SANTA CLARA VALLEY WATER DISTRICT
Discussion Draft Classification Structure
August 2008

Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
Management Support				
Management Support Series	*The Management Support Series consolidates the current functions labeled as part of the management analysis, project management and project support series, as well as other management support activities and recognizes "project management" as a skill involved with many of the organization's occupations rather than as a specific job. The series further recognizes the duality of management support for the underlying processes of the organization as well as for designated programs and projects.* *The occupational panel addressing technical project management felt that the current Project Manager job title was not necessary because the routine project manager functions were already being completed in the current jobs either as a full-scope project manager or as an employee conducting a subset of or specified tasks within project manager duties. It is recommended that Project Manager job title be eliminated and assumes that project management duties can/should be performed as a specified task within the base classification/technical job title. The occupational panel participants felt strongly that the "Senior Project Manager" duties are at a level higher than "senior" duties in the professional classifications.* *The management analysis and project support panels involved in this discussion were generally supportive of the consolidation but expressed concerns about titling. In an effort to avoid confusion and move away from existing references to projects, programs, analysis and business administration, the class label of "management support" broadly identifies the set of activities. It is expected that management would approve more externally usable "working titles" to identify the specific application of an individual's management support activities.*			
Project Assistant Accounting Tech HR Tech I HR Tech II	1 of 4	Management Support Assistant	High School diploma or G.E.D. and two (2) - three (3) years administrative support experience.	The Management Support Assistant is the support staffing level of the series addressing organizational process and program support functions.

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Senior HR Tech Hydrologic Systems Analyst I Hydrologic Systems Analyst II Senior Hydrologic Systems Analyst Safety Technician Safety Specialist			Based upon assignment, experience related to assigned process, project or program may be required. An Associate's Degree or specified college credit hours in a related field may be preferred. **Licensing Requirements:** -None	Incumbents are responsible for providing administrative process and project assistance in support of business administration program and process staff as assigned. Duties may include activities such as: providing support assistance in finance, safety, human resource and other process efforts; assisting in data and information collection for projects, programs and processes; and conducting customer service for internal and external process, project and program customers. The Management Support Assistant is distinguished from the Management Support Technician in that the former provides support staffing for programs, projects and processes while the latter addresses analysis support.
Staff Analysts Industrial Hygienist I Project Coordinator	2 of 4	Management Support Technician	Bachelor's Degree in business, engineering, public administration,	The Management Support Technician is the program and process analysis staffing level of the series addressing

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			science, or a related field and one (1) year of related experience. **Licensing Requirements:** -CA Driver's License may be required -Based upon assignment, project management certification may be required	analysis staff functions associated with organizational processes and programs. Incumbents are responsible for providing assistance in analyses, studies, projects, research and related activities associated with capital and other projects, programs and processes. Duties may include activities such as: creating and monitoring project plans, budgets, expenditures, schedules, and measures; collecting and analyzing data; conducting research; and drafting project, program or process documentation and presentations. The Management Support Technician is distinguished from the Management Support Specialist in that the former provides support for the coordination and analysis of process, projects and programs where the latter has oversight responsibility for business process or

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				programs/projects or portions of such that impact less than the entirety of management-designated top tier processes or projects/programs.
Management Analyst Project Manager Industrial Hygienist II	3 of 4	Management Support Specialist	Bachelor's Degree in business, engineering, public administration, science, or a related field and two (2) to three (3) years of related experience in, based upon assignment, project or program management. **Licensing Requirements:** Based upon assignment, the following licenses or registrations may be required: -CA Driver's License -CA Professional Engineer and/or other applicable professional licenses -Project management certification may be required	The Management Support Specialist is the organizational process, project or program oversight, rather than ownership, level of the series addressing business processes or projects/programs or portions of business processes or projects/programs which impact a portion, rather than all of the organization's management and employees and may address outside constituencies. Incumbents are responsible for executing, with direction, a business process or project/program or significant portions of a business process or project/program which impacts on an ongoing basis less than the management-designated top tier of processes, and projects/programs. Duties may include designated

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				activities such as: assisting with human resources, budget, program policies and procedures subprocesses; participating in portions of capital and operating projects planning and implementation; representing the District with outside constituencies including making presentations; and coordinating project, program or process budgets. Incumbents in this classification are those with ongoing assigned responsibilities for oversight of process, programs, and projects at this level as contrasted with episodic or occasional oversight assignments which may be conducted by other classes within the organization. Some incumbents may act as lead worker, making work assignments and determining completion of work. The Management Support Specialist is distinguished from the Management Support Principal in that the former

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				addresses the oversight of a portion of a program/project or process or that which impacts less than the management-designated top tier on an ongoing basis. The Management Support Specialist is distinguished from the Management Support Technician in that the latter has analysis staffing rather than oversight responsibility for programs/projects and processes.
Program Administrator Senior Project Manager Senior Management Analyst	4 of 4	Management Support Principal	Bachelor's Degree in business, engineering, public administration, science, or a related field and five (5) to seven (7) years of related experience in, based upon assignment, project or program management. Incumbents must have reached the "senior" level within a related professional classification and served in that capacity for four (4) years. Supervisory	The Management Support Principal is the full organizational process or program/project owner level of the series. Incumbents address, based on assignment, the ownership of the: • Most significant mega-processes underlying the business administration of the organization requiring the greatest degree of independent judgment, as designated by management as top tier, which impact the whole organization

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			experience may be required. **Licensing Requirements:** Based upon assignment, the following licenses or registrations may be required: -CA Driver's License -CA Professional Engineer and/or other applicable professional licenses -Project management certification may be required	involving the entirety of management and employees and may address outside constituencies; • Projects and programs deemed top tier by management as the most complex, strategic, sensitive, and of highest risk to the organization requiring the greatest degree of independent judgment among all projects and programs developed to execute the mission of the organization. Incumbents are responsible for independently administering sizable and mission critical business processes or projects, or programs which require exercise of significant judgment and authority. Incumbents in this classification are those with ongoing responsibilities for process, programs, and projects at this level of

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				significance as contrasted with episodic or occasional ownership assignments which may be conducted at the Management Support Specialist or other classes within the organization. Duties may include activities such as: managing the development, implementation and analysis of program or administrative process goals, objectives, policies, procedures and priorities; monitoring and evaluating the efficiency and effectiveness of program services and service delivery methods and procedures; organizing, planning and directing project teams addressing capital and operating projects; exercising project control including cost forecasting, variances, change management, scheduling and close-out procedures and representing the District with outside constituencies including making presentations. Some incumbents may act as lead worker, making work assignments

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				and determining completion of work. Some incumbents may supervise nurses and other staff performing a full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents may be working supervisors and as such may be responsible for performing the same duties as those they supervise. The Management Support Principal is distinguished from the Management Support Specialist in that the former addresses ownership of management-designated top tier business processes or project/programs that are organization-wide in impact on employees and management whereas the latter addresses portions or other processes or programs which impact less than the management-designated top tier.
Management Support Standalone Classes				

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Legal Analyst I Legal Analyst II	1 of 1	Legal Analyst	High School diploma or G.E.D. and, based upon assignment, three (3) - five (5) years paralegal, legal analysis or law office support. Based upon assignment, a Bachelor's Degree in a related field or completion of a paralegal program may be preferred. **Licensing Requirements:** -Paralegal certification may be required -CA Driver's License may be required	The Legal Analyst is a standalone experienced through journey class. Incumbents perform legal administrative and organizational support functions pertaining to legal matters for the District. Duties may include legal research, internal litigation support, case status monitoring and budgeting, and administrative office management. The Legal Analyst is distinguished from other classes by the focus on performing management and legal support functions and research.
Librarian	1 of 1	Librarian	Master's Degree in library science or a related field, and two (2) years of professional library experience or four (4) years of paraprofessional related experience.	The Librarian is a standalone class. Incumbents oversee the operations of the District library and processing of central files. Duties include maintaining collections of District reports, textbooks, reference books, journals

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			Licensing Requirements: -CA Driver's License may be required	and electronic reference materials; assisting District staff and the public in locating requested information; and organizing the operational activities for the Dristrict's central library and central files. The Librarian is distinguished from other classes by the focus on maintaining the Districts central library and files.

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