

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** June 16, 2009

**Action Agenda  
Item No.** 4-h

**SUBJECT:** Classification and Pay Plan Amendment – Add Value Engineer Classification

**DEPARTMENT:** Human Resources

**PUBLIC HEARING: (Y/N)**

Yes  No

**ATTACHMENT (S):**

- 1. Class Specification for Value Engineer

**INFORMATION CONTACT:**

Michael McGinnis, Human Resources Director, 245-2552

**PURPOSE:** To amend the Orange County Classification and Pay Plan to reflect the addition of the Value Engineer classification.

**BACKGROUND:** Section 5.1 of Article VI of the Orange County Personnel Ordinance provides that the Board of County Commissioners adopts the position classification plan and approves any amendment to:

- Add or delete a class;
- Change the title of an existing class; or
- Revise the salary grade of an established class.

As an element of the FY 2008-09 Orange County budget, the Board of Commissioners approved the creation of a Value Engineer position. This position was approved as a transition from contract services to a 1.0 fulltime position. The recent approval of the reorganization of the Engineering, Purchasing and Central Services, Public Works, Capital Projects and Risk Management functions allowed the job description to be finalized and presented for consideration.

Following the Board’s approval action, Human Resources staff, with analytical support provided under a contract with The Archer Company, evaluated the duties and responsibilities of the position to determine its proper placement in the County’s Classification and Pay Plan. The analysis was based upon and was consistent with background information provided to the BOCC during the FY 2008-09 budget work sessions.

Based on this analysis, Human Resources staff recommends the new position previously approved by the BOCC be added to the Classification and Pay Plan as outlined below:

<b>PROPOSED CLASSIFICATION</b>	<b>PROPOSED SALARY GRADE</b>	<b>SALARY RANGE</b>
Value Engineer	Grade 26	\$63,272 - \$101,150

**FINANCIAL IMPACT:** Adequate funding for the Value Engineer has been included in the departmental appropriations in the Manager's Recommended FY 2009-2010 Budget.

**RECOMMENDATION (S):** The Manager recommends the Board amend the Classification and Pay Plan to add the classification of Value Engineer.

CLASS CODE: 2608  
FLSA: EXEMPT

**ORANGE COUNTY, NORTH CAROLINA  
JOB DESCRIPTION**

**CLASS TITLE: VALUE ENGINEER  
ASSET MANAGEMENT AND PURCHASING DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs administrative work for the Purchasing and Central Services Department. Work involves leading the design/build teams for County capital building projects, ensuring expected quality of work is performed and adheres to budgetary allocations; assists in long range space and capital project planning; and evaluates building maintenance systems and procedures for effectiveness and efficiency and making recommendations for change as appropriate; serving on the departmental management team; and may serve as acting department director in the absence of the departmental director. Reports to the Director of Asset Management and Purchasing.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Serves as Capital Project construction, closeout, turnover, and warranty period liaison; serves as stakeholder liaison.

Works with design team, which consists of architect, engineers, regulatory agencies, County departments and others who may be involved in the design of a given facility.

Ensures completion of required studies at the appropriate point in a project, survey work, and other pre-engineering work; facilitates the completion of all information needed for recordation with the Register of Deeds and/or regulatory agency such as right-of-way and/or encroachment agreements, utility dedications, etc.

Performs Capital Project planning; analyzes space planning; assists with identifying facilities to fulfill space plan outcome.

Prepares and monitors Capital and Operational Project budget; analyzes variance.

Assists with development of the County's Capital Improvement Plan.

Designs, reviews, and implements sustainable best practices and standards.

Serves on department management team; may assume responsibility when Director is absent.

Attends Board of County Commission and/or other regulatory body meetings to support/explain departmental items, which may appear on the agenda.

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Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Receives and/or reviews various records and reports such as project status information / timelines, project cost data, building plans, technical information, and green building information.

Prepares and/or processes various documents such as project status reports, project master budget reports, Board of County Commission decision abstracts, and strategic and project planning analysis briefs.

Refers to third party reports, analysis, contract requirements, internal and external proposals, public input information, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of office equipment and machinery such as computer, telephone, calculator, etc.

Uses a variety of tools such as projector, standard office tools, etc.; a variety of supplies such as folder, index, paper, general office supplies, etc.; and a variety of computer software such as Microsoft Excel, Microsoft Word, Microsoft PowerPoint, MUNIS, etc.

Interacts and communicates with various groups and individuals such as Director, County departments, third party designers and engineers, construction groups, Board of County Commission, facility users, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Assists with meeting and event planning such as setting up, obtaining supplies, making copies, getting water for the table, making coffee, etc.

Covers office during inclement weather events.

Represents the department at open house or other opening of new building events.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in business, finance or accounting with one to two years experience in governmental construction management; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must exhibit a working knowledge of construction means and methods. Must have a valid driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines, which includes a computer, fax machine, copier, radio, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to

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lift, carry, push, pull or otherwise move objects. May require significant walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to co-workers and subordinates. Includes receiving information and work assignments from immediate supervisor.

**Language Ability:** Requires the ability to read a variety of informational documents, expenditure information, letters, etc. Requires the ability to prepare budget information and reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak before an audience with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical and/or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; and to multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

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### PERFORMANCE INDICATORS

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Purchasing and Central Services Department as they pertain to the performance of duties of the Value Engineer. Has thorough knowledge of the principles, practices, programs, policies and procedures of the department pertaining to the specific duties of the position. Is able to interact and communicate with a variety of individuals and groups in an effective and efficient manner. Has knowledge of how to develop and administer plans for the expedience and effectiveness of specific duties of the position. Has good organizational, technical, management, and human relations skills. Has good working knowledge of the principles of organization, planning, management, and supervision as required by the County. Is able to plan and develop daily, short- and long-term goals related to County purposes. Is able to plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals. Is able to plan, organize and prioritize daily assignments and work activities. Has extensive knowledge of the various codes and ordinances that relate to the activities of the department and is able to ensure implementation and enforcement of such. Has knowledge of the required records, charts, documents, and related information required by the County and is able to maintain proper data and information as required. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget. Has knowledge of and skill in the use of computers for word processing and records management. Is able to plan, carry out and evaluate the effectiveness of department procedures. Is able to use independent judgment and discretion in supervising the department. Is able to give oral and written instructions and to ensure timely completion of such assignments. Is able to schedule daily activities and to establish short and long term priorities in order to meet established goals. Is able to operate and maintain a variety of office equipment such as a computer, typewriter, copier, and calculator. Is skilled in independent decision-making, judgment and discretion as necessary to perform daily routine and non-routine tasks. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

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**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.