

CLASSIFICATION SPECIFICATION



CLASSIFICATION: County Surveyor-Pending PLS Licensure/County Surveyor
ALLOCATION: Community Development & Services Agency
FLSA STATUS: Exempt
UNION AFFILIATION: N/A
ESTABLISHED: Circa 1991
REVISED: July 2023

JOB SUMMARY:

Under board managerial supervision, provides professional land surveying expertise for the County in the review and disposition of all matters related to property boundary, right of ways and street locations, and other entitlements; prepares and reviews legal descriptions for real property dedications, annexations, special districts, and other County purposes; reviews all maps and records of survey prior to recordation; and performs related work as assigned.

CLASS CHARACTERISTICS:

This is an executive management level position that reports to the Director of the Community Development and Services Agency. The incumbent will perform the duties of County Surveyor as prescribed by State law and County ordinances; direct the efforts of staff that perform County surveying functions; serve as an expert witness in cases dealing with boundary lines, easement disputes and right of ways, and provide technical expertise to the Board of Supervisors, County Departments, and special districts within the County in areas of authority. Pursuant to §27550 of the Government Code and Yuba County's Ordinance, the Office of Surveyor is declared an appointive position. "At-will" appointment to this position is approved by a majority vote of the Board of Supervisors with recommendation from the County Administrator.

County Surveyor-Pending PLS Licensure

This class must work under the authority of a licensed land surveyor in the State of California. An incumbent must meet the qualifications to obtain a Professional Land Surveyor (PLS) License as set forth in the Business and Professions Code §8741 and obtain a PLS License within one year of employment. This class is distinguished from County Surveyor in that the former does not have signatory authority.

County Surveyor

This class fulfills the requirements set forth in Professional Land Surveyors' Act or Business and Professions Code §§8700-8805 to practice as a licensed land surveyor. This class is distinguished from Community Development and Services Agency Director in that the latter has overall management responsibility for all agency activities and functions including Public Works, Environmental Health, Building, Planning and Finance and Administration.

EXAMPLES OF DUTIES:

Essential:

County Surveyor – Pending PLS Licensure:

- Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the survey function; provide input into the budget and administrative activities of the Community Development and Services Agency as related to the surveying function.
- Manage and evaluate surveying work activities, projects, and programs; set priorities and manage County personnel or consultants in support of County projects; monitor progress to ensure timely and efficient operations and participate in long-range plans.
- Review and/or direct the review of records of survey maps.
- Plan, organize, assign, manage, review, and evaluate the work of assigned staff; recommend selection of staff and provides for or coordinates staff training; conducts performance evaluations; administer discipline as required and ensure effective morale and productivity.
- Research records within the County Assessor's Office, the County Recorder's Office, the Clerk of the Board of Supervisor's Office, and the Surveyor's Office to determine chain of title, verify legal ownership and the County's Rights of Way.
- Provide professional surveying knowledge and serve as subject matter expert for the County on

matters relating to surveying, mapping, property use, easement, and ownership issues.

- Represent the Community Development and Services Agency in meetings related to County Surveyor functions; coordinate activities with those of other departments, outside agencies, and organizations; may make presentations to the Planning Commission, the Board of Supervisors and other governmental bodies.
- Provide information to the public regarding surveying and land development and public rights of way.
- Assist in the planning and implementation of the County geographic information system; direct the survey monument preservation program.
- Monitor and interpret changes in laws and regulations related to surveying activities and functions; evaluate their impact upon County activities and develop and implement policy and procedural changes as required.
- Implement and maintain various databases related to surveying, mapping, and land development.
- Prepare and direct the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Provide land surveying consultation and guidance to various private and public organizations.

County Surveyor (in addition to the above):

- Establish standards for the form and content of final maps and parcel maps.
- Approve interim and final maps, plats, reports, descriptions, or other land surveying documents.
- Execute the County Surveyor's Certificate for parcel maps, tract maps, records of survey and legal descriptions for recordation purposes and assume statutory responsibility for the preparation and maintenance of such records.
- Review and prepare reports regarding tentative parcel maps, tract maps, lot line adjustments, conditional use permit applications, environmental impact reports, certificates of compliance and similar documents for compliance with laws, ordinances, and regulations prior to acceptance and/or recordation. Prepare conditions of approval, when appropriate, for same.
- Prepare and maintain maps and legal descriptions; maintain the official County map.
- Responsibilities outlined in the Yuba County Ordinance 11.52.090.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer and peripherals in the course of the work; drive a motor vehicle to attend meetings and inspect various sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of professional land surveying, the Professional Land Surveyor's Act, and the Subdivision Map Act.
- Applicable laws, codes and regulations, including those concerning land development, easements, boundaries, and land use planning.
- Engineering mathematics through trigonometry.
- Specialized equipment and technology used in surveying such as surveying instruments, scanner, plotter, and associated software and/or database programs.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Concepts and survey implications and applications of a geographic information system.
- Principles and practices of employee supervision including selection, work planning, organization, performance review and evaluation, employee training and discipline.
- Principles of program planning, budget preparation/monitoring, and expenditure control.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Records management principles and practices.
- Techniques for representing the department and the County in meetings and negotiations with a wide variety of individuals and groups.

- Techniques for making effective public presentations.
- Computer applications related to the work.

Skill in:

- Planning, organizing and administering County-wide land survey program.
- Planning, organizing, supervising, reviewing and evaluating the work of staff.
- Making effective presentations and representing the department with individuals, community organizations and other governmental bodies.
- Reviewing and approving a variety of survey and mapping documents.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Interpreting, applying and explaining complex federal, state and local laws and regulations related to the areas of responsibility and the land development process.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Establishing and maintaining a complex record keeping system in an organized manner.

Ability to:

- Use initiative and independent judgment within laws and general policy guidelines.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Require individual accountability and responsibility by immediately responding to behavior.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation, or agreement of a plan, activity, and/or program.
- Represent the County effectively in meetings and make formal presentations to various groups.
- Prepare clear and concise reports, correspondence and other written materials.
- Give full attention to what other people are saying, taking time to understand and ask questions pertaining to the points being made.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a typical office setting.

- May require occasional field surveying activities that could expose incumbent to severe weather conditions such as heat, cold, wind, and rain.
- Attend meetings and functions outside of normal working hours.
- Respond to emergency situations during weekends, holidays, and other off-hour shifts.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- **County Surveyor – Pending PLS Licensure:** Ability to obtain a Professional Land Surveyor (PLS) License in the State of California as referenced in California Business and Professions Code Section 8742 and possess PLS License within one year of employment. The appointing authority may extend the license requirement beyond one year based on a determination that substantial progress has been made, but in no circumstances will it exceed one additional year.
- **County Surveyor:** Possess valid Professional Land Surveyor (PLS) License in the State of California

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan and fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- May be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from a four-year college or university with major course work in land surveying, civil engineering or a related field and five years of professional land surveying experience. Additional surveying experience may be substituted for the education on a year for year basis.

PREFERRED: In addition to the above minimum, additional professional land surveying experience preferably in both private and public sector employment. Prior supervisory or programmatic experience is desirable.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job related duties other than those contained in this document.

Dept Approval: Department Head
Date:

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____

EEOC: A
WC: 9410

Established: Circa 1991
Revised: May 1996, January 2007, July 2023