item # <u>7F</u>
Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___		
Ayes: _____	Resolution _____	Ordinance _____
Noes: _____	Resolution _____	Ordinance _____
Absent: _____	Comments: _____	

Distributed on _____ Completed by _____	A new ATF is required from _____ Department _____ For meeting _____ of _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors. ATTEST: _____ Clerk or Deputy Board Clerk
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AMADOR COUNTY CLERK/RECORDER



SHELDON D. JOHNSON
810 Court Street
Jackson, California 95642-2132
Phone (209) 223-6468
Fax (209) 223-6204

November 29, 2012

To: Administrative Committee
Supervisor Boitano & Supervisor Forster

From: Sheldon Johnson, Clerk/Recorder

Re: Classifications/Job Descriptions

I will be retiring on 12/29/2012 and believe it is important to be proactive and set a path for the future of the Clerk/Recorder/Local Registrar of Births and Deaths and Elections Departments.

I hereby request the separation and change of title of the current combined position of Chief Deputy Clerk/Recorder-Registrar of Voters/County Surveyor to the following two (2) titles:

1. Chief Deputy Clerk/Recorder/Local Registrar of Births and Deaths and
2. Chief Deputy Registrar of Voters, leaving County Surveyor on its own.

I have enclosed job descriptions which accurately describe the classifications.

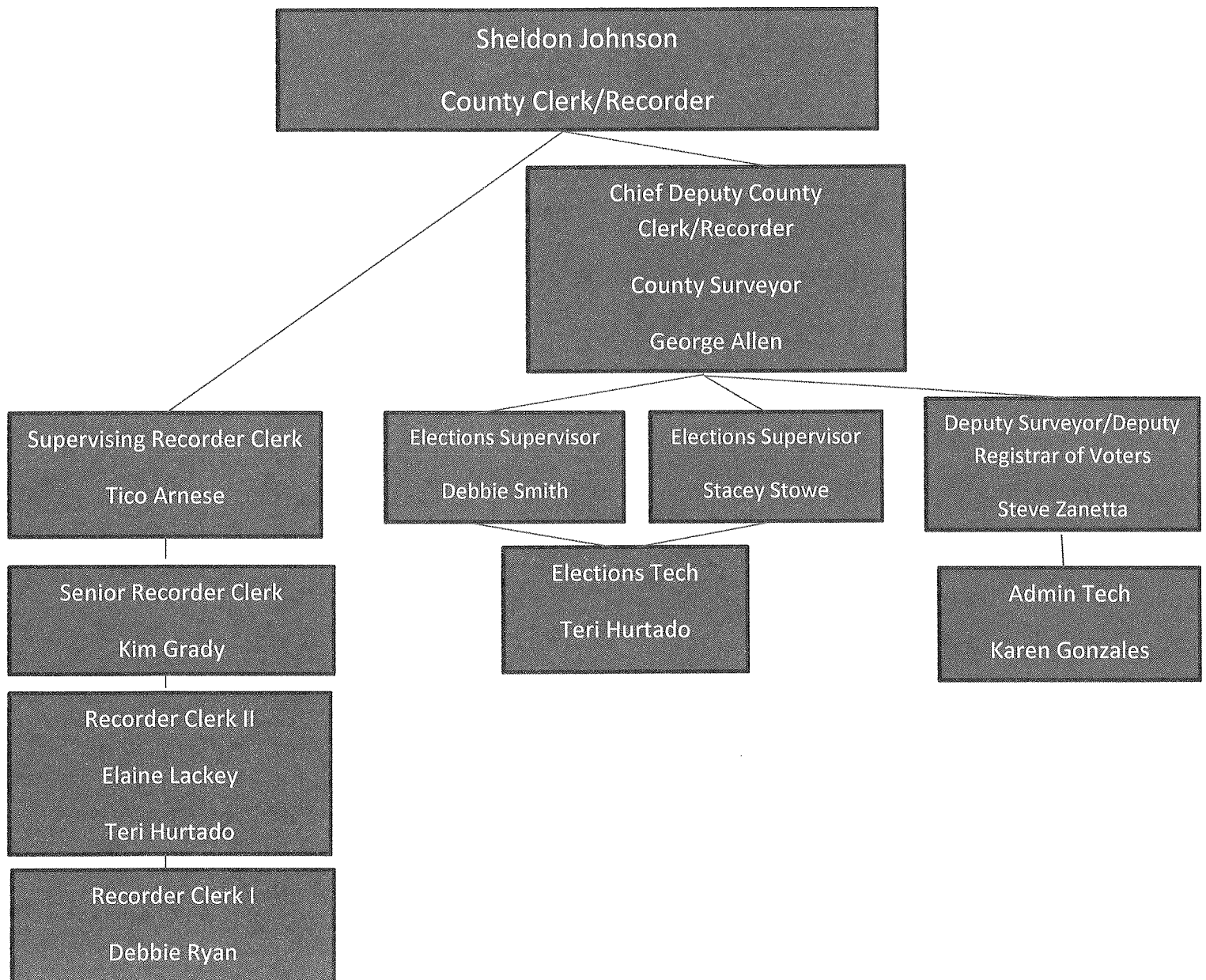
This change is to correctly indicate the duties required and performed within these positions as well as to reflect accurate organizational charts and operations. I strongly believe this separation is required in order for the County to continue to have the level of expertise, knowledge and service, currently evident in each of these offices. This separation will leave someone to oversee all of the functions within Clerk/Recorder/Local Registrar of Births and Deaths and someone else to oversee the Elections Department.

Thank you once again for your continued support to myself and my staff.

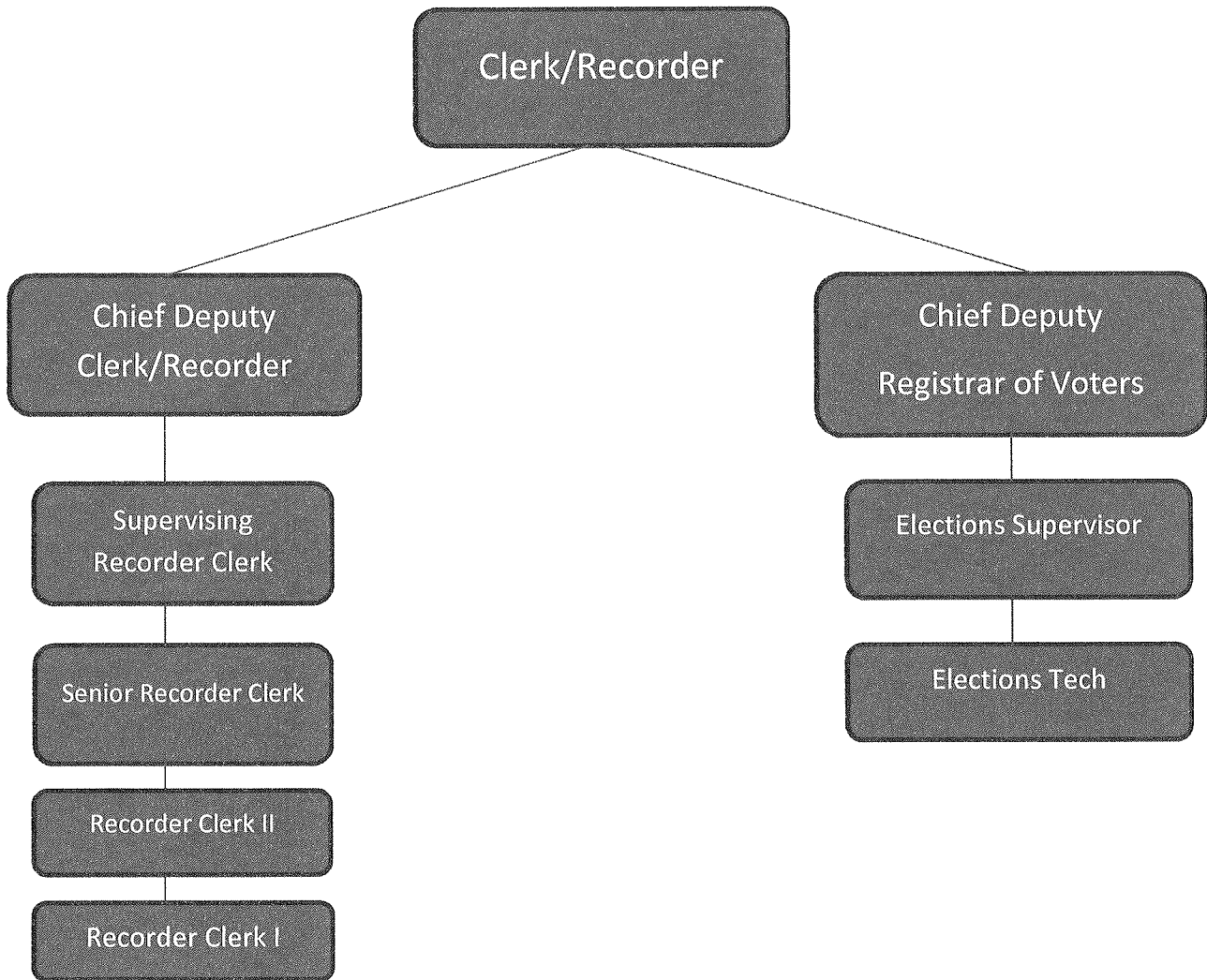
Organizational Chart for Clerk/Recorder's Office (Current Structure)



Organizational Chart for Clerk/Recorder's Office 2012 (Current Flow)



Organizational Chart for Clerk/Recorder's Office 2013



CHIEF DEPUTY COUNTY CLERK/RECORDER

DEFINITION

Under general direction, to assist with planning, organizing, directing, and coordinating the County Clerk/Recorder functions of Amador County; to provide daily supervision and training for assigned staff; to perform a variety of difficult, complex, and specialized assignments; to oversee the receiving, review, and processing of property and title documents; to direct vital statistics functions; to provide a variety of general assistance and answer questions regarding County Clerk/Recorder's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification for the position which serves as management support for the Amador County Clerk/Recorder. The incumbent provides daily supervision for the County Clerk/Recorder's Office , as well as provides special administrative support for the County Clerk/Recorder.

REPORTS TO

County Clerk/Recorder.

CLASSIFICATIONS DIRECTLY SUPERVISED

Recorder Clerk I, Recorder Clerk II, Recorder Clerk, Sr and Recorder Clerk Supervisor.

CHIEF DEPUTY COUNTY CLERK/RECORDER - 2

EXAMPLES OF DUTIES

Assists with planning, organizing, directing, and coordinating the functions of the County Clerk/Recorder Office; provides daily supervision and training for assigned staff; assists with the establishment and control of the Department budget; maintains current knowledge of codes and regulations affecting the functions of the County Clerk/Recorder Office; provides advice on code and law changes to other staff; oversees the preparation and prepares periodic reports of recording activities; has responsibility for the proper maintenance of records of fees collected, charges, deposits, and refunds; oversees the reconciliation of end of month reports and distribution of monies to appropriate agencies;; provides assistance and answers questions regarding the completion and processing of property documents, vital statistics information; assists with public access to County Recorder's records within the guidelines of appropriate laws and legislation; answers correspondence.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of microfilm and microfiche equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

CHIEF DEPUTY COUNTY CLERK/RECORDER - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Laws, rules, regulations, and legislation affecting the functions and procedures of the County Clerk/Recorder's office, including public access to documents and information.
- Operations, rules, policies, and procedures of the County Clerk/Recorder's Office
- Public and community relations.
- Documents used in land transactions.
- Terminology related to land transactions, vital statistics, and the functions of the County Recorder Office.
- Budget development and control.
- Financial and statistical recordkeeping.
- Microfilm and microfiche methods and processes.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to County Clerk/Recorder
- Principles of supervision, employee evaluation, and training.

CHIEF DEPUTY COUNTY CLERK/RECORDER - 4

Ability to:

- Assist with planning, organizing, coordinating, and directing the functions of the County Clerk/Recorder's Office.
- Supervise, train, and evaluate assigned staff.
- Perform a wide variety of complex and specialized administrative and support work related to the operations and functions of the County Clerk/Recorder's Office
- Interpret, explain, and apply a variety of policies, rules, procedures, and regulations.
- Read and understand statutes and instructions related to documents and vital statistics information maintained in the County Recorder Office.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Effectively represent the County Clerk/Recorder Office in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least three (3) years of responsible experience performing a variety of processing and support functions in connection with document processing, vital statistics records maintenance and reporting.

Special Requirements: None.

CHIEF DEPUTY REGISTRAR OF VOTERS

DEFINITION

Under general direction, to assist with planning, organizing, directing, and coordinating the Registrar of Voters functions of Amador County; to provide daily supervision and training for assigned staff; to perform a variety of difficult, complex, and specialized assignments in the planning and conduct of local elections; to provide a variety of general assistance and answer questions regarding County Registrar's Office and elections procedures and processes; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification for the position which serves as management support for the Amador County Clerk/Recorder. The incumbent provides daily supervision for the Elections Department, as well as provides special administrative support for the County Clerk/Recorder.

REPORTS TO

County Clerk/Recorder.

CLASSIFICATIONS DIRECTLY SUPERVISED

Elections Supervisor, Elections Technician and Elections Support Staff

CHIEF DEPUTY REGISTRAR OF VOTERS - 2

EXAMPLES OF DUTIES

Assists with planning, organizing, directing, and coordinating the functions of the Elections Department; provides daily supervision and training for assigned staff; assists with the establishment and control of the Department budget; maintains current knowledge of codes and regulations affecting the functions of the Elections Department and the conduct of local elections; provides advice on code and law changes to other staff; plans, organizes, and supervises local elections in the County; oversees and directs the maintenance of precinct records, maps, and other election information; establishes and directs candidate filing and reporting systems; insures preparation of proper reports for the Fair Political Practices Commission; prepares elections resolutions for the Board of Supervisors; arranges for polling places; recruits, selects, and trains precinct officials; canvasses precinct records to verify election results and prepare statements of votes; oversees the preparation and prepares periodic reports of recording activities; has responsibility for the proper maintenance of records of fees collected, charges, deposits, and refunds; oversees the reconciliation of end of month reports and distribution of monies to appropriate agencies; answers correspondence.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of microfilm and microfiche equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

CHIEF DEPUTY REGISTRAR OF VOTERS - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Policies, requirements, and functions of the County Registrar of Voters.
- Laws, rules, regulations, and legislation affecting the functions and procedures of the Elections Department
- Operations, rules, policies, and procedures of the Elections Department.
- Public and community relations.
- Documents used in land transactions.
- Proper procedures for acceptance and filing of candidate documents.
- Election and precincting procedures.
- Budget development and control.
- Financial and statistical recordkeeping.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to the Election Department.
- Principles of supervision, employee evaluation, and training.

CHIEF DEPUTY REGISTRAR OF VOTERS - 4

Ability to:

- Assist with planning, organizing, coordinating, and directing the functions of Elections Department.
- Supervise, train, and evaluate assigned staff.
- Perform a wide variety of complex and specialized administrative and support work related to the operations and functions of the Elections Department.
- Interpret, explain, and apply a variety of policies, rules, procedures, and regulations.
- Read and understand statutes and instructions related to the conduct of County elections.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Effectively represent the Elections Department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least three (3) years of responsible experience performing a variety of processing and support functions in connection with the planning and conduct of local elections.

Special Requirements: None.

2710 RECORDER	JOB TITLE	MONTHLY HOURLY RATE	STEP INC	ANNUAL HOURS	ANNUAL GROSS	COLA 2%	TOTAL	RET 14.917% 7 2%	OASDI 7.650%	HEALTH INS IN-LIEU	HEALTH INS	TOTAL	FUNDING SOURCE
Johnson, S. .7916	Elect Clerk-Recorder	7715.00		6	36,643.16		36,643.16	7,942.39	2,803.20	13,177.29		60,566.05	
Allen, G .05	MGT Chf Dep Clk/Rec/Su	45.70		1044	2,385.54	35.78	2,421.32	384.60	185.23	832.32		3,823.48	
Arnese, M.	FT Recorder Clerk Sup	35.81		1044	37,385.64	560.78	37,946.42	6,569.13	2,902.90	14,981.76		62,400.21	
Grady, K.	FT Sr Recorder Clerk	24.03	24.63	1044	50,592.76	758.89	51,351.65	8,903.92	3,928.40	21,476.16		85,660.13	
Lackey, E.	FT Recorder Clerk 2	21.12		1044	22,049.28	330.74	22,380.02	3,857.93	1,712.07	14,981.76		42,931.78	
Ryan, D	FT Recorder Clerk 1	17.93		1044	18,718.92	280.78	18,999.70	3,269.18	1,453.48	480.00		43,947.88	Trust
Ins 10% Increase													
TOTAL					167,775.31	1,966.98	169,742.29	30,927.15	12,985.29	480.00	93,714.29	307,849.01	
Adjusted Total													
							170,222.29						

1/2 year as is

2710 REORDER

2710 REORDER	JOB TITLE	MONTHLY HOURLY RATE	STEP INC	ANNUAL HOURS	ANNUAL GROSS	COLA 2%	TOTAL	RET 14.917% 7.2%	OASDI 7.650%	HEALTH INS IN-LIEU	HEALTH INS	TOTAL	FUNDING SOURCE
Grady, K. .7916	Elect Clerk-Recorder	7715.00	6	6	36,643.16		36,643.16	7,942.39	2,803.20		13,177.29	60,566.05	
Arnese M.	Mid Mgt Chf Dp Clk/Rec	45.70		1044	47,710.80	715.66	48,426.46	7,700.04	3,704.62		8,323.20	68,154.33	
Lackey, E.	FT Sr. Recorder Clerk	21.12		1044	22,049.28	330.74	22,380.02	3,857.93	1,712.07		14,981.76	42,931.78	
Ryan, D	FT Recorder Clerk 1	17.93		1044	18,718.92	280.78	18,999.70	3,269.18	1,453.48	480.00	19,745.52	43,947.88	Trust
Hurtado, T	FT Recorder Clerk 2	21.12		1044	22,049.28	440.99	22,490.27	3,877.13	2,157.18	5,708.16	1,586.64	35,819.37	

Ins 10% Increase

TOTAL

5,781.44

257,200.85

Adjusted Total

147,171.44

63,595.85

257,200.85

(50648.16)

1/2 yr w/ appointment
Teri back
Tico new position

155,127.77

REORDER	2710	JOB TITLE	MONTHLY HOURLY RATE	STEP INC	ANNUAL HOURS	ANNUAL GROSS	COLA 2%	TOTAL	RET 14.917% 7 2%	OASDI 7.650%	HEALTH INS IN-LIEU	HEALTH INS	TOTAL	FUNDING SOURCE
Grady, K. .7916		Elect Clerk-Recorder	7715.00		12	73,286.33		73,286.33	15,973.47	5,606.40		13,177.29	108,043.50	
Arnese M.		Mid Mgt Chf Dp Clik/Rec	45.70		2088	95,421.60	1,431.32	96,852.92	15,408.08	7,409.25		8,323.20	127,993.45	
Lackey, E.		FT Recorder Clerk 2	21.12		2088	44,098.56	661.48	44,760.04	7,755.86	3,424.14		14,981.76	70,921.80	
Ryan, D		FT Recorder Clerk 1	17.93		2088	37,437.84	561.57	37,999.41	6,578.36	2,906.95	480.00	19,745.52	67,710.24	Trust
Hurtado, T		FT Recorder Clerk 2	21.12		2088	44,098.56	881.97	44,980.53	7,794.26	3,877.68	5,708.16	1,586.64	63,947.28	
Ins 10% Increase														
TOTAL								297,879.23	53,510.03	23,224.44	6,188.16	63,595.85	444,397.70	
Adjusted Total								297,879.23	53,510.03	23,224.44	6,188.16	63,595.85	444,397.70	(19,311.55)
								304,067.39						

To: **Board of Supervisors**

Date: January 2, 2013

Misc.

From: Chuck Iley, County Administrative Officer
(Department Head - please type)

Phone Ext. _____

- Regular Agenda
- Consent Agenda
- Blue Slip
- Closed Session

Meeting Date Requested:

January 8, 2012

Department Head Signature _____

Agenda Title: Amador County Transportation Commission (ACTC)

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
Approval of the Amador County Transportation Commission's Conflict of Interest Code.

Recommendation/Requested Action:

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required?

Yes

No

Contract Attached:

Yes

No

N/A

Resolution Attached:

Yes

No

N/A

Ordinance Attached

Yes

No

N/A

Comments:

Committee Review?

N/A

Name _____

Committee Recommendation:

Request Reviewed by:

Chairman *WJB*

Counsel *GO*

Auditor *EJR*

GSA Director *hop*

CAO _____

Risk Management *Jms*

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

FOR CLERK USE ONLY

Meeting Date

January 8, 2013

Time

9 a.m.

Item #

7E

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes: _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on _____

A new ATF is required from _____

Department

Completed by _____

For meeting

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

ATTEST: _____

Clerk or Deputy Board Clerk



December 4, 2012

Chuck Iley
County Administrative Officer
Amador County
810 Court Street
Jackson, CA 95642

Subject: Board Approval - ACTC's Conflict of Interest Code

Dear Mr. Iley:

On May 18, 2011, the ACTC approved Resolution No. 11-38 thereby adopting an update of its Conflict of Interest Code as required by the Political Reform Act of 1974. As required by the Fair Political Practices Commission (FPPC) guidelines, the adopted Code was subsequently submitted to the ACTC's code-reviewing body for approval. The code-reviewing body for the ACTC is the Amador County Board of Supervisors.

Pursuant to FPPC guidelines, the ACTC is required to perform Biennial reviews of its Code to determine if any amendments are warranted. In performing this review, ACTC's legal Counsel advised that Exhibit "A", Designated Employees, of the Code's Appendix should be amended to simplify and define each of the Disclosure Categories identified therein in order to comply with FPPC requirements.

A Public Notice to this affect was publicly posted and the proposed amendment including these simplified Disclosure Categories and their definitions were presented to the ACTC at its meeting on December 19th, 2012 for adoption. No comments were received prior to agenda deadline and the Commission adopted the amendment as presented.

As the ACTC's code-reviewing body, this amended Code is now presented to the Board of Supervisors for approval. A copy of this resolution, the ACTC's new Conflict of Interest Code referencing the Political Reform Act (Government Code Section 81000 et sec.), and relevant sections of the Act are attached for the Board's review.

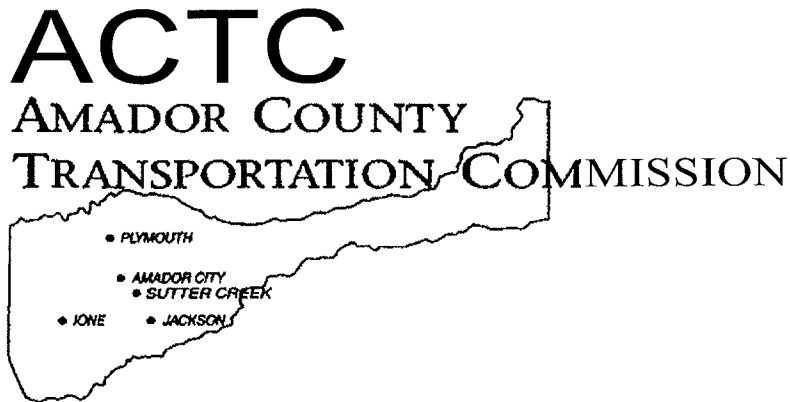
On behalf of the ACTC, I request that the Board of Supervisors approve the ACTC's Conflict of Interest Code and maintain copies on file with the County as required.

Sincerely,

Charles F. Field
Executive Director

Enclosure

Cc: Chairman John Plasse, Supervisor Richard Forster



CONFLICT OF INTEREST CODE

OF THE

AMADOR COUNTY TRANSPORTATION COMMISSION

Amended ~~May 18, 2011~~ May 18, 2014

The Political Reform Act, Government Code section 81000 *et seq.*, required state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Reg. Section 18730, which contains the terms of a standard conflict of code. This regulation may be incorporated by reference into a conflict of interest code, and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission ("Standard Code") are hereby incorporated by reference and, along with the attached Appendix in which employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Amador County Transportation Commission (the "Commission").

Pursuant to Section 4 of the Standard Code, Designated Employees, as described in the attached Appendix ("Designated Employees"), shall file statements of economic interests with the Commission. Upon receipt of such statements from Designated Employees, the Commission shall make and retain copies and forward the original of these statements to the County of Amador, Clerk of the Board of Supervisors.

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

AMADOR COUNTY TRANSPORTATION COMMISSION

(Amended ~~May 18, 2011~~)

EXHIBIT "A"

OFFICIALS WHO MANAGE PUBLIC INVESTEMENTS

Commission Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18701(b), are NOT subject to the Commission's Code, but are subject to the disclosure requirements of the Act. (Government Code Section 87200 et seq.). [Regs § 18730(b)(3)]. These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments.¹³

Members of the Board of the Commission and Alternates

Executive Director

Financial Consultant

¹ Individuals holding one of the above-listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES' TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES ASSIGNED</u>
Administrator	1, 2, 3 , 4, 5, 6
General Counsel	1, 2, 5
Consultant*	
Transportation Planner/Program Manager	1, 2, 3 , 4, 5, 6

*Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that are limited in scope and thus not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

DISCLOSURE CATEGORIES

CATEGORY 1: Persons designated in this category shall disclose all interests in real property, as well as any sources of income from, investments in, or business positions held in, any business entity that engages in land development, construction, or the acquisition or sale of real property.

CATEGORY 2: Persons designated in this category shall disclose any sources of income, including gifts, loans, or travel expenses, from investments in, or business positions held in, any business entity that provides services, supplies, materials, or equipment of the type utilized by the Authority, including business entities contracting with the Authority's member agencies. Types of sources for which disclosure is required include, but are not limited to, the following: information technology firms, environmental consulting firms, design firms, transit or transportation consulting firms, administrative or accounting firms, construction management or consulting firms, or construction equipment suppliers.