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
Unit Manager	*OPTION: The middle management class below is presented as a single class with the expectation of multiple pay zones to address the market differences involved across engineering & science, administrative, and operations middle managers. The consolidated class presumes this to be the level in the organization where an individual serves as a working manager first and a specialist in their field second. Optionally, a similar result can be achieved with three separate classes. However, the single class approach with differing MQs and pay zones creates a consistent view of this management level throughout the organization and may help to eliminate confusion regarding the definition of a unit manager versus other supervisory and management levels within the organization.*			
Administrative Unit Managers(16) Operations Unit Managers (8) Engineering & Science Unit Managers (11)	1 of 1	Unit Manager	Bachelor's Degree in a field related to the unit of assignment and, based upon assignment, six (6) or more years experience in a field directly related to the unit of assignment including specific administrative, operational, engineering or science experience as well as a minimum of two (2) years of leadership (lead worker or supervisory) experience. As assigned, related graduate degrees may be preferred. **Licensing Requirements:** -Based upon assignment to engineering units, CA	The Unit Manager is a standalone class of middle managers throughout the organization. The Unit Manager is a broad consolidated class encompassing middle managers that have responsibility for the management of an organizational business unit. Unit Managers make process decisions on behalf of the organization regarding the means for executing the goals established by the relevant unclassified officer, regulatory body or District governing body, subject to constraints imposed by available technology and resources. Such process decisions provide context for the work to be accomplished by subordinates supervised within the unit. Incumbents are responsible for the

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** All MQ's are intended to have an equivalency phrase.

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			Professional Engineer License may be required or preferred -Based upon assignment, additional assignment-specific licenses or certifications may be required or preferred -Based upon assignment, CA Driver's License may be required	management of functions and budget associated with an assigned unit and the supervision of professional, technical and administrative support staff assigned to the unit. Based upon assignment, unit managers may administer units with engineering & science, operations, or administrative functions requiring differing levels of risk to the organization while providing for the across-the-board first level management necessary to execute the process and projects of the organization. Incumbents supervise staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures. The Unit Manager is distinguished from Unclassified Officers by the Unit Manager's exercise of process level instrumental decision-making contrasted with mission planning decision making at the Unclassified Officer level.

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				The Unit Manager is differentiated from unit-specific supervisors or principals in that the Unit Manager develops and oversees the administration of the unit's budget.

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