

THE COUNTY OF SOLANO ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR



ARCHITECTURAL PROJECT COORDINATOR ASSISTANT

LIMITED TERM to June 30, 2008

SALARY: \$44,826- \$54,486

**Please refer to Salary Policies on reverse*

LAST DATE TO APPLY: August 24, 2006 by 5:00pm

Job Code: 1463

THE POSITION: Works within the Division of Architectural Services, one of eight divisions that compose the Department of General Services and assists the County Architect in the planning, organizing, coordinating and administration of capital projects for County facilities. In addition this position is responsible for the creation and maintenance of all architectural drawings in the CAD database. This is a Limited Term position until June 30, 2008.

EDUCATION AND EXPERIENCE:

1. Two years of increasingly responsible experience performing coordination activities related to residential, commercial, institutional or industrial construction projects.
2. Certificate/diploma of completion of an Intermediate, Level 2 AUTOCAD Course Program from an accredited technical school or college. **Candidates must submit a copy of their certificate/diploma of AUTOCAD course program.** *Failure to submit this documentation within 5 days from the final filing date will disqualify you from the recruitment.*

OTHER REQUIREMENTS: Possession of or ability to obtain a valid Class C California's driver's license may be required. Independent travel may be required.

TYPICAL DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: Develops, inputs and maintains architectural drawings and prepares a table of occupied square footage for all County buildings in the CAD database. Assists in all phases as required for assigned projects, including project initiation, consultant selection, design, bidding, construction, and post construction. Assists with facility planning including verifying field conditions, researching documents, gathering information, consulting with agencies or outside consultants/contractors, preparing reports and other related tasks. Assists in obtaining planning approvals and building permits. Prepares and maintains database system for tracking and recording project costs and schedules; assists staff in analyzing project costs and schedules, and in the preparation of cost forecasts. Assists in monitoring construction for conformity and compliance with plans, specifications, codes and ordinances.

SELECTION PROCESS: Based on the information provided in the application documents, the best qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the selection process may consist of an application screening, written and/or practical exam, oral interview or any combination. Candidates will need to successfully pass a post-offer drug screening test prior to employment. Information contained herein does not constitute either an expressed or implied contract. These provisions are subject to change.

TO APPLY: Please visit the County of Solano website, www.solanocounty.com to apply. All additional application materials as requested in the job announcement are due within five day from the final filing date. Any further questions can be directed to the Department of Human Resources, (707) 784-6170 open Monday-Friday, 8:00 a.m.-5:00 p.m. EOE/AA

Please note: All persons hired will be required to participate in the direct deposit program.

SOLANO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
HUMAN RESOURCES DEPARTMENT, 675 TEXAS STREET, SUITE 1800,
FAIRFIELD, CA 94533
24-Hour JobLine (707) 784-6174 or 1-888-321-6174
www.solanocounty.com

SOLANO COUNTY

Solano County (population approx. 400,000) covers 823 square miles and includes the seven cities of Benicia, Vallejo, Rio Vista, Suisun, Vacaville, Dixon and the County seat of Fairfield. All are located outside the congested metropolitan area, their location makes rural and suburban living possible with all the cultural advantages of the San Francisco Bay Area available within a 50 minute drive and the Sierra Nevada Mountains and Lake Tahoe, with many summer and winter recreation areas, within a two-hour drive. In addition to Solano College, the County's two-year community college, the University of Berkeley and Davis, and California State University of Sacramento are within easy commuting distance.

THE EMPLOYMENT PROCESS

EQUAL OPPORTUNITY - Solano County encourages applications from all persons regardless of their national origin, political affiliation, race, color, sex, age or disability. If you have any questions regarding appeal rights or special testing accommodations, contact the Department of Human Resources.

HOW TO APPLY – Please visit the County of Solano website, www.solanocounty.com to apply. All additional application materials as requested in the job announcement are due to the Human Resources Department within five days from the final filing date. Any further questions can be directed to the Department of Human Resources, (707) 784-6170, open Monday-Friday, 8:00 a.m.-5:00 p.m. Applicants requesting special testing accommodations should return the Special Testing Accommodations Request Form to the Human Resources Department within five days from the final filing date specified on the front of this announcement. EOE/AA

VETERAN'S PREFERENCE FOR COMPETITIVE OPEN EXAMS: To be eligible, you must be an applicant for **initial** County employment, have served at least 181 consecutive days of active duty in the Armed Forces of the United States and have received either an honorable discharge or a general discharge under honorable conditions. **A COPY OF YOUR DD 214, SHOWING DISCHARGE TYPE, MUST BE RECEIVED IN THE HUMAN RESOURCES DEPARTMENT WITHIN 5 DAYS FROM THE FINAL FILING DATE.** If you have a service connected disability, **you must submit a recent award letter from the VA** stating you are receiving disability benefits for service connected reasons. Disability must be rated at least 30% to be eligible for disabled veteran's points. **Veteran's preference – 5 points Disabled Veterans – 10 points.**

AMERICANS WITH DISABILITIES ACT - It is the policy of Solano County that all employment decisions and personnel policies will be applied equally to all County employees and applicants and be based upon the needs of County service, job-related merit, and ability to perform the job.

APPLICANTS WITH DISABILITIES: If you are a qualified individual with a disability, that is, someone who is able to perform the essential functions of the job, with or without reasonable accommodation, and need special testing arrangements, contact the Solano County Department of Human Resources at 707-784-6170, for a **Request for Testing Accommodation by Applicants with Disabilities Form**. This form should be received in the Human Resources Department within five days from the final filing date of the recruitment. A staff member will contact you and advise you how to proceed. **IMPORTANT: If you are a Solano County employee** with a disabling condition, and are unable to perform the essential functions of your present position with or without reasonable accommodation, you may be eligible for preferential certification to an alternative position. Please immediately notify the Department of Human Resources @ 784-6170 to initiate review of this option.

HIRING PROCEDURES – Depending upon the number of qualified applicants received, the selection process may consist of a resume screening, written and/or practical exam, oral interview, or any combination. Candidates must be successful in each part of the examination. For Civil Service positions, the appointing authority is entitled to certification of the top five candidates by score.

DRUG FREE WORKPLACE ACT – Prospective employees will be required to have a Urine Drug Test in accordance with the Solano County Alcohol and Drug Free Workplace Policy once a conditional offer of employment has been made. Solano County employees are subject to the provisions of the Drug Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990.

MEDICAL EXAMINATION - Prior to appointment you may be required to pass a medical examination administered by the County Physician. Candidates are encouraged not to quit or give notice to present employers until the medical examination has been completed and passed.

APPOINTMENT - At the time of appointment all candidates will be fingerprinted and required to execute an oath of allegiance to the United States and the State of California. You will also be required to offer proof that you are a lawfully admitted alien or U.S. citizen.

EXAMINATION APPEALS – For Civil Service positions, individuals selecting to appeal their disqualification in any phase of the examination process must submit a written statement to the Director of Human Resources, within five calendar days of the receipt of the action, indicating the action being appealed, their specific basis for the appeal and the relief sought.

PROBATIONARY PERIOD - All new positions are required to successfully complete a minimum probationary period of six to twelve months, depending upon the position. A probationary period does not apply to "At Will" positions.

EXTRA HELP APPOINTMENTS - Appointments may be made from an eligible list for extra help (up to 999hrs/fiscal year, no benefits) positions.

DISASTER WORKERS - In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.

EMPLOYEE BENEFITS

SALARY POLICIES - The starting salary is ordinarily the first rate shown on the front of the announcement. After satisfactory completion of approximately six months, a 5% salary advancement may be authorized. Thereafter, further increases are possible upon completion of additional periods of six months, twelve months, and eighteen months, assuming satisfactory service. Longevity, shift differential, bilingual, call back and stand by pay are provided for some classifications. Effective December 1, 1998, all new hires are required to participate in the Direct Deposit Program.

HOLIDAYS & VACATIONS – Regular full time employees receive twelve paid holidays per year, and accrue vacation at the rate of ten days per year. After three years of continuous service employees accrue vacation time at the rate of fifteen days per year and at the rate of twenty days per year after ten years. Senior and Executive management positions start earning vacation at a higher rate.

SICK LEAVE – Regular full time employees accumulate twelve sick leave days per year.

RETIREMENT - The county is a member of the Public Employee's Retirement System (PERS), and benefits are coordinated with Social Security. The County has reciprocity with all State PERS and County 1937 Act Retirement Systems agencies. PERS retirement for miscellaneous employees is based on a formula of 2.7% @55 with both employee and employer contributing. PERS safety retirement is based on a formula of 3.0% @ 50 or 2.0% @ 50 depending on the job classification. The County reports the employer's contribution to PERS as salary, thereby increasing employees pay upon retirement.

HEALTH BENEFITS - Employees and their dependents are eligible for vision and dental insurance with 100% of the cost paid by the County of Solano. The County also participates in a cafeteria medical plan administered by PERS HealthCare (eligibility is dependent upon job classification).

EMPLOYEE ASSISTANCE PROGRAM - An Employee Assistance Program is also available.

OTHER BENEFITS –Employees also may elect to participate in a deferred compensation and the credit union. All County employees are eligible to purchase auto and/or home owners, renter insurance from Liberty Mutual Insurance. This is a group policy and therefore receive substantial savings on premiums. Life insurance is also available for employees only.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.
ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**

TDD: (707) 422-9652