

# **ATTACHMENTS**

- A. FY 2019-2020 Beginning Fund Balances**
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# ATTACHMENT "A"

FY 2019-2020 BEGINNING FUND BALANCE

**Beginning Fund Balance  
FY 2019-2020**

		Recommended	Adopted	Variance
General Fund	0001	\$1,131,963	\$3,192,909	\$2,060,946
County Road	1101	\$1,073,333	\$676,170	(\$397,163)
Monument Preservation	1105	\$0	\$17,239	\$17,239
County Fire	1107	\$348,223	\$307,541	(\$40,682)
National Disaster Resilience	1110	\$0	\$0	\$0
Criminal Justice Facility	1121	\$0	\$0	\$0
Fish and Game	1125	\$0	\$21,680	\$21,680
Solid Waste	1130	\$593,148	\$1,210,802	\$617,654
Health	1140	\$1,266,803	\$1,576,578	\$309,775
Behavioral Health	1145	\$1,397,477	\$1,907,798	\$510,321
Department of Social Services	1150	\$2,103,232	\$3,691,524	\$1,588,292
Tuolumne County BH Housing	1185	\$3,000	\$0	(\$3,000)
Road Construction	3301	\$885,180	\$1,264,984	\$379,804
Airport Construction	3310	\$75,475	\$97,611	\$22,136
County Capital	3315	\$33,710	\$0	(\$33,710)
<b>Total General and Special Revenue Funds</b>		<b>\$8,911,544</b>	<b>\$13,964,836</b>	<b>\$5,053,292</b>
Columbia Airport	4430	\$74,405	\$118,583	\$44,178
Pine Mountain Airport	4440	\$5,014	\$15,956	\$10,942
Ambulance	4450	\$1,696,450	\$1,821,963	\$125,513
TPPA	4470		\$1,443,474	\$1,443,474
<b>Total Enterprises</b>		<b>\$1,775,869</b>	<b>\$3,399,976</b>	<b>\$1,624,107</b>
Liability Fund	5510	\$655,493	\$542,745	(\$112,748)
Unemployment	5520	\$52,222	\$72,824	\$20,602
Telecommunications	5530	\$549,968	\$583,369	\$33,401
Worker's Comp	5540	\$8,393,607	\$8,758,750	\$365,143
Purchasing	5550	\$90,853	\$113,192	\$22,339
Insurance- Employee Group	5560	\$23,705	\$17,265	(\$6,440)
Employee Leave	5570	\$1,746,685	\$1,865,760	\$119,075
Post Retirement Insurance	5580	\$6,556,038	\$6,567,212	\$11,174
<b>Total Internal</b>		<b>\$18,068,571</b>	<b>\$18,521,117</b>	<b>\$452,546</b>

# ATTACHMENT "B"

RECOMMENDED PERSONNEL CHANGES

RECOMMENDED PERSONNEL CHANGES  
SEPTEMBER 17, 2019

FUND	DEPARTMENT	ACTION	EFF. DATE	DESCRIPTION	INCUMBENTS	FINANCIAL IMPACT FY 19/20	FINANCIAL IMPACT Annually	FTE Impact
General	Ag Commissioner	Convert	09/29/19	Sr. Agricultural Biologist to Agricultural Biologist I (1.0 FTE)	vacant	\$ (7,539)	\$ (10,317)	0.00
					<b>SUBTOTAL</b>	\$ (7,539)	\$ (10,317)	0.00
General	Assessor-Recorder	Conversion	09/29/19	Appraiser II to Senior Appraiser (1.0 FTE)	Rachel Jones	\$ 2,379	\$ 3,255	0.00
General	Assessor-Recorder	Conversion	09/29/19	Appraiser II to Senior Appraiser (1.0 FTE)	Heidi Hovatter	\$ 2,379	\$ 3,255	0.00
					<b>SUBTOTAL</b>	\$ 4,758	\$ 6,511	0.00
General	Comm Resource Agency	Layoff	11/18/19	Comm Resource Agency Director (1.0 FTE)	David Gonzalves	\$ (136,065)	\$ (234,232)	-1.00
General	Comm Resource Agency	Layoff	09/28/19	Assistant to Department Head (1.0 FTE)	Healthier Ryan	\$ (45,520)	\$ (62,346)	-1.00
General	Comm Resource Agency	Layoff	09/28/19	Assistant CRA Director - Development (1.0 FTE)	Quincy Yaley	\$ (134,545)	\$ (184,895)	-1.00
General	Comm Resource Agency	Eliminate	09/28/19	Housing Program Coordinator (1.0 FTE)	Sheila Shanahan	\$ (110,351)	\$ (151,412)	-1.00
General	Comm Resource Agency	Eliminate	07/01/19	Permit Technician (1.0 FTE)	vacant	\$ (68,414)	\$ (68,414)	-1.00
General	Comm Resource Agency	Eliminate	09/28/19	Planner I (1.0 FTE)	vacant	\$ (55,664)	\$ (76,787)	-1.00
General	Comm Resource Agency	Layoff	09/28/19	Planner I (1.0 FTE)	Natalie Rizzi	\$ (52,099)	\$ (71,661)	-1.00
General	Comm Resource Agency	Layoff	09/28/19	Planner II (1.0 FTE)	Renee Hendry	\$ (70,198)	\$ (96,465)	-1.00
General	Comm Resource Agency	Eliminate	09/28/19	Principal Plans Examiner (1.0 FTE)	vacant	\$ (106,516)	\$ (137,005)	-1.00
General	Comm Resource Agency	Eliminate	07/01/19	Sr. Environmental Health Specialist (1.0 FTE)	vacant	\$ (91,068)	\$ (91,068)	-1.00
					<b>SUBTOTAL</b>	\$ (870,439)	\$ (1,174,284)	-10.00
General	Comm Development Dept	Add	09/29/19	Community Development Director (1.0 FTE)	internal recruitment	\$ 134,545	\$ 184,895	1.00
General	Comm Development Dept	Add	09/29/19	Land Use Coordinator (1.0 FTE)	internal recruitment	\$ 54,328	\$ 74,712	1.00
General	Comm Development Dept	Add	09/29/19	Land Use Technician (2.0 FTE)	vacant	\$ 107,292	\$ 148,050	2.00
General	Comm Development Dept	Reclassification	09/29/19	Community and Housing Program Manager (1.0 FTE)	Sheila Shanahan	\$ 110,351	\$ 151,412	1.00
General	Comm Development Dept	Convert	10/13/19	Plans Examiner II to Sr. Plans Examiner (1.0 FTE)	internal recruitment	\$ 3,094	\$ 4,469	0.00
General	Comm Development Dept	Cost Center Change	09/29/19	Administrative Assistant (1.0 FTE)	Sarah Pinckney	\$ -	\$ -	0.00
					<b>SUBTOTAL</b>	\$ 409,610	\$ 563,538	5.00
General	County Counsel	Eliminate	07/01/19	County Counsel Attorney Assistant (1.0 FTE)	vacant	\$ (74,567)	\$ (74,567)	-1.00
					<b>SUBTOTAL</b>	\$ (74,567)	\$ (74,567)	-1.00
General	District Attorney	Eliminate	09/29/19	Senior Office Assistant Grant Funded (1.0 FTE)	vacant	\$ (39,883)	\$ (55,191)	-1.00
					<b>SUBTOTAL</b>	\$ (39,883)	\$ (55,191)	-1.00
General	DA Victim Witness	Add	09/29/19	Senior Office Assistant Grant Funded (1.0 FTE)	vacant	\$ 39,883	\$ 55,191	1.00
					<b>SUBTOTAL</b>	\$ 39,883	\$ 55,191	1.00
General	Facilities	Add	09/29/19	Staff Services Analyst I (1.0 FTE)	vacant	\$ 54,042	\$ 74,567	1.00
					<b>SUBTOTAL</b>	\$ 54,042	\$ 74,567	1.00
General	GSA	Layoff	11/18/19	GSA Director (1.0 FTE)	Daniel Richardson	\$ (126,468)	\$ (217,557)	-1.00
General	GSA	Eliminate	07/01/19	Staff Services Analyst I (1.0 FTE)	vacant	\$ (80,298)	\$ (80,298)	-1.00
					<b>SUBTOTAL</b>	\$ (206,765)	\$ (297,855)	-2.00
General	Jail	Add	03/01/20	Jail Deputy Sheriff (5.0 FTE)	vacant	\$ 128,356	\$ 385,068	5.00
General	Jail	Add	04/01/20	Jail Technicians (4.0 FTE)	vacant	\$ 57,207	\$ 228,829	4.00
					<b>SUBTOTAL</b>	\$ 185,563	\$ 613,897	9.00
General	Juvenile Hall	Eliminate	03/30/19	Juvenile Detention Facility Superintendent (1.0 FTE)	vacant	\$ (37,655)	\$ (150,621)	-1.00
General	Juvenile Hall	Add	03/30/19	Supervising Juvenile Correction Officer (1.0 FTE)	vacant	\$ 24,133	\$ 96,533	1.00
					<b>SUBTOTAL</b>	\$ (13,522)	\$ (54,089)	0.00
General	Library	Layoff	09/28/19	Library Director (1.0 FTE)	Deborah Samson	\$ (81,862)	\$ (112,427)	-1.00
General	Library	FTE Increase	09/29/19	Sr. Library Assistant (.75 FTE to 1.0 FTE)	Terry Hoffman	\$ 10,352	\$ 14,166	0.25
General	Library	FTE Increase	09/29/19	Sr. Library Assistant (.75 FTE to 1.0 FTE)	Sharon Alomia	\$ 9,871	\$ 13,508	0.25
					<b>SUBTOTAL</b>	\$ (61,639)	\$ (84,753)	-0.50
General	Probation	Layoff	09/29/19	Legal Assistant I (1.0 FTE)	Michael Gunter	\$ (47,972)	\$ (66,426)	-1.00

RECOMMENDED PERSONNEL CHANGES  
SEPTEMBER 17, 2019

General	Probation	Add	09/29/19	Probation Technician Grant Funded (2.0 FTE)	vacant/internal recruitment	\$ 103,820	\$ 143,299	2.00
					<b>SUBTOTAL</b>	\$ 55,848	\$ 76,872	1.00
General	Recreation	Reclassify	09/29/19	Recreation Manager to Library & Recreation Manager (1.0 FTE)	Eric Aitken	\$ 19,439	\$ 26,601	0.00
General	Recreation	Eliminate	07/01/19	Recreation Supervisor (1.0 FTE)	vacant	\$ (96,532)	\$ (96,532)	-1.00
General	Recreation	Add	09/29/19	Activity Coordinator (1.0 FTE)	vacant	\$ 63,556	\$ 88,201	1.00
					<b>SUBTOTAL</b>	\$ (13,537)	\$ 18,270	0.00
General	Sheriff-Coroner	Eliminate	09/29/19	Sheriff's Sergeant (1.0 FTE)	vacant	\$ (74,532)	\$ (102,569)	-1.00
General	Sheriff-Coroner	Eliminate	09/29/19	Deputy Sheriff Corporal (1.0 FTE)	vacant	\$ (57,142)	\$ (89,507)	-1.00
General	Sheriff-Coroner	Add	09/29/19	Deputy Sheriff (2.0 FTE)	vacant	\$ 123,972	\$ 170,802	1.00
General	Sheriff-Coroner	Add	01/01/20	Deputy Sheriff Grant Funded (1.0 FTE)	vacant	\$ 42,700	\$ 85,401	1.00
General	Sheriff-Coroner	Eliminate	09/29/19	Fiscal Technician (1.0 FTE)	vacant	\$ (44,577)	\$ (73,034)	-1.00
General	Sheriff-Coroner	Eliminate	09/29/19	Sheriff's Clerk II (1.0 FTE)	TBD	\$ (42,274)	\$ (69,884)	-1.00
General	Sheriff-Coroner	Add	09/29/19	Senior Account Clerk (1.0 FTE)	internal recruitment	\$ 35,834	\$ 61,071	1.00
					<b>SUBTOTAL</b>	\$ (16,017)	\$ (17,720)	-1.00
General	Tree Mortality	Reclassification	09/29/19	Office Assistant Grant Funded to Administrative Assistant Grant Funded (1.0 FTE)	Amanda Breaux	\$ 9,710	\$ 13,288	0.00
General	Tree Mortality	Add	09/29/19	Administrative Technician GF (1.0 FTE)	internal recruitment	\$ 44,481	\$ 60,869	1.00
General	Tree Mortality	Eliminate	07/01/19	Administrative Analyst I GF (1.0 FTE)	vacant	\$ (83,186)	\$ (83,186)	-1.00
					<b>SUBTOTAL</b>	\$ (28,994)	\$ (9,028)	0.00
General	Veterans	FTE Increase	09/29/19	Veteran's Services Officer (0.48 FTE to 1.0 FTE)	Debora Esque	\$ 32,486	\$ 44,454	0.52
General	Veterans	Eliminate	07/01/19	Veteran's Services Representative I (1.0 FTE)	vacant	\$ (78,714)	\$ (78,714)	-1.00
					<b>SUBTOTAL</b>	\$ (46,228)	\$ (34,260)	-0.48
Public Works	PW - Admin/Engineering	Add	09/29/19	Environmental Analyst (1.0 FTE)	internal recruitment	\$ 70,198	\$ 96,465	1.00
Public Works	PW - Admin/Engineering	Eliminate	09/28/19	Assistant CRA Director - Public Works (1.0 FTE)	Kim MacFarlane	\$ (138,447)	\$ (189,656)	-1.00
Public Works	PW - Admin/Engineering	Add	09/29/19	Public Works Director (1.0 FTE)	internal recruitment	\$ 138,447	\$ 189,656	1.00
					<b>SUBTOTAL</b>	\$ 70,198	\$ 96,465	1.00
Health	Public Health - WIC	Reclassification	09/29/19	Office Assistant to Sr. Office Assistant (1.0 FTE)	R Ellington	\$ 2,997	\$ 4,102	0.00
Health	Public Health - Health	Reclassification	09/29/19	PH Nurse II to a PH Nurse III (1.0 FTE)	R Morganstern	\$ 6,516	\$ 8,917	0.00
					<b>SUBTOTAL</b>	\$ 9,514	\$ 13,019	0.00
Behavioral Health	Behavioral Health	Add	09/29/19	Senior Account Clerk (1.0 FTE)	Vacant	\$ 52,896	\$ 65,490	1.00
Behavioral Health	Behavioral Health	Conversion	09/29/19	Convert Senior BHW to Clinician I/II/III (1.0 FTE)	Vacant	\$ 6,409	\$ 8,770	0.00
Behavioral Health	Behavioral Health	Conversion	09/29/19	Convert BH Worker to Clinician I/II/III (1.0 FTE)	Vacant	\$ 10,804	\$ 14,784	0.00
Behavioral Health	Behavioral Health	Add	09/29/19	BH Program Supervisor (1.0 FTE)	Vacant	\$ 89,021	\$ 121,818	1.00
Behavioral Health	Behavioral Health	Conversion	09/29/19	Convert Senior BHW to LVN I/II (1.0 FTE)	Vacant	\$ (2,906)	\$ (3,976)	0.00
					<b>SUBTOTAL</b>	\$ 156,223	\$ 206,885	2.00
Welfare	Social Services	Delete	09/28/19	Senior Account Clerk (1.0 FTE)	Vacant	\$ (52,896)	\$ (65,490)	-1.00
Welfare	Social Services	Conversion	09/29/19	Social Worker Assistant I/II to Social Worker Assistant (3.0 FTE)	vacant, Leah Houston, Terry Poalucci	\$ 2,847	\$ 3,896	0.00
					<b>SUBTOTAL</b>	\$ (50,048)	\$ (61,594)	-1.00
					<b>Total Cost / (Savings)</b>	\$ (443,541)	\$ (148,441)	3.02



## Human Resources / Risk Management

Ann Fremd  
Human Resources Director/Risk Manager

KIMBERLY PHIPPS  
Sr. Human Resources Analyst  
(209) 533-6957

BARBI PLOWMAN  
Sr. Human Resources Tech  
(209) 533-6988

ERIN CUNHA  
Confidential Clerk  
(209) 533-5566

September 17, 2019

TO: Board of Supervisors

FROM: Ann Fremd, HR Director /Risk Manager

**SUBJECT: Approval of class specification changes for the Human Services Agency Director, Executive Assistant and Purchasing Clerk; Approval of new class specifications for Library and Recreation Manager and Probation Technician as well as assignment to bargaining unit and pay range**

Staff is recommending either changes or the creation of multiple class specifications as described below. All meet and confer obligations have been completed where applicable with the affected bargaining units.

### **Human Services Agency Director**

Ann Connolly has announced her retirement and prior to beginning a recruitment to fill this position, staff has reviewed the class specification and is recommending the following changes:

- Removing Veteran's Services Office from the functional oversight of this department which will now report to the County Administrator's Office.
- Adding language to reflect this position being appointed by and serving at the pleasure of the Board of Supervisors which is language that is consistent in all appointed department had position class specifications.

Staff is recommending a salary adjustment to reflect the compaction issue that was agreed to during labor negotiations, specifically a 20-range spread should exist between a manager and the highest-level person supervised. Excluding the Health Officer, the highest-level person reporting to this position is the Behavioral Health Director which currently is at a range of 592 (E step: \$78,2745 per hour, \$162,810 annually). The current range for the Human Services Agency Director is 585 (E step: \$75,55889 per hour, \$157,227 annually) and would be increased to range 612 (E step: \$86,4852 per hour, \$179,889 annually). This position would remain in the Executive/Confidential Unit. A lined and unlined version of this class specification are attached.

### **Health Officer**

Due to the nature of this position, the scope of authority and the overall risk inherent to this position, staff is recommending this position be transferred from the

Tuolumne County Administration Center ♦ 2 South Green Street Sonora, CA 95370

Main: (209) 533-5566 ♦ Fax: (209) 533-5901

[www.tuolumnecounty.ca.gov](http://www.tuolumnecounty.ca.gov)

Tuolumne County Management Association to the Executive Confidential Unit. The pay range will remain unchanged at 646 (E Step: \$102,467.90, \$213,133 annually)/

### **Library and Recreation Manager**

The General Services Agency currently includes the Library and Recreation departments. Since the General Services Agency is being eliminated, staff is recommending creating the Library and Recreation Manager classification which will report directly to the County Administrator. The Recreation Manager classification has been updated to reflect the inclusion of the Library into the administrative functions of this position, a lined and unlined version of the class specification is attached. Staff is recommending this position remain in the Tuolumne County Management Association at a range of 420 (E step: \$33.19 per hour, \$69,035 annually). Placement at this range assumes the 20-range compaction level requirement is satisfied.

### **Executive Assistant**

The duties of the Executive Assistant will expand to include supervision of clerical staff as the County Administrator's Office assumes responsibility for departments that were part of the General Services Agency. Any clerical staff assigned to the County Administrator's Office will be directly supervised by the Executive Assistant. These expanded duties are included in the lined and unlined version of this class specification are attached. Staff is not recommend any changes to the current range of 452 (E step: \$38,937.80, \$80,990 annually) or the assignment to the Executive/Confidential Unit but is recommending an exempt FLSA status for this position.

### **Probation Technician**

Attached is the newly created Probation Technician class specification. The Tuolumne County Superior Court and the Probation Department submitted a Pretrial Pilot Program Grant Application and was awarded the grant for a period of two-years. The goals of this program are to fund pretrial programs and practices that will:

- Increase the safe and efficient pre-arraignment and pretrial release of individuals booked into jail by expanding own recognizance and monitored release;
- Implement monitoring practices of those released pre-arraignment and pretrial with the least restrictive interventions and practices necessary to enhance public safety and return to court;
- Expand the use and validation of pretrial risk assessment tools that make their factors, weights, and studies publicly available; and,
- Assess any disparate impact or bias that may result from the implementation of these projects to better understand and reduce biases based on race, ethnicity, and gender in pretrial release decision making.

Two grant-funded Probation Technicians will support this program as well as assisting Probation staff with on-going services for current Probation clients. Staff

is recommending this position be assigned to the Tuolumne County Employees/OE3 General Unit at range 364 (E step: \$25.1049 per hour, \$52,218 annually).

**Purchasing Clerk**

With the elimination of the General Services Agency, staff is recommending the GSA Clerk be retitled to Purchasing Clerk based upon its assignment to the Purchasing Department. This position will not only perform mail room duties but will also be “floated” to other departments who need additional clerical support. Staff is not recommending any changes to the Tuolumne County Employees/OE3 General Unit assignment or the current range of 293 (E step: \$17.6185, \$36,646 annually).

**Recommendations:**

It is recommended that your Board approve:

- 1) The updated class specification for the Human Services Agency Director at a range of 612; and
- 2) Moving the Public Health Officer from the Tuolumne County Management Unit into the Executive Confidential Unit; and
- 3) The updated class specification for the Library and Recreation Manager at a range of 420; and
- 4) The updated class specification for the Executive Assistant and changing the FLSA status from non-exempt to exempt; and
- 5) The newly created class specification for Probation Technician, assignment to the Tuolumne County Employees/OE3 General Unit at a range of 364; and
- 6) The updated class specification for the Purchasing Clerk.

Attachments:

Lined and unlined versions of each class specification



~~NOVEMBER 2015~~ SEPTEMBER 2019

**FLSA: EXEMPT**

## **HUMAN SERVICES AGENCY DIRECTOR**

### **DEFINITION**

Under administrative direction of the County Administrator, plans, organizes, manages, and provides administrative and fiscal direction and oversight for all functions and activities of the County Human Services Agency, including Social Services, Public Health, the Public Administrator and Public Guardian Offices, Behavioral Health, ~~Veterans Services Office~~, and the Ambulance System; coordinates assigned activities with other County departments, officials, outside agencies, and the public; fosters cooperative working relationships among County departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible, complex, and expert professional assistance to County management staff in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the County Administrator. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This Board appointed agency head classification manages, directs and participates in all activities of the County Human Services Agency, including Human Services short-term and long-range planning, development, and administration. Successful performance of the work requires knowledge of public policy, fiscal management, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the agency with those of other departments and agencies, and managing and overseeing the complex and varied functions of the agency. The incumbent is accountable for accomplishing agency planning and operational goals and objectives and for furthering County goals and objectives within general policy guidelines, and for providing highly responsible administrative support to the County Administrator and Board of Supervisors. The incumbent serves as the County's Social Services Director and appointed County Public Guardian and Public Administrator. The incumbent serves at the pleasure of the Board of Supervisors as the appointing authority and is accountable for accomplishing departmental goals and objectives and for furthering County goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the County Human Services Agency.
- Plans, organizes, directs and evaluates the programs and activities of the Human Services Agency to ensure the provision of effective and efficient health and social services to the community.
- Manages and participates in the development and administration of the agency's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and

- approves expenditures; directs the preparation and implementation of budgetary adjustments; ensures all fees are appropriate and within the laws and regulations of each department.
- Develops, coordinates and submits grant applications for program / project funding.
  - Selects, trains, develops, and directs agency personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
  - Monitors changes in laws, regulations and technology that may affect County or agency operations; implements policy and procedural changes as required.
  - Contributes to the overall quality of the agency's service by developing, reviewing and implementing policies and procedures to meet legal requirements and County needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
  - Represents the County Human Services Agency to the Board of Supervisors, other County departments, State and Federal agencies, and elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
  - Personally performs professional-level work in specific health and social services areas.
  - Conducts or directs a variety of analytical studies on Agency-related functions; develops and reviews reports of findings, alternatives and recommendations; prepares and directs the preparation of a variety of periodic and special reports regarding departmental activities; recommends modifications to programs, policies and procedures as appropriate.
  - Negotiates, reviews, and approves contracts and agreements; MOUs; reviews contracts for consultant personnel and RFPs; directs and reviews the work of contract consultants providing health and social service-related services.
  - Approves all specialized foster care, foster family agencies, and group home placements for Child Welfare Services and Probation.
  - Participates on and makes presentations to the Board of Supervisors and a variety of boards, commissions, and community groups; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of health and social services.
  - Confers with and provides professional assistance to members of County departments on Human Services and related matters; coordinates agency activities, services and referrals with other agencies as appropriate.
  - Attends and presents at meetings with community partners to leverage funding and services for the benefit of those served by Human Services departments.
  - Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the County Administrator; keeps County Administrator and Board of Supervisors informed of agency activities, issues and problems.
  - Develops and implements public awareness and public relations efforts of the department; receives and responds to inquiries, concerns and complaints regarding department programs, activities and personnel.
  - Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.

- Public agency budgetary, contract administration, and county-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and local laws, codes and regulations affecting all departments in the Human Services Agency.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of government administration.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of Human Services programs.
- Record keeping principles and procedures.
- Comprehension of statistical analysis and reporting to determine workload and project staffing, funding and budget needs, and to provide information to County Administrative Officer, Board of Supervisors, and media.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and County staff, in person, over the telephone, and in writing.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to the public, vendors, contractors, and County staff, in person and over the telephone.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the Human Services Agency and assigned program areas.
- Provide administrative and professional leadership and direction for the Human Services Agency and the County.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply and ensure compliance with federal, state, and local policies, procedures, laws, regulations.
- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.
- Select, train, develop, and evaluate the work of staff and training staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of County programs and administrative activities.
- Conduct effective negotiations and effectively represent the County and Human Services in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the Human Services Agency and the County in meetings with governmental agencies, community groups, businesses, professional and regulatory organizations, and in meetings with individuals.

- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Perform mathematical computations; understand and interpret statistical analysis and reports.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, health, welfare, social science or a related field and five (5) years of increasingly responsible experience in health, welfare, public administration or a related field at a management or administrative level. Possession of a Master's Degree is highly desirable.

Licenses and Certifications:

- Possession of a valid California class C driver's license with satisfactory driving record.

**PHYSICAL DEMANDS**

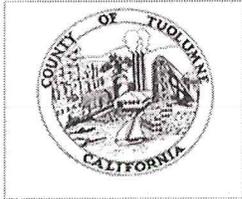
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work on evenings, weekends and holidays.



SEPTEMBER 2019  
FLSA: EXEMPT

## HUMAN SERVICES AGENCY DIRECTOR

### DEFINITION

Under administrative direction of the County Administrator, plans, organizes, manages, and provides administrative and fiscal direction and oversight for all functions and activities of the County Human Services Agency, including Social Services, Public Health, the Public Administrator and Public Guardian Offices, Behavioral Health, and the Ambulance System; coordinates assigned activities with other County departments, officials, outside agencies, and the public; fosters cooperative working relationships among County departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible, complex, and expert professional assistance to County management staff in areas of expertise; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Administrator. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### CLASS CHARACTERISTICS

This Board appointed agency head classification manages, directs and participates in all activities of the County Human Services Agency, including Human Services short-term and long-range planning, development, and administration. Successful performance of the work requires knowledge of public policy, fiscal management, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the agency with those of other departments and agencies, and managing and overseeing the complex and varied functions of the agency. The incumbent is accountable for accomplishing agency planning and operational goals and objectives and for furthering County goals and objectives within general policy guidelines, and for providing highly responsible administrative support to the County Administrator and Board of Supervisors. The incumbent serves as the County's Social Services Director and appointed County Public Guardian and Public Administrator. The incumbent serves at the pleasure of the Board of Supervisors as the appointing authority and is accountable for accomplishing departmental goals and objectives and for furthering County goals and objectives within general policy guidelines.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the County Human Services Agency.
- Plans, organizes, directs and evaluates the programs and activities of the Human Services Agency to ensure the provision of effective and efficient health and social services to the community.
- Manages and participates in the development and administration of the agency's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and

approves expenditures; directs the preparation and implementation of budgetary adjustments; ensures all fees are appropriate and within the laws and regulations of each department.

- Develops, coordinates and submits grant applications for program / project funding.
- Selects, trains, develops, and directs agency personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors changes in laws, regulations and technology that may affect County or agency operations; implements policy and procedural changes as required.
- Contributes to the overall quality of the agency's service by developing, reviewing and implementing policies and procedures to meet legal requirements and County needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Represents the County Human Services Agency to the Board of Supervisors, other County departments, State and Federal agencies, and elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Personally performs professional-level work in specific health and social services areas.
- Conducts or directs a variety of analytical studies on Agency-related functions; develops and reviews reports of findings, alternatives and recommendations; prepares and directs the preparation of a variety of periodic and special reports regarding departmental activities; recommends modifications to programs, policies and procedures as appropriate.
- Negotiates, reviews, and approves contracts and agreements; MOUs; reviews contracts for consultant personnel and RFPs; directs and reviews the work of contract consultants providing health and social service-related services.
- Approves all specialized foster care, foster family agencies, and group home placements for Child Welfare Services and Probation.
- Participates on and makes presentations to the Board of Supervisors and a variety of boards, commissions, and community groups; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of health and social services.
- Confers with and provides professional assistance to members of County departments on Human Services and related matters; coordinates agency activities, services and referrals with other agencies as appropriate.
- Attends and presents at meetings with community partners to leverage funding and services for the benefit of those served by Human Services departments.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the County Administrator; keeps County Administrator and Board of Supervisors informed of agency activities, issues and problems.
- Develops and implements public awareness and public relations efforts of the department; receives and responds to inquiries, concerns and complaints regarding department programs, activities and personnel.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.

- Public agency budgetary, contract administration, and county-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and local laws, codes and regulations affecting all departments in the Human Services Agency.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of government administration.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of Human Services programs.
- Record keeping principles and procedures.
- Comprehension of statistical analysis and reporting to determine workload and project staffing, funding and budget needs, and to provide information to County Administrative Officer, Board of Supervisors, and media.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and County staff, in person, over the telephone, and in writing.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to the public, vendors, contractors, and County staff, in person and over the telephone.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the Human Services Agency and assigned program areas.
- Provide administrative and professional leadership and direction for the Human Services Agency and the County.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply and ensure compliance with federal, state, and local policies, procedures, laws, regulations.
- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.
- Select, train, develop, and evaluate the work of staff and training staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of County programs and administrative activities.
- Conduct effective negotiations and effectively represent the County and Human Services in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the Human Services Agency and the County in meetings with governmental agencies, community groups, businesses, professional and regulatory organizations, and in meetings with individuals.

- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Perform mathematical computations; understand and interpret statistical analysis and reports.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, health, welfare, social science or a related field and five (5) years of increasingly responsible experience in health, welfare, public administration or a related field at a management or administrative level. Possession of a Master's Degree is highly desirable.

Licenses and Certifications:

- Possession of a valid California class C driver's license with satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work on evenings, weekends and holidays.



~~MARCH 2019~~ SEPTEMBER 2019  
**FLSA: EXEMPT**

## LIBRARY AND RECREATION MANAGER

### DEFINITION

Under administrative direction, plans, organizes, manages and provides direction and oversight for all activities and functions of the County Library system and Recreation Department; prepares and monitors assigned budgets, provides direction and supervision to managerial, professional and clerical staff; provides highly responsible and complex professional support to the ~~General Services Director~~ County Administration Office; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the ~~General Services Director~~ County Administrator or designee. Exercises direct and general supervision over management, supervisory, professional, technical and clerical staff through subordinate levels of supervision.

### CLASS CHARACTERISTICS

This is a division head classification that oversees, directs and manages all activities and functions of the County Library and Recreation Departments; including short-term and long-term planning, development and administration. This class provides assistance to the ~~General Services Director~~ County Administrator or designee in a variety of administrative capacities. ~~This class is distinguished from the Recreation Supervisor in that the latter is a supervisory-level classification responsible for specific assigned divisions of the Recreation Department.~~

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops, directs and coordinates the implementation and evaluation of goals, objectives, policies, procedures, work standards for the Library and Recreation Departments and establishes, within County policy, appropriate service and staffing levels.
- Plans, organizes, directs and evaluates the programs and activities of the Library and Recreation Departments to ensure the provision of effective and efficient recreational services to meet the needs of the community and its diverse population.
- Manages and participates in the development and monitoring of the Library and Recreation Department budgets; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, develops and directs Library and Recreation personnel; evaluates and reviews work for acceptability and conformance with department standards; including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Ensures department compliance with all County policies and procedures, standards of quality and safety, and all applicable Federal, State and local laws and regulations.
- Performs or oversees through subordinate staff, the researching of funding sources for new programs; writing grants, and implementing new grant programs on various topics; participating in the acquisition, billing and administration of grant monies, and participating in the development of fee structures.
- Provides oversight for the evaluation and selection of Library collections, collection policies, and new technology resources.
- Represents the department in meetings with representatives of other County departments, elected officials, outside agencies, professional and community organizations, the public and news media; explains and interprets department programs, policies and activities; makes presentations to increase awareness and support of division programs and services.
- Maintains and directs the maintenance of required records and statistics, and the preparation of reports, records and other documents; reviews reports prepared by subordinates for accuracy, completeness and compliance with requirements.
- Oversees through subordinate staff the Recreation department's online registration system.
- Acts as a representative to educational institutions, community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of library and recreation program operations, activities, and services.
- Evaluates community library and recreation needs and interests; prepares community surveys; analyzes data and recommends new recreation programs or improvements to meet community needs.
- Develops, maintains, and reviews staff, financial, and statistical reports related to grants, program participation and analysis, expenditures, and revenues.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Supervises the preparation of and executes program publicity brochures, press releases, flyers, and forms.
- Takes appropriate steps to ensure the safety of all citizens that use County library and recreational facilities and properties, enroll in recreation classes, attend special events and take part in any activity offered by the department.
- Receives, investigates and responds to problems and complaints from citizens, other department representatives and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- ~~Manage and oversee~~Oversees through subordinate staff the fingerprinting of all Recreation employees and volunteers.
- Conducts or directs a variety of departmental, organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Monitors changes in laws, regulations and technology that may affect the Library or Recreation Department and its operations; implements policy and procedural changes as required.
- Prepares, reviews and presents staff reports, various management and information updates, and reports on special projects as assigned by the General Services Director/County Administrator or designee.
- Receives and responds to inquiries, requests for assistance, concerns, and complaints from staff and the public regarding the County Library and Recreation Department; assists with resolutions and alternative recommendations.
- Attends trainings, conferences, seminars, etc., as necessary to maintain job knowledge and skills.
- Performs other related duties as assigned.

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## QUALIFICATIONS

### Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, county-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.
- Library operations, practices, policies, and procedures.
- Classification, cataloging, and filing systems used in libraries.
- Principles, techniques, and procedures of library system applications.
- Principles, practices, and service delivery needs related to facility rentals, classes, and community events.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, methods, and techniques used in designing, troubleshooting, maintaining and operation of computer systems.
- Principles and practices of public relations techniques.
- Principles and procedures of record-keeping, research and technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the County in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

**Ability to:**

- Develop, implement and evaluate goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the County Library and Recreation Departments.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Analyze complex problems; evaluate alternatives and develop sound courses of action.
- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate and evaluate the work of staff and training staff in work procedures.
- Identify program funding sources; prepare grant applications and proposals; administer grant contracts.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Effectively represent the Library and Recreation Department and the County in meetings with governmental agencies, community groups and various businesses, professional and regulatory organizations and in meetings with individuals.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of division programs and administrative activities.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.

- Develop, plan, coordinate, and implement a variety of library and recreational programs and facilities suited to the needs of the community.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Perform required mathematical statistical computations and analysis with accuracy.
- Coordinate activities with those of other divisions, departments, agencies and organizations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- React calmly and quickly in emergency situations.
- Exercise sound, independent judgment within broad policy guidelines.
- Effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

A Bachelor's degree from an accredited college or university with major coursework in recreation administration, library science, business administration, or related field and five (5) years of increasingly responsible recreation or library experience, including at least two (2) years in a management-supervisory or administrative capacity.

**Licenses and Certifications:**

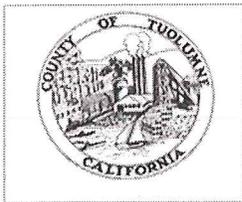
- Possession of a California driver's license and a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office, library and/or recreational facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle, and to visit various County, recreation, library and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents partially work in the field and may occasionally be exposed to loud noise levels, cold and/or hot temperatures, vibration, chemicals, mechanical and/or electrical hazards. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2019  
FLSA: EXEMPT

## LIBRARY AND RECREATION MANAGER

### DEFINITION

Under administrative direction, plans, organizes, manages and provides direction and oversight for all activities and functions of the County Library system and Recreation Department; prepares and monitors assigned budgets, provides direction and supervision to managerial, professional and clerical staff; provides highly responsible and complex professional support to the County Administration Office; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Administrator or designee. Exercises direct and general supervision over management, supervisory, professional, technical and clerical staff through subordinate levels of supervision.

### CLASS CHARACTERISTICS

This is a division head classification that oversees, directs and manages all activities and functions of the County Library and Recreation Departments; including short-term and long-term planning, development and administration. This class provides assistance to the County Administrator or designee in a variety of administrative capacities.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops, directs and coordinates the implementation and evaluation of goals, objectives, policies, procedures, work standards for the Library and Recreation Departments and establishes, within County policy, appropriate service and staffing levels.
- Plans, organizes, directs and evaluates the programs and activities of the Library and Recreation Departments to ensure the provision of effective and efficient services to meet the needs of the community and its diverse population.
- Manages and participates in the development and monitoring of the Library and Recreation Department budgets; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, develops and directs Library and Recreation personnel; evaluates and reviews work for acceptability and conformance with department standards; including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Ensures department compliance with all County policies and procedures, standards of quality and safety, and all applicable Federal, State and local laws and regulations.

- Performs or oversees through subordinate staff, the researching of funding sources for new programs; writing grants, and implementing new grant programs on various topics; participating in the acquisition, billing and administration of grant monies, and participating in the development of fee structures.
- Provides oversight for the evaluation and selection of Library collections, collection policies, and new technology resources.
- Represents the department in meetings with representatives of other County departments, elected officials, outside agencies, professional and community organizations, the public and news media; explains and interprets department programs, policies and activities; makes presentations to increase awareness and support of programs and services.
- Maintains and directs the maintenance of required records and statistics, and the preparation of reports, records and other documents; reviews reports prepared by subordinates for accuracy, completeness and compliance with requirements.
- Oversees through subordinate staff the Recreation department's online registration system.
- Acts as a representative to educational institutions, community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of library and recreation program operations, activities, and services.
- Evaluates community library and recreation needs and interests; prepares community surveys; analyzes data and recommends new programs or improvements to meet community needs.
- Develops, maintains, and reviews staff, financial, and statistical reports related to grants, program participation and analysis, expenditures, and revenues.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Supervises the preparation of and executes program publicity brochures, press releases, flyers, and forms.
- Takes appropriate steps to ensure the safety of all citizens that use County library and recreational facilities and properties, enroll in classes, attend special events and take part in any activity offered by the department.
- Receives, investigates and responds to problems and complaints from citizens, other department representatives and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- Oversees through subordinate staff the fingerprinting of all Recreation employees and volunteers.
- Conducts or directs a variety of departmental, organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Monitors changes in laws, regulations and technology that may affect the Library or Recreation Department and its operations; implements policy and procedural changes as required.
- Prepares, reviews and presents staff reports, various management and information updates, and reports on special projects as assigned by the County Administrator or designee.
- Receives and responds to inquiries, requests for assistance, concerns, and complaints from staff and the public regarding the County Library and Recreation Department; assists with resolutions and alternative recommendations.
- Attends trainings, conferences, seminars, etc., as necessary to maintain job knowledge and skills.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, county-wide administrative practices; and general principles of risk management related to the functions of the assigned area.

- Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.
- Library operations, practices, policies, and procedures.
- Classification, cataloging, and filing systems used in libraries.
- Principles, techniques, and procedures of library system applications.
- Principles, practices, and service delivery needs related to facility rentals, classes, and community events.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, methods, and techniques used in designing, troubleshooting, maintaining and operation of computer systems.
- Principles and practices of public relations techniques.
- Principles and procedures of record-keeping, research and technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the County in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

**Ability to:**

- Develop, implement and evaluate goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the County Library and Recreation Departments.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Analyze complex problems; evaluate alternatives and develop sound courses of action.
- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate and evaluate the work of staff and training staff in work procedures.
- Identify program funding sources; prepare grant applications and proposals; administer grant contracts.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Effectively represent the Library and Recreation Department and the County in meetings with governmental agencies, community groups and various businesses, professional and regulatory organizations and in meetings with individuals.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of division programs and administrative activities.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Develop, plan, coordinate, and implement a variety of library and recreational programs and facilities suited to the needs of the community.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Perform required mathematical statistical computations and analysis with accuracy.

- Coordinate activities with those of other divisions, departments, agencies and organizations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- React calmly and quickly in emergency situations.
- Exercise sound, independent judgment within broad policy guidelines.
- Effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

A Bachelor's degree from an accredited college or university with major coursework in recreation administration, library science, business administration, or related field and five (5) years of increasingly responsible recreation or library experience, including at least two (2) years in a supervisory or administrative capacity.

**Licenses and Certifications:**

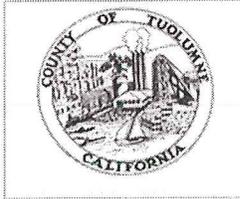
- Possession of a California driver's license and a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office, library and/or recreational facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle, and to visit various County, recreation, library and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents partially work in the field and may occasionally be exposed to loud noise levels, cold and/or hot temperatures, vibration, chemicals, mechanical and/or electrical hazards. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2019  
FLSA: NON-EXEMPT

## PROBATION TECHNICIAN

### DEFINITION

Under general supervision, performs a variety of support tasks of moderate complexity involving the investigation, supervision and treatment of juveniles and adults referred to probation services utilizing Best Practices and/or Evidence Based Practices; performs support work for the Pretrial Services Unit of the Probation Department; interviews pre-arraignment criminal defendants and/or others to obtain criminal, social and/or other relevant background information; verifies, documents and evaluates the information obtained; identifies the defendant's eligibility for release from custody based on policy and/or law; makes appropriate recommendations to the courts regarding whether or not to release the defendant; prepares required documentation and reports; and performs related or work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from an assigned supervisory staff. Exercises no supervision of staff but may provide technical or general control over assigned program participants.

### CLASS CHARACTERISTICS

This is a paraprofessional classification within the Probation Department designed to provide specialized and technical support to Probation Officers. Incumbents work initially under close supervision and receive on-the-job-training in basic casework management. As experience is gained, incumbents will receive only occasional instruction or assistance as new or unusual situations arise and are expected to otherwise perform the full-range of journey-level tasks associated with the position. The work has technical and procedural aspects, requiring the interpretation and application of and ensuring compliance with policies, procedures and requirements and regulations. This class is distinguished from Deputy Probation Officer in that the latter is a sworn law enforcement classification with the peace officer authorities.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Monitors assigned probation and/or Pretrial caseloads to ensure adherence to conditions of probation and/or Pretrial release.
- Interviews clients and/or criminal defendants, families, and others to obtain accurate and necessary information regarding criminal, social and/or relevant history; reviews arrest reports and other legal documents as needed to facilitate the interview process and to assist in identifying behavior patterns, home environmental problems, and other difficulties.
- Verifies information obtained from defendants and/or others by contacting references, researching available criminal justice databases, and/or contacting various criminal justice agencies as required; checks for local, state, and federal warrants; obtains California Department of Motor Vehicles history as necessary; interprets records as appropriate.
- Compiles, evaluates and assesses information obtained, including observed behavioral indicators that are relevant to eligibility for release; establishes defendant eligibility for release programs, makes

recommendations to release defendants utilizing established criteria, legal requirements and educated judgment.

- Prepares complete and accurate reports, court/legal forms, summaries and/or other documents as required; prepares Pretrial packets and other files as assigned; prepares and obtains client/defendant signatures on various documents such as Promise to Appear and/or other forms; transports/transmits paperwork to the courts, criminal justice agencies, or other locations as necessary.
- Responds to inquiries from judges, officers, attorneys and other members of the criminal justice community regarding defendants; facilitates probable cause hearings with on-call judges.
- Schedules and/or notifies defendants for court appearances and hearings based on established calendars; may be required to appear or testify in court.
- Assists in the set-up, maintenance, monitoring of offenders released on electronic monitoring.
- Assists in performing investigations, collecting and gathering evidence, and reporting on findings.
- Gathers data and collects documents as needed for Deputy Probation Officers to prepare recommendations for the Court.
- Reviews probationer's reports and presents written and oral case facts to supervisor.
- Assists with home visits and truancy reduction programs with juvenile offenders.
- Contacts schools and/or employers to determine client's activities and behavior.
- Co-facilitates or assists in the implementation of offender Evidence Based treatment groups.
- Supervises alternatives to detention programs.
- Assists with juvenile placement paperwork.
- Discusses planned treatment programs and available resources with the client and/or family.
- Monitors offender payments and compliance with the County Office of Revenue and Recovery.
- Prepares and maintains case records and reports as directed.
- Conducts special surveys and prepares appropriate reports.
- Tests for alcohol and drug use/abuse.
- Files and delivers court documents.
- Prepares written referrals to treatment providers, and monitors compliance with treatment services.
- Assists with juvenile placement tasks including family finding and inputting data into the information statewide database.
- Arranges transportation and may personally transport clients to various in and out of county placement, including juvenile detention facilities.
- Performs routine clerical duties in connection with program requirements.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of human behavior and applied psychology, including issues common to criminal behavior.
- Advanced interviewing techniques.
- Basic court and arrest procedures.
- Basic research and investigative methods/procedures.
- Principles and practices of written and oral communication.
- Language mechanics, report writing and principles of written composition.
- General computer operations.
- Practices and procedures associated with the California Penal Code, Vehicle Code, and Welfare and Institutions Code.

- Available community resources.
- Basic record keeping, word processing and data entry programs.
- Applicable local, state and federal laws, codes, rules, regulations and ordinances.
- County and department policies and procedures.
- Counseling and interviewing techniques.
- Social, economic and psychological forces contributing to delinquency problems.
- Principles and practices of data gathering, analysis and presentation.
- Organizational and time management skills.
- Proper search techniques and weaponless defense techniques.
- Principles and practices of data gathering and documentation and report preparation.
- English usage sufficient to effectively perform the duties.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

**Ability to:**

- Interview clients and obtain factual information in stressful situations; listen carefully during interviews to both content and presentation in order to identify questionable information.
- Investigate, research and interpret information regarding a client's criminal history, social and other background.
- Interpret and apply complex laws, policies and procedures using considerable judgment.
- Communicate effectively with a variety of people, both orally and in writing.
- Effectively handle difficult situations; work well under pressure.
- Develop and maintain good working relationships with a wide variety of people.
- Utilize computers to retrieve and enter information.
- Analyze situations accurately, use appropriate techniques and tactics to diffuse aggressive or difficult behavior and apply proper defense tactics for protection against assault.
- Make oral and written presentations.
- Prepare concise, well organized and clearly defined reports using proper grammar.
- Understand and follow oral and written instructions.
- Read and understand legal documents.
- Respect and maintain an oath of confidentiality; follow confidentiality rules and laws.
- Work under stress and with a lack of sleep.
- Effectively use computer and other electronic devices.
- Plan, organize, assign and review work of program participants.
- Recognize the signs of alcohol and drug use.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in stressful situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to the completion of a two-year degree or equivalent education from an accredited educational institution with major coursework in psychology, sociology, criminal justice or a related field.

**Substitution:**

Experience working in probation, corrections, law enforcement or social services in a similar capacity may be substituted for required education on a year-for-year basis.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

**PHYSICAL DEMANDS**

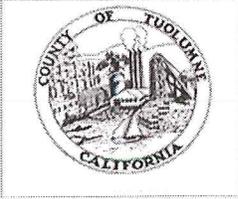
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, surveillance monitors, and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Occasional reaching and bending; lifting, carrying or pushing objects that weigh more than 40 lbs.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

**WORKING CONDITIONS**

Must be willing to work nights, weekends, and irregular hours. Must be willing to work with convicted criminals, persons on Pretrial release and juvenile offenders. May be required to work within a custodial facility.



NOVEMBER 2015 SEPTEMBER 2019

FLSA: NON-EXEMPT

## EXECUTIVE ASSISTANT

### DEFINITION

Under general direction, provides varied, complex, and confidential office administrative support to the County Administrator's office; including handling confidential materials and complex citizen and employee relations; conducts special projects; acts as the first point of contact for the County Administrative Officer (CAO), Deputy (CAO)s, other departments, and the public to resolve issues and concerns; assists in coordinating County-sponsored events and meetings; provides information to the public and staff requiring considerable knowledge of County and department services, policies, and procedures; manages the office administrative functions of the County Administrator's Office; performs technical support work related to the responsibilities of the County Administrator; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the CAO. ~~May exercise functional direction over assigned administrative support staff.~~ Exercises direct or general supervision over assigned clerical staff.

### CLASS CHARACTERISTICS

The Executive Assistant classification is distinguished from other office administrative classes in the nature, scope, and diversity of responsibilities originating at a County-wide level requiring a broader understanding of County functions and the capability of relieving County management staff of day-to-day administrative and coordinative duties. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of County activities, and the ability to conduct independent projects. Incumbent is expected to plan, organize, supervise, review and evaluate the work of assigned staff.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides administrative support to the CAO and the Deputy CAOs by assisting with duties of an advanced, complex, sensitive, and confidential nature; represents the department at meetings as assigned; acts as a liaison between the CAO and other staff and the public, coordinating resolutions and following up with staff when appropriate.
- Coordinates and maintains multiple calendars and schedules meetings and appointments for the CAO and the Deputy CAOs; makes travel arrangements as required.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of departmental and County policies and procedures; listens to questions and explains procedures according to existing guidelines; refers citizens to the appropriate department source; identifies, negotiates, and/or resolves solutions to citizen complaints and problems when appropriate.
- Composes, types, and edits a variety of documents including detailed and often confidential correspondence, forms, memos, reports, statistical reports, invitations, graphic materials, and specialized documents for the CAO and other management and department staff from rough draft,

- dictation equipment, handwritten copy, verbal instructions, or from other material; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; inputs and retrieves data and text using a computer.
- Provides information and assistance to County staff, other agency personnel, and the public, requiring the use of judgment and the interpretation of policies, procedures or rules; assists in coordinating office activities with those of other departments and agencies as necessary.
  - Coordinates and participates in the preparation of the department's budget; reviews and ensures accuracy of budget documents; processes payment authorizations for CAO and Deputy CAOs invoices; tracks, enters, and maintains purchase orders in financial database system.
  - Designs and implements file, index, tracking, and record-keeping systems; researches records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries; organizes and maintains various administrative, confidential, reference, and follow-up files and records for the CAO and Deputy CAOs.
  - Provides a variety of support to County commissions, committees, and/or task forces; may prepare and distribute agenda packets, attend meetings and prepare minutes, and follow-up on decisions as required.
  - Plans, organizes, and coordinates various County events, receptions, and meetings.
  - Maintains the County website pages related to the functional area of assignment, including posting of agendas, minutes, various reports and general informational materials; provides support to county staff for website related issues in absence of designated IT personnel; responds to or directs all incoming comments and inquiries on the county website from the general public.
  - Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for department head approval.
  - Assists in developing and implementing office objectives, policies, procedures and work standards; maintains policy and procedure manuals.
  - Researches and compiles moderately complex information from a variety of sources for the completion of forms or preparation of reports.
  - Processes various forms, applications, permits or other documents requiring in-depth technical knowledge of the department's functions.
  - Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
  - Provides support to the Tuolumne Public Power Agency by preparing invoices, processing deposits and providing reports to the State Board of Equalization.
  - Schedules, facilitates and monitors attendance for county-wide customer service training.
  - May oversee and train assigned support staff to ensure office work flow is maintained and office goals are met; assigns work according to changes in workload priorities; evaluates office and administrative procedures and makes recommendations for modifications as necessary.
  - Processes all claims for account payables and reconciles credit cards for all CAO Staff.
  - Performs general secretarial and support work including but not limited to scheduling appointments, copying and filing documents, and assembling materials for CAO staff and Board Members.
  - Provides back up for Chief Deputy Board Clerk as needed.
  - Notarizes documents for County business.
  - Completes special projects as assigned.
  - Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Practices and methods of office management and administration, including the use of standard office equipment.
- Organization and function of public agencies, including the role of an elected Board of Supervisors and appointed positions and commissions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Methods of preparing and processing various records, reports, forms and other documents peculiar to assigned department or program.
- Record-keeping, report preparation and filing systems and methods.
- Basic business arithmetic and statistical techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

**Ability to:**

- Learn, understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures, and standards.
- Perform complex and varied clerical / administrative work involving considerable independent judgment.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.
- Analyze complex clerical problems, evaluate alternatives and make sound recommendations.
- Understand and follow complex oral and written instructions.
- Establish and maintain accurate records and files.
- Research and compile a variety of information and materials.
- Compose routine correspondence and reports independently or from brief instructions.
- Type and/or word process accurately at speeds necessary for successful job performance.
- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Maintain a high degree of confidentiality.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socio-economic and cultural backgrounds.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.
- Perform required mathematical computations accurately.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized secretarial courses and three (3) years of responsible administrative office support experience assisting executive management. College-level coursework and/or office management experience is desired.

**Licenses and Certifications:**

- Requires current Notary Commission issued by the California Secretary of State or ability to obtain within ninety (90) days of employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2019  
FLSA: EXEMPT

## EXECUTIVE ASSISTANT

### DEFINITION

Under general direction, provides varied, complex, and confidential office administrative support to the County Administrator's office; including handling confidential materials and complex citizen and employee relations; conducts special projects; acts as the first point of contact for the County Administrative Officer (CAO), Deputy (CAO)s, other departments, and the public to resolve issues and concerns; assists in coordinating County-sponsored events and meetings; provides information to the public and staff requiring considerable knowledge of County and department services, policies, and procedures; manages the office administrative functions of the County Administrator's Office; performs technical support work related to the responsibilities of the County Administrator; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the CAO. Exercises direct or general supervision over assigned clerical staff.

### CLASS CHARACTERISTICS

The Executive Assistant classification is distinguished from other office administrative classes in the nature, scope, and diversity of responsibilities originating at a County-wide level requiring a broader understanding of County functions and the capability of relieving County management staff of day-to-day administrative and coordinative duties. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of County activities, and the ability to conduct independent projects. Incumbent is expected to plan, organize, supervise, review and evaluate the work of assigned staff.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides administrative support to the CAO and the Deputy CAOs by assisting with duties of an advanced, complex, sensitive, and confidential nature; represents the department at meetings as assigned; acts as a liaison between the CAO and other staff and the public, coordinating resolutions and following up with staff when appropriate.
- Coordinates and maintains multiple calendars and schedules meetings and appointments for the CAO and the Deputy CAOs; makes travel arrangements as required.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of departmental and County policies and procedures; listens to questions and explains procedures according to existing guidelines; refers citizens to the appropriate department source; identifies, negotiates, and/or resolves solutions to citizen complaints and problems when appropriate.
- Composes, types, and edits a variety of documents including detailed and often confidential correspondence, forms, memos, reports, statistical reports, invitations, graphic materials, and specialized documents for the CAO and other management and department staff from rough draft,

- dictation equipment, handwritten copy, verbal instructions, or from other material; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; inputs and retrieves data and text using a computer.
- Provides information and assistance to County staff, other agency personnel, and the public, requiring the use of judgment and the interpretation of policies, procedures or rules; assists in coordinating office activities with those of other departments and agencies as necessary.
  - Coordinates and participates in the preparation of the department's budget; reviews and ensures accuracy of budget documents; processes payment authorizations for CAO and Deputy CAOs invoices; tracks, enters, and maintains purchase orders in financial database system.
  - Designs and implements file, index, tracking, and record-keeping systems; researches records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries; organizes and maintains various administrative, confidential, reference, and follow-up files and records for the CAO and Deputy CAOs.
  - Provides a variety of support to County commissions, committees, and/or task forces; may prepare and distribute agenda packets, attend meetings and prepare minutes, and follow-up on decisions as required.
  - Plans, organizes, and coordinates various County events, receptions, and meetings.
  - Maintains the County website pages related to the functional area of assignment, including posting of agendas, minutes, various reports and general informational materials; provides support to county staff for website related issues in absence of designated IT personnel; responds to or directs all incoming comments and inquiries on the county website from the general public.
  - Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for department head approval.
  - Assists in developing and implementing office objectives, policies, procedures and work standards; maintains policy and procedure manuals.
  - Researches and compiles moderately complex information from a variety of sources for the completion of forms or preparation of reports.
  - Processes various forms, applications, permits or other documents requiring in-depth technical knowledge of the department's functions.
  - Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
  - Provides support to the Tuolumne Public Power Agency by preparing invoices, processing deposits and providing reports to the State Board of Equalization.
  - Schedules, facilitates and monitors attendance for county-wide customer service training.
  - May oversee and train assigned support staff to ensure office work flow is maintained and office goals are met; assigns work according to changes in workload priorities; evaluates office and administrative procedures and makes recommendations for modifications as necessary.
  - Processes all claims for account payables and reconciles credit cards for all CAO Staff.
  - Performs general secretarial and support work including but not limited to scheduling appointments, copying and filing documents, and assembling materials for CAO staff and Board Members.
  - Provides back up for Chief Deputy Board Clerk as needed.
  - Notarizes documents for County business.
  - Completes special projects as assigned.
  - Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Practices and methods of office management and administration, including the use of standard office equipment.
- Organization and function of public agencies, including the role of an elected Board of Supervisors and appointed positions and commissions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Methods of preparing and processing various records, reports, forms and other documents peculiar to assigned department or program.
- Record-keeping, report preparation and filing systems and methods.
- Basic business arithmetic and statistical techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

**Ability to:**

- Learn, understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures, and standards.
- Perform complex and varied clerical / administrative work involving considerable independent judgment.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.
- Analyze complex clerical problems, evaluate alternatives and make sound recommendations.
- Understand and follow complex oral and written instructions.
- Establish and maintain accurate records and files.
- Research and compile a variety of information and materials.
- Compose routine correspondence and reports independently or from brief instructions.
- Type and/or word process accurately at speeds necessary for successful job performance.
- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Maintain a high degree of confidentiality.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socio-economic and cultural backgrounds.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.
- Perform required mathematical computations accurately.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized secretarial courses and three (3) years of responsible administrative office support experience assisting executive management. College-level coursework and/or office management experience is desired.

**Licenses and Certifications:**

- Requires current Notary Commission issued by the California Secretary of State or ability to obtain within ninety (90) days of employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



**MARCH-SEPTEMBER 2019**  
**FLSA: NON-EXEMPT**

## **GENERAL SERVICES PURCHASING CLERK**

### **DEFINITION**

Under general supervision, provides a variety of clerical support activities for departments within the ~~General Services Agency~~ County, which may include word processing, data entry and organization, processing, sorting and distribution of County mail, telephone and counter reception, processing of documents, record keeping and filing; creates routine forms, memoranda, correspondence, and/or reports; performs routine operation of equipment; provides information and assistance to staff and the general public; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from ~~General Services Director~~ assigned Department Head or designated management personnel. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

Incumbents in this classification perform a variety of technical and complex clerical duties requiring a comprehensive understanding of ~~General Services Agency~~ multiple departmental functions and professional activities. Adequate performance in this classification requires the knowledge of departmental or office procedures and the ability to choose among alternatives in solving problems. This class is distinguished from the Office Assistant series in that the latter provides a more limited spectrum of office support work and is further distinguished from the Administrative Assistant in that the latter performs specialized work that requires in depth technical knowledge and skill.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of support duties to assist staff in routine clerical activities.
- Gathers information from a variety of sources for the completion and processing of forms, records, applications, etc; contacts individuals to obtain additional information.
- Maintains records and processes various forms, applications, permits or other documents specific to the organizational unit.
- Types various documents from drafts, notes, dictated tapes or brief instructions, which may include correspondence, reports, records, forms, notices, meeting minutes, etc.; may compose routine correspondence and other documents as required.
- Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.
- Establishes and maintains office files, and researches and compiles information from such files.
- Enters and retrieves computer data; generates routine computer reports and/or spreadsheets.
- Provides professional and courteous customer service at all times; greets and assists office visitors.

- Answers the telephone; provides accurate information and answers general questions or forwards calls to appropriate staff person; takes messages as necessary; may use radio equipment to communicate with field personnel.
- Sorts and processes all incoming and outgoing mail, packages, and overnight express items for delivery.
- Receives, accepts, and unpacks shipments; verifies lading bills; notifies others of over, short or damaged status.
- Sorts, labels, and signs for packages from UPS and FedEx.
- Hand delivers packages and boxes to near-by buildings.
- Operates postage meter, scales, and other mailroom and standard office equipment; cleans and maintains equipment.
- Calculates and assigns costs for postage, office supplies, and printing to appropriate accounts.
- Prepares items for shipping or mailing, including packaging, labeling, weighing, and applying proper postage.
- Receives and processes mail, packages, and overnight express items carried in by County employees; assists employees as needed.
- Operates various equipment necessary for the County's mail operations; coordinates equipment maintenance.
- Schedules appointments, procedures, activities, meetings, etc., as required.
- May perform various bookkeeping tasks, which may include but are not limited to calculating monies due, collecting and receipting monies, processing reimbursements, preparing bank deposits, etc.
- Provides information and assistance to County staff, other agency personnel, and the public, requiring the understanding of policies, procedures or rules.
- Performs other routine clerical support work as required, which may include but is not limited to copying documents, filing / retrieving files, faxing information, collating documents, maintaining lists and logs, scanning/imaging/indexing documents, ordering and maintaining inventory of supplies and forms, etc.
- Attends various meetings and training as required or appropriate.
- Completes special projects as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern office practices, methods, and computer equipment and applications related to the work.
- Practices and procedures related to processing and handling mail and packages.
- Packaging and labeling requirements for various types of mailing and shipping.
- Techniques and procedures for safely handling heavy and bulky objects.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- County and department policies and procedures.
- Laws, codes and regulations governing operations of the departments to which assigned.
- ~~➤ Programs, goals and purpose of the General Services Agency divisions.~~
- Modern office technology, including the use of computers for word and data processing.
- Methods of preparing and processing various records, reports, forms and other documents peculiar to assigned department or program.
- Business letter writing and the standard format for typed materials.
- Basic business arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.

**Ability to:**

- Learn, understand, interpret and apply pertinent laws, codes, regulations, policies and procedures, and standards.
- Perform detailed clerical work accurately.
- Learn specialized processes, procedures and office support tasks related to the departments to which assigned.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.
- Understand and follow oral and written instructions.
- Maintain accurate records, logs and files.
- Maintain confidentiality as required.
- Type accurately at speeds necessary for successful job performance.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socio-economic and cultural backgrounds.
- Perform required mathematical computations accurately.
- Research and compile a variety of information and materials.
- Compose routine correspondence from brief instructions.
- Organize and maintain office files.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Operate and maintain mailroom equipment, including postage machines, carts and copying equipment.
- Sort a variety of documents and materials according to alphabetical and numerical systems.
- Read labels and forms quickly and accurately.
- Learn the packaging and labeling requirements for various modes of mailing and shipping.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to completion of twelfth (12<sup>th</sup>) grade with two (2) years of general clerical or office support experience.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard mail room setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is an active office classification with frequent standing and walking. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter

keyboard, or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, and climb stairs to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 60 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



**SEPTEMBER 2019**  
**FLSA: NON-EXEMPT**

## **PURCHASING CLERK**

### **DEFINITION**

Under general supervision, provides a variety of clerical support activities for departments within the County, which may include word processing, data entry and organization, processing, sorting and distribution of County mail, telephone and counter reception, processing of documents, record keeping and filing; creates routine forms, memoranda, correspondence, and/or reports; performs routine operation of equipment; provides information and assistance to staff and the general public; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned Department Head or designated management personnel. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

Incumbents in this classification perform a variety of technical and complex clerical duties requiring a comprehensive understanding of multiple departmental functions and professional activities. Adequate performance in this classification requires the knowledge of departmental or office procedures and the ability to choose among alternatives in solving problems. This class is distinguished from the Office Assistant series in that the latter provides a more limited spectrum of office support work and is further distinguished from the Administrative Assistant in that the latter performs specialized work that requires in depth technical knowledge and skill.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of support duties to assist staff in routine clerical activities.
- Gathers information from a variety of sources for the completion and processing of forms, records, applications, etc; contacts individuals to obtain additional information.
- Maintains records and processes various forms, applications, permits or other documents specific to the organizational unit.
- Types various documents from drafts, notes, dictated tapes or brief instructions, which may include correspondence, reports, records, forms, notices, meeting minutes, etc.; may compose routine correspondence and other documents as required.
- Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.
- Establishes and maintains office files, and researches and compiles information from such files.
- Enters and retrieves computer data; generates routine computer reports and/or spreadsheets.
- Provides professional and courteous customer service at all times; greets and assists office visitors.

- Answers the telephone; provides accurate information and answers general questions or forwards calls to appropriate staff person; takes messages as necessary; may use radio equipment to communicate with field personnel.
- Sorts and processes all incoming and outgoing mail, packages, and overnight express items for delivery.
- Receives, accepts, and unpacks shipments; verifies lading bills; notifies others of over, short or damaged status.
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- Performs other routine clerical support work as required, which may include but is not limited to copying documents, filing / retrieving files, faxing information, collating documents, maintaining lists and logs, scanning/imaging/indexing documents, ordering and maintaining inventory of supplies and forms, etc.
- Attends various meetings and training as required or appropriate.
- Completes special projects as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern office practices, methods, and computer equipment and applications related to the work.
- Practices and procedures related to processing and handling mail and packages.
- Packaging and labeling requirements for various types of mailing and shipping.
- Techniques and procedures for safely handling heavy and bulky objects.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
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- Basic business arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.

**Ability to:**

- Learn, understand, interpret and apply pertinent laws, codes, regulations, policies and procedures, and standards.
- Perform detailed clerical work accurately.
- Learn specialized processes, procedures and office support tasks related to the departments to which assigned.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.
- Understand and follow oral and written instructions.
- Maintain accurate records, logs and files.
- Maintain confidentiality as required.
- Type accurately at speeds necessary for successful job performance.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socio-economic and cultural backgrounds.
- Perform required mathematical computations accurately.
- Research and compile a variety of information and materials.
- Compose routine correspondence from brief instructions.
- Organize and maintain office files.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Operate and maintain mailroom equipment, including postage machines, carts and copying equipment.
- Sort a variety of documents and materials according to alphabetical and numerical systems.
- Read labels and forms quickly and accurately.
- Learn the packaging and labeling requirements for various modes of mailing and shipping.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to completion of twelfth (12<sup>th</sup>) grade with two (2) years of general clerical or office support experience.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard mail room setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is an active office classification with frequent standing and walking. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification bend,

stoop, kneel, reach, and climb stairs to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 60 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

# ATTACHMENT "C"

ALLOCATED POSITIONS BY DEPARTMENT

# ALLOCATED POSITIONS BY DEPARTMENT

September 17, 2019	ADOPTED	ADOPTED	ADOPTED	ADOPTED	ADOPTED	ADOPTED	Recommended	Adopted	Net
	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>16/17</u>	<u>17/18</u>	<u>18/19</u>	<u>19/20</u>	<u>19/20</u>	<u>Change</u>
<b>General Budgets</b>									
Board of Supervisors	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	0.00
County Administrative Office	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Office of Emergency Services	0.00	0.00	1.00	1.00	1.00	1.00	0.00	0.00	-1.00
Tree Mortality	0.00	0.00	0.00	0.00	2.00	3.00	3.00	3.00	0.00
Auditor-Controller	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	0.00
Treasurer/Tax Collector	4.00	4.00	4.00	4.50	4.50	4.00	4.00	4.00	0.00
Assessor/Recorder	14.00	14.00	14.00	14.00	14.00	13.00	13.00	13.00	0.00
Archives	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Assessor -St Partnersip Program	0.00	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00
Office of Revenue Recovery	6.50	7.00	7.00	7.00	6.00	6.00	6.00	6.00	0.00
County Counsel	4.00	5.00	5.00	5.00	5.00	6.00	6.00	5.00	-1.00
Human Resources	3.80	3.80	3.80	3.80	3.80	4.00	4.00	4.00	0.00
Elections	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Facilities Management	16.00	16.00	16.00	16.00	16.00	16.00	15.00	16.00	0.00
Information Technology	14.00	14.00	15.00	16.00	16.00	16.00	16.00	16.00	0.00
Surveyor	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jamestown Mine	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Economic Development	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00
General Services Agency	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00
<b>Total General</b>	<b>90.30</b>	<b>91.80</b>	<b>95.80</b>	<b>97.30</b>	<b>96.30</b>	<b>97.00</b>	<b>98.00</b>	<b>96.00</b>	<b>-1.00</b>
<b>Public Protection</b>									
District Attorney	15.00	15.00	16.00	16.00	16.00	16.00	17.00	16.00	0.00
D.A. Spousal Abuse Prosecute	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D.A. Victim Witness	3.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00	1.00
D.A. VW Outreach & Advocacy	0.00	0.00	0.00	3.00	3.00	3.00	4.00	4.00	1.00
DA VW Child Advocacy	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	0.00
D.A. Verticle Prosecution	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D.A. Violence Against Women Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Child Support Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Defender	6.50	6.50	6.50	6.50	6.50	6.50	7.00	7.00	0.50
Conflict Counsel	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	3.00
Sheriff/Coroner*	60.50	67.50	71.00	70.00	68.00	68.00	72.00	72.00	4.00
Sheriff - Court Security	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sheriff - Communications	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	0.00
Sheriff - Tuolmne Narcotics Team	3.00	3.00	3.00	3.00	3.00	3.00	0.00	0.00	-3.00
Sheriff - Jail	46.00	47.00	48.00	49.00	49.00	49.00	51.00	60.00	11.00
Probation	37.00	35.00	35.00	35.00	33.90	31.90	31.90	32.90	1.00
Probation - Juvenile Hall	0.00	0.00	12.50	14.50	14.00	14.00	14.00	14.00	0.00
County Fire	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Agriculture Comm/Wts & Meas	4.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00
Community Development Dept	22.50	24.75	31.00	31.00	28.00	31.00	31.00	27.00	-4.00
Code Compliance	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	-1.00
Animal Control	8.00	9.00	10.00	10.00	10.00	10.00	10.00	10.00	0.00
<b>Total Public Protection</b>	<b>227.50</b>	<b>231.75</b>	<b>256.00</b>	<b>261.00</b>	<b>254.40</b>	<b>257.40</b>	<b>266.90</b>	<b>270.90</b>	<b>13.50</b>
<b>Public Ways and Facilities</b>									
PW - Administration/Engineering	12.00	14.00	14.00	12.00	13.00	13.00	14.00	15.00	2.00
PW - Eng. Svcs - Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PW - Eng. Svcs - Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PW - Traffic & Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Works - Road Maintenance	29.00	29.00	29.00	25.00	25.00	26.00	29.00	29.00	3.00
PW - Special District Admin	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
<b>Total Public Ways and Facilities</b>	<b>42.00</b>	<b>44.00</b>	<b>44.00</b>	<b>38.00</b>	<b>39.00</b>	<b>40.00</b>	<b>44.00</b>	<b>45.00</b>	<b>5.00</b>
<b>Health and Sanitation</b>									
Air Pollution Control	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Health	17.40	19.20	20.20	20.20	20.20	20.40	20.40	20.40	0.00
Women, Infants & Children (WIC)	5.00	5.00	5.00	5.00	4.50	4.50	4.50	4.50	0.00
Tobacco Control	2.00	2.00	2.00	2.00	3.00	3.00	3.00	3.00	0.00
Environmental Health	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Behavioral Health	53.00	58.00	63.00	65.00	66.00	68.20	62.90	64.90	-3.30
<b>Total Health and Sanitation</b>	<b>79.40</b>	<b>86.20</b>	<b>92.20</b>	<b>94.20</b>	<b>95.70</b>	<b>98.10</b>	<b>92.80</b>	<b>94.80</b>	<b>(3.30)</b>
<b>Public Assistance</b>									
Social Services	110.60	108.60	109.80	112.80	109.30	103.50	108.50	107.50	4.00
Veterans	2.00	2.00	2.00	2.50	2.98	2.98	2.98	2.50	-0.48
<b>Total Public Assistance</b>	<b>112.60</b>	<b>110.60</b>	<b>111.80</b>	<b>115.30</b>	<b>112.28</b>	<b>106.48</b>	<b>111.48</b>	<b>110.00</b>	<b>3.52</b>
<b>Education</b>									
Library	8.25	8.25	10.00	10.00	10.00	10.00	10.00	9.50	-0.50
Farm Advisor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Education</b>	<b>8.25</b>	<b>8.25</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>9.50</b>	<b>(0.50)</b>
<b>Recreation</b>									
Boat Patrol	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Recreation	2.80	2.80	2.80	2.80	2.80	2.80	3.00	3.00	0.20
Standard Park	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Youth Centers	2.40	2.40	3.00	3.00	3.00	3.00	3.00	3.00	0.00
County Museum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Recreation &amp; Cultural</b>	<b>10.20</b>	<b>10.20</b>	<b>10.80</b>	<b>10.80</b>	<b>10.80</b>	<b>10.80</b>	<b>11.00</b>	<b>11.00</b>	<b>0.20</b>
<b>Enterprises &amp; Internal Service Funds</b>									
Airports	3.50	3.50	3.50	4.00	4.00	4.00	4.00	4.00	0.00
Public Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuolumne General Medical Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Home Health - VNA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adult Day Health Care	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchasing	2.00	2.00	2.00	2.00	1.50	1.50	2.00	2.00	0.50
Fleet Services	7.00	7.00	7.00	7.00	7.00	5.00	5.00	5.00	0.00
Radio Communications	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Solid Waste	3.00	3.00	3.00	3.00	4.00	5.00	5.00	5.00	0.00
Ambulance	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
<b>Total Enterprise &amp; Internal</b>	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>	<b>19.00</b>	<b>19.50</b>	<b>18.50</b>	<b>19.00</b>	<b>19.00</b>	<b>0.50</b>
<b>Grand Total</b>	<b>588.75</b>	<b>601.30</b>	<b>639.10</b>	<b>645.60</b>	<b>637.98</b>	<b>638.28</b>	<b>653.18</b>	<b>656.20</b>	<b>17.92</b>

**Summary of Positions by Department**  
**FY 19/20 Adopted Budget**  
**September 17, 2019**

	Adopted FY 18/19	Final FY 18/19	Proposed FY 19/20	Adopted FY 19/20	Variance Final FY 18/19 to Adopted FY 19/20
<b>GENERAL BUDGETS</b>					
<b>Board of Supervisors</b>					
Assistant Clerk Of The Board	-	-	-	-	-
Clerk Of The Board Of Supervis	-	-	-	-	-
Chief Deputy Clerk of The Board	1.00	1.00	1.00	1.00	-
County Supervisor	5.00	5.00	5.00	5.00	-
<b>Total:</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>-</b>
<b>Administration</b>					
County Administrator	1.00	1.00	1.00	1.00	-
Assistant County Administrator	1.00	1.00	1.00	1.00	-
Deputy County Administrator	2.00	1.00	1.00	1.00	-
Executive Assistant	1.00	1.00	1.00	1.00	-
Senior Administrative Analyst	-	2.00	2.00	2.00	-
Administrative Analyst I/II	1.00	-	-	-	-
<b>Total:</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>-</b>
<b>Administration - Emergency Services</b>					
Account Clerk I/II	-	-	-	-	-
Senior Administrative Analyst	-	-	-	-	-
Administrative Analyst I/II	1.00	-	-	-	-
<b>Total:</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration - Tree Mortality</b>					
Account Clerk I/II	-	-	-	-	-
Office Assistant	1.00	1.00	1.00	-	(1.00)
Administrative Assistant	-	-	-	1.00	1.00
Administrative Technician	-	-	-	1.00	1.00
Administrative Analyst I/II	2.00	2.00	2.00	1.00	(1.00)
<b>Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>
<b>Auditor - Controller</b>					
Account Clerk I/II	1.00	1.00	1.00	1.00	-
Accountant I	-	-	-	-	-
Property Tax Accountant	2.00	1.00	1.00	1.00	-
Assistant Auditor-Controller	1.00	1.00	1.00	1.00	-
Clerk/ Auditor-Controller	1.00	1.00	1.00	1.00	-
Deputy Auditor-Controller	-	1.00	1.00	1.00	-
Fiscal Technician	3.00	3.00	3.00	3.00	-
Senior Account Clerk	1.00	1.00	1.00	1.00	-
Senior Accountant	-	-	-	-	-
Senior Accountant - Auditor's Office	1.00	-	-	-	-
Senior Payroll Technician	1.00	1.00	1.00	1.00	-
Payroll Technician I/II	1.00	1.00	1.00	1.00	-
Special Projects Accountant	1.00	2.00	2.00	2.00	-
<b>Total:</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>-</b>
<b>Treasurer - Tax Collector</b>					
Account Clerk I/II	-	-	-	-	-
Fiscal Technician	1.00	1.00	1.00	1.00	-
Accountant I/II	1.00	1.00	1.00	1.00	-
Senior Account Clerk	1.00	1.00	1.00	1.00	-
Treasurer-Tax Collector	1.00	1.00	1.00	1.00	-
<b>Total:</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>
<b>Assessor - Recorder</b>					
Appraiser I/II	3.00	3.00	3.00	1.00	(2.00)
Assessment Process Manager	-	-	-	-	-
Assessment Technician I/II/Senior	2.00	2.00	2.00	2.00	-
Transfer Specialist	1.00	1.00	1.00	1.00	-
Assessor-Recorder	1.00	1.00	1.00	1.00	-
Assistant Assessor	1.00	1.00	1.00	1.00	-
Assistant Recorder	1.00	1.00	1.00	1.00	-
Auditor-Appraiser I/II/Senior	1.00	1.00	1.00	1.00	-
Cadastral GIS Tech I/II/Senior	1.00	1.00	1.00	1.00	-
Recordable Documents Examiner I/II/Senior	2.00	2.00	2.00	2.00	-
Senior Appraiser	-	-	-	2.00	2.00
Senior Recordable Documents Ex	-	-	-	-	-
<b>Total:</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>-</b>

**Summary of Positions by Department**  
**FY 19/20 Adopted Budget**  
**September 17, 2019**

	Adopted FY 18/19	Final FY 18/19	Proposed FY 19/20	Adopted FY 19/20	Final Adopted FY 18/19 to FY 19/20
<b>Archives</b>					
Records Manager	1.00	1.00	1.00	1.00	-
Total:	1.00	1.00	1.00	1.00	-
<b>Assessor - State Partnership Agreement Program</b>					
Appraiser I/II	-	-	-	-	-
Total:	-	-	-	-	-
<b>Revenue Recovery</b>					
Account Clerk I/II	-	-	-	-	-
Assistant Treasurer - Tax Collector	-	-	-	-	-
Collections Officer I/II	3.00	3.00	3.00	3.00	-
Office Assistant I/II	1.00	1.00	1.00	1.00	-
Revenue Recovery Manager	1.00	1.00	1.00	1.00	-
Senior Collections Officer	1.00	1.00	1.00	1.00	-
Total:	6.00	6.00	6.00	6.00	-
<b>County Counsel</b>					
Assistant to County Counsel I/II	-	-	-	-	-
Assistant to County Counsel	1.00	1.00	1.00	1.00	-
County Counsel	1.00	1.00	1.00	1.00	-
Deputy County Counsel I/II/III/IV	3.00	3.00	3.00	3.00	-
County Counsel Attorney Assistant	1.00	1.00	1.00	-	(1.00)
Deputy County Counsel III	-	-	-	-	-
Deputy County Counsel IV	-	-	-	-	-
Paralegal	-	-	-	-	-
Total:	6.00	6.00	6.00	5.00	(1.00)
<b>Human Resources - Risk Mgmt</b>					
Confidential Clerk	1.00	1.00	1.00	1.00	-
Human Resources Director/Risk Manager	-	1.00	1.00	1.00	-
Human Resources Manager	1.00	-	-	-	-
Risk Management Analyst I/II	-	-	-	-	-
Senior Administrative Analyst	1.00	-	-	-	-
Deputy Human Resources Manager	-	-	-	-	-
Senior Human Resources Analyst	-	1.00	1.00	1.00	-
Administrative Analyst I/II	-	-	-	-	-
Senior Human Resources Technician	1.00	1.00	1.00	1.00	-
Total:	4.00	4.00	4.00	4.00	-
<b>Elections</b>					
Assistant County Clerk	1.00	1.00	1.00	1.00	-
Deputy County Clerk I/II	-	-	-	-	-
Elections Supervisor	-	-	-	-	-
County Clerk-Elections Technician	-	1.00	1.00	1.00	-
Fiscal Technician	1.00	-	-	-	-
Total:	2.00	2.00	2.00	2.00	-
<b>Facilities Management</b>					
Accountant I/II	-	-	-	-	-
Staff Services Analyst I/II	1.00	-	-	1.00	1.00
Building Maint Supervisor	-	-	-	-	-
Building Maint Worker I/II	-	-	-	-	-
Facilities Maintenance Worker I/II	4.00	4.00	4.00	4.00	-
Building Maint Worker II	-	-	-	-	-
Facilities Manager	1.00	1.00	1.00	1.00	-
Fiscal Technician	-	-	-	-	-
Groundskeeper II	1.00	1.00	1.00	1.00	-
Housekeeping Worker	5.00	5.00	5.00	5.00	-
Lead Building Maintenance Worker	-	-	-	-	-
Senior Facilities Maintenance Worker	2.00	2.00	2.00	2.00	-
Lead Housekeeping Worker	1.00	1.00	1.00	1.00	-
Office Assistant II	-	-	-	-	-
Senior Account Clerk	-	-	-	-	-
Supervising Housekeeper	1.00	1.00	1.00	1.00	-
Total:	16.00	15.00	15.00	16.00	1.00
<b>Information Technology</b>					
IT Director	-	1.00	1.00	1.00	-
Database Administrator	-	-	-	-	-
Department Support Technician	-	-	-	-	-
Healthcare IS Analyst I	-	-	-	-	-
Help Desk Analyst I/II	-	-	-	-	-

**Summary of Positions by Department  
FY 19/20 Adopted Budget  
September 17, 2019**

	Adopted FY 18/19	Final FY 18/19	Proposed FY 19/20	Adopted FY 19/20	Final FY 18/19 to Adopted FY 19/20
IT Manager	1.00	-	-	-	-
IT Technician I/II	3.00	3.00	3.00	3.00	-
Sr. IT Technician	1.00	1.00	1.00	1.00	-
IT Project Coordinator	-	-	-	-	-
IT Project Manager	-	-	-	-	-
Network Services Administrator	-	-	-	-	-
IT Supervisor	3.00	3.00	3.00	3.00	-
Office Assistant II	-	-	-	-	-
Staff Services Assistant	-	-	-	-	-
Fiscal Technician	1.00	1.00	1.00	1.00	-
Systems Analyst Programmer I	-	-	-	-	-
Systems Analyst Programmer II	-	-	-	-	-
Systems Analyst I/II	4.00	4.00	4.00	4.00	-
Network Analyst I/II	3.00	3.00	3.00	3.00	-
Telecommunications Systems Tech	-	-	-	-	-
<b>Total:</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>-</b>
<b>Economic Development Department</b>					
Economic Development Director	-	1.00	1.00	1.00	-
<b>Total:</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>
<b>General Services Agency</b>					
GSA Director	-	1.00	1.00	-	(1.00)
Staff Services Analyst I/II	-	1.00	1.00	-	(1.00)
<b>Total:</b>	<b>-</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>	<b>(2.00)</b>
<b>TOTAL GENERAL</b>	<b>97.00</b>	<b>98.00</b>	<b>98.00</b>	<b>96.00</b>	<b>(2.00)</b>

**PUBLIC PROTECTION BUDGETS**

**District Attorney**

Assistant District Attorney	1.00	1.00	1.00	1.00	-
Deputy District Attorney I/II/III/IV	5.00	5.00	5.00	5.00	-
District Attorney	1.00	1.00	1.00	1.00	-
District Attorney Investigator	1.00	1.00	1.00	1.00	-
Legal Clerk I/II	-	-	-	-	-
Legal Assistant I/II	5.00	5.00	5.00	5.00	-
Legal Office Manager	1.00	-	-	-	-
Business Manager	-	1.00	1.00	1.00	-
Office Assistant II	-	-	-	-	-
Senior Legal Assistant	-	-	-	-	-
Senior Office Assistant	1.00	1.00	1.00	-	(1.00)
Administrative Assistant	-	-	-	-	-
Assistant to Department Head	-	1.00	1.00	1.00	-
Supervising DA Investigator	1.00	1.00	1.00	1.00	-
<b>Total:</b>	<b>16.00</b>	<b>17.00</b>	<b>17.00</b>	<b>16.00</b>	<b>(1.00)</b>

**DA Victim Witness**

Senior Office Assistant	-	-	-	1.00	1.00
Victim Witness Advocate	2.00	2.00	2.00	2.00	-
Victim Witness Services Supervisor	1.00	1.00	1.00	1.00	-
<b>Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>1.00</b>

**DA Victim Witness Outreach & Advocacy**

Victim Witness Advocate	2.00	3.00	3.00	3.00	-
Fiscal Technician	1.00	1.00	1.00	1.00	-
Senior Office Assistant	-	-	-	-	-
<b>Total:</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>

**DA Child Advocacy**

Victim Witness Advocate	1.00	1.00	1.00	1.00	-
<b>Total:</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>

**DA - Spousal Abuse Prosecution**

Victim Witness Advocate	-	-	-	-	-
Victim Witness Services Supervisor	-	-	-	-	-
<b>Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DA - Vertical Prosecution**

District Attorney Investigator	-	-	-	-	-
<b>Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DA - Violence Against Women Grant**

Deputy District Attorney I/II/III	-	-	-	-	-
<b>Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of Positions by Department**  
**FY 19/20 Adopted Budget**  
**September 17, 2019**

	Adopted FY 18/19	Final FY 18/19	Proposed FY 19/20	Adopted FY 19/20	Final Adopted FY 18/19 to FY 19/20
<b>Public Defender</b>					
Deputy Public Defender I/II/III	3.00	3.00	3.00	3.00	-
Office Assistant I/II	0.50	0.50	-	-	(0.50)
Administrative Assistant	-	-	1.00	1.00	1.00
Public Defender	1.00	1.00	1.00	1.00	-
Public Defender Investigator	1.00	1.00	1.00	1.00	-
Legal Clerk I/II	-	-	-	-	-
Legal Assistant I/II	1.00	1.00	1.00	1.00	-
Senior Legal Clerk	-	-	-	-	-
<b>Total:</b>	<b>6.50</b>	<b>6.50</b>	<b>7.00</b>	<b>7.00</b>	<b>0.50</b>
<b>Conflict Counsel</b>					
Chief Conflict Counsel	-	2.00	2.00	2.00	-
Legal Assistant I/II	-	1.00	1.00	1.00	-
<b>Total:</b>	<b>-</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>
<b>Sheriff - Coroner</b>					
Accountant I/II	-	-	-	-	-
Senior Accountant	1.00	1.00	1.00	1.00	-
Assistant to Department Head	-	1.00	1.00	1.00	-
Department Support Technician	-	-	-	-	-
Administrative Technician	1.00	-	-	-	-
Community Services Officer I/II	3.00	3.00	3.00	3.00	-
Coroner Technician	-	-	-	-	-
Crime Scene Technician	-	-	-	-	-
Deputy Sheriff/Recruit	35.00	37.00	37.00	40.00	3.00
Deputy Sheriff Corporal	6.00	6.00	6.00	5.00	(1.00)
Deputy Sheriff Investigator (Rotate)	-	-	-	-	-
Deputy Sheriff Recruit	-	-	-	-	-
Evidence Custodian/Fleet Coord	-	-	-	-	-
Evidence Technician	-	-	-	-	-
Fiscal Technician	1.00	1.00	1.00	-	(1.00)
Senior Account Clerk	-	-	-	1.00	1.00
Radio Communications Coordinator	-	-	-	-	-
Supervising Sheriff's Clerk	-	-	-	-	-
Sheriff's Records Supervisor	1.00	-	-	-	-
Senior Sheriff's Clerk	3.00	3.00	3.00	3.00	-
Sheriff-Coroner	1.00	1.00	1.00	1.00	-
Sheriff's Captain	-	-	-	-	-
Sheriff's Clerk I/II	1.00	3.00	3.00	2.00	(1.00)
Sheriff's Detective	-	-	-	-	-
Sheriff's Lieutenant	4.00	4.00	4.00	4.00	-
Sheriff's Sergeant	10.00	11.00	11.00	10.00	(1.00)
Undersheriff	1.00	1.00	1.00	1.00	-
<b>Total:</b>	<b>68.00</b>	<b>72.00</b>	<b>72.00</b>	<b>72.00</b>	<b>-</b>
<b>Sheriff-Court Security</b>					
Bailiff	-	-	-	-	-
Bailiff Corporal	-	-	-	-	-
Bailiff Sergeant	-	-	-	-	-
<b>Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Sheriff - Communications</b>					
Communications Supervisor	-	-	-	-	-
Sheriff's Dispatcher/Recruit	8.00	8.00	8.00	8.00	-
Sheriff's Lead Dispatcher	4.00	4.00	4.00	4.00	-
<b>Total:</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>-</b>
<b>Tuolumne Narcotics Team</b>					
Deputy Sheriff Detective (Rotate)	2.00	-	-	-	-
Office Technician	-	-	-	-	-
Sheriff's Detective	-	-	-	-	-
Sheriff's Sergeant	1.00	-	-	-	-
<b>Total:</b>	<b>3.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Jail</b>					
Jail Booking Clerk	5.00	5.00	5.00	-	(5.00)
Jail Cook	-	-	-	-	-
Food Services Supervisor	-	-	-	-	-
Jail Technician	-	-	-	9.00	9.00
Jail Deputy Sheriff/Recruit	29.00	31.00	31.00	36.00	5.00
Jail Deputy Sheriff Corporal	4.00	4.00	4.00	4.00	-

**Summary of Positions by Department  
FY 19/20 Adopted Budget  
September 17, 2019**

	Adopted FY 18/19	Final FY 18/19	Proposed FY 19/20	Adopted FY 19/20	Final FY 18/19 to Adopted FY 19/20
Jail Deputy Sheriff Recruit	-	-	-	-	-
Jail Program Specialist	-	-	-	-	-
Jail Work Crew Manager	1.00	1.00	1.00	1.00	-
MIOCR Clinician	-	-	-	-	-
Jail Sergeant	7.00	7.00	7.00	7.00	-
Fiscal Technician	1.00	1.00	1.00	1.00	-
Lead Jail Booking Clerk	1.00	1.00	1.00	-	(1.00)
Lead Jail Technician	-	-	-	1.00	1.00
Senior Account Clerk	-	-	-	-	-
Sheriff's Jail Commander	-	-	-	-	-
Jail Commander	1.00	1.00	1.00	1.00	-
<b>Total:</b>	<b>49.00</b>	<b>51.00</b>	<b>51.00</b>	<b>60.00</b>	<b>9.00</b>
<b>Probation</b>					
Assistant Chief Probation Ofcr	1.00	1.00	1.00	1.00	-
Chief Probation Officer	1.00	1.00	1.00	1.00	-
Deputy Probation Officer I/II	12.00	12.00	12.00	12.00	-
Probation Division Manager	2.00	2.00	2.00	2.00	-
Juvenile Family Services Spec	-	-	-	-	-
MIOCR Clinician	-	-	-	-	-
Legal Clerk I/II	-	-	-	-	-
Legal Assistant I/II	4.00	4.00	4.00	3.00	(1.00)
Administrative Assistant	1.00	1.00	1.00	1.00	-
Senior Legal Clerk	-	-	-	-	-
Senior Legal Assistant	1.00	1.00	1.00	1.00	-
Legal Office Manager	-	-	-	-	-
Office Assistant I/II	-	-	-	-	-
Senior Office Assistant	1.00	1.00	1.00	1.00	-
Probation Technician - Grant Funded	-	-	-	2.00	2.00
Probation Services Manager	-	-	-	-	-
Business Manager	0.90	0.90	0.90	0.90	-
Senior Probation Officer	3.00	2.00	2.00	2.00	-
Supervising Probation Officer	2.00	3.00	3.00	3.00	-
Senior Work Release Site Coordinator	1.00	1.00	1.00	1.00	-
Staff Services Analyst I/II	1.00	1.00	1.00	1.00	-
Work Release Program Manager	-	-	-	-	-
Work Release Site Coordinator	1.00	1.00	1.00	1.00	-
<b>Total:</b>	<b>31.90</b>	<b>31.90</b>	<b>31.90</b>	<b>32.90</b>	<b>1.00</b>
<b>Probation - Juvenile Hall</b>					
Juvenile Hall Superintendent	1.00	1.00	1.00	-	(1.00)
Supervising Juvenile Correctional Officer	-	-	-	1.00	1.00
Juvenile Corrections Officer I/II	7.00	7.00	7.00	7.00	-
Senior Juvenile Corrections Officer	4.00	4.00	4.00	4.00	-
Fiscal Technician	-	-	-	-	-
Probation Aide	2.00	2.00	2.00	2.00	-
Juvenile Family Services Spec	-	-	-	-	-
<b>Total:</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>-</b>
<b>County Fire</b>					
Equipment Mechanic II	-	-	-	-	-
Fire Equipment Mechanic/Coord	-	-	-	-	-
Fire Marshall	-	-	-	-	-
Fire Prevention Inspector I/II	1.00	1.00	1.00	1.00	-
Fiscal Technician	-	-	-	-	-
Office Assistant II	-	-	-	-	-
Office Techncian	-	-	-	-	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Senior Fire Prevention Inspector	1.00	1.00	1.00	1.00	-
<b>Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>
<b>Ag Comm/Air Poll/Wts &amp; Meas</b>					
Agricultural Biologist I/II	-	-	-	1.00	1.00
Agriculture Commissioner/Air Pollution Control Off	1.00	1.00	1.00	1.00	-
Agriculture Field Assistant	-	-	-	-	-
Department Support Technician	-	-	-	-	-
Administrative Technician	1.00	1.00	1.00	1.00	-
Deputy Agriculture Commisisoner	1.00	1.00	1.00	1.00	-
Senior Agriculture Biologist	2.00	2.00	2.00	1.00	(1.00)
<b>Total:</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

**Summary of Positions by Department  
FY 19/20 Adopted Budget  
September 17, 2019**

	Adopted FY 18/19	Final FY 18/19	Proposed FY 19/20	Adopted FY 19/20	Final FY 18/19 to Adopted FY 19/20
<b>CRA - Community Development</b>					
Assistant to Dept Head - Supv	-	-	-	-	-
Assistant to Dept Head	-	1.00	1.00	-	(1.00)
Office Supervisor	-	-	-	-	-
Building Inspector I	-	-	-	-	-
Building Inspector I/II	1.00	1.00	1.00	-	(1.00)
Chief Building Official	1.00	1.00	1.00	-	(1.00)
Chief Code Compliance Investigator	-	-	-	-	-
Code Compliance Investigator	1.00	1.00	1.00	-	(1.00)
Community Resources Agency Director	1.00	1.00	1.00	-	(1.00)
Department Support Technician	-	-	-	-	-
Administrative Assistant	2.00	1.00	1.00	-	(1.00)
Director Of Community Developm	-	-	-	-	-
GIS Coordinator	-	-	-	-	-
GIS Analyst I/II	1.00	1.00	1.00	-	(1.00)
GIS Technician I/II	1.00	1.00	1.00	-	(1.00)
Permit Technician I/II	3.00	3.00	3.00	-	(3.00)
Planner I	-	-	-	-	-
Planner I/II	3.00	3.00	3.00	-	(3.00)
Principle Planner	-	-	-	-	-
Assistant CRA Director - Development	1.00	1.00	1.00	-	(1.00)
Deputy CRA Director - Community Services	-	-	-	-	-
Deputy Director of Planning	-	-	-	-	-
Senior Building Inspector	3.00	3.00	3.00	-	(3.00)
Senior GIS Tech	-	-	-	-	-
Senior Office Assistant	-	-	-	-	-
Senior Planner	-	-	-	-	-
Housing Program Coordinator	1.00	1.00	1.00	-	(1.00)
Principal Plans Examiner	1.00	1.00	1.00	-	(1.00)
Plans Examiner I/II	2.00	2.00	2.00	-	(2.00)
Senior Plans Examiner	-	-	-	-	-
Department Support Technician	-	-	-	-	-
Administrative Assistant	1.00	1.00	1.00	-	(1.00)
Director Of Environmental Health	1.00	1.00	1.00	-	(1.00)
Environmental Health Spec I/II/Sr.	5.00	5.00	5.00	-	(5.00)
Environmental Health Tech	-	-	-	-	-
Office Technician	-	-	-	-	-
Principal Environmental Hlth Spec	-	-	-	-	-
County Surveyor	1.00	1.00	1.00	-	(1.00)
Land Surveyor I/II	1.00	1.00	1.00	-	(1.00)
<b>Total:</b>	<b>31.00</b>	<b>31.00</b>	<b>31.00</b>	<b>-</b>	<b>(31.00)</b>
<b>CRA - Cannabis Enforcement</b>					
Administrative Assistant	1.00	1.00	1.00	-	(1.00)
<b>Total:</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>	<b>(1.00)</b>
<b>Community Development Department</b>					
Administrative Assistant	-	-	-	3.00	3.00
Building Inspector I/II	-	-	-	1.00	1.00
Chief Building Official	-	-	-	1.00	1.00
Code Compliance Investigator	-	-	-	1.00	1.00
Community and Housing Program Manager	-	-	-	1.00	1.00
Community Development Director	-	-	-	1.00	1.00
County Surveyor	-	-	-	1.00	1.00
Director Of Environmental Health	-	-	-	1.00	1.00
Environmental Health Spec I/II/Sr.	-	-	-	4.00	4.00
GIS Analyst I/II	-	-	-	1.00	1.00
GIS Technician I/II	-	-	-	1.00	1.00
Land Surveyor I/II	-	-	-	1.00	1.00
Land Use Coordinator	-	-	-	1.00	1.00
Land Use Technician	-	-	-	2.00	2.00
Permit Technician I/II	-	-	-	2.00	2.00
Plans Examiner I/II	-	-	-	1.00	1.00
Senior Building Inspector	-	-	-	3.00	3.00
Senior Plans Examiner	-	-	-	1.00	1.00
<b>Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27.00</b>	<b>27.00</b>
<b>Animal Control</b>					
Animal Control Manager	1.00	1.00	1.00	1.00	-

**Summary of Positions by Department  
FY 19/20 Adopted Budget  
September 17, 2019**

	<b>Adopted FY 18/19</b>	<b>Final FY 18/19</b>	<b>Proposed FY 19/20</b>	<b>Adopted FY 19/20</b>	<b>Final FY 18/19 to Adopted FY 19/20</b>
Animal Control Officer I/II	4.00	4.00	4.00	4.00	-
Animal Shelter Attendant	3.00	3.00	3.00	3.00	-
Senior Office Assistant	-	-	-	-	-
Registered Veterinary Technician	1.00	1.00	1.00	1.00	-
Supervising Animal Control Officer	1.00	1.00	1.00	1.00	-
<b>Total:</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>-</b>
<b>TOTAL PUBLIC PROTECTION</b>	<b>257.40</b>	<b>265.40</b>	<b>265.90</b>	<b>270.90</b>	<b>5.50</b>
<b>Public Works Road Admin/Engineering</b>					
Accountant I	-	-	-	-	-
Accountant I/II	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Agency Fiscal Officer	1.00	1.00	1.00	1.00	-
Assistant CRA Director - Public Works	1.00	1.00	1.00	-	(1.00)
Assistant to Department Head - Supervisory	-	-	-	-	-
Associate Engineer	1.00	1.00	1.00	1.00	-
Civil Engineer I/II	-	-	-	-	-
Department Support Technician	-	-	-	-	-
Deputy CRA Director - Roads	-	-	-	-	-
Deputy Director Land Use	-	-	-	-	-
Deputy Director of Engineering	-	-	-	-	-
Engineering Aide	-	-	-	-	-
Engineering Aide I/II	-	-	-	-	-
Engineering Assistant I/II	-	-	-	-	-
Engineering Assistant I/III	-	-	-	-	-
Engineering Manager	1.00	1.00	1.00	1.00	-
Engineering Technician I	-	-	-	-	-
Engineering Technician I/II	3.00	3.00	4.00	4.00	1.00
Environmental Analyst	-	-	-	1.00	1.00
Fiscal Technician	-	-	-	-	-
GIS Analyst I/II	-	-	-	-	-
Junior/Assistant Engineer	2.00	2.00	2.00	2.00	-
Office Technician	-	-	-	-	-
Project Manager	-	-	-	-	-
Public Works Business Manager	-	-	-	-	-
Public Works Director	-	-	-	1.00	1.00
Senior Civil Engineer	-	-	-	-	-
Senior Engineering Assistant	-	-	-	-	-
Senior Engineering Technician	-	-	-	-	-
Senior Engineering Technician	1.00	1.00	1.00	1.00	-
Senior GIS Technician	-	-	-	-	-
Senior Office Assistant	-	-	-	-	-
Staff Services Analyst I/II	1.00	1.00	1.00	1.00	-
Staff Services Assistant	-	-	-	-	-
Supervising Engineer	-	-	-	-	-
<b>Total:</b>	<b>13.00</b>	<b>13.00</b>	<b>14.00</b>	<b>15.00</b>	<b>2.00</b>
<b>PW-Traffic &amp; Engineering</b>					
Sr. Engineering Tech	-	-	-	-	-
Planning GIS Tech I/II	-	-	-	-	-
Sr. GIS Technician	-	-	-	-	-
<b>Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Works-Road Maintenance</b>					
Construction Support Services Tech	1.00	1.00	1.00	1.00	-
Equipment Mechanic II	-	-	-	-	-
Public Works Fleet Supervisor	-	-	-	-	-
Radio Communications Coordinator	-	-	-	-	-
Road Crew Leadworker	3.00	3.00	3.00	3.00	-
Road Operations Assistant	-	-	-	-	-
Road Operations Support Servs	-	-	-	-	-
Road Services Supervisor	1.00	1.00	1.00	1.00	-
Road Superintendent	1.00	1.00	1.00	1.00	-
Road Supervisor	-	-	-	-	-
Road Crew Supervisor	3.00	3.00	3.00	3.00	-
Road Worker I/II	-	-	-	-	-
Road Worker/Senior Road Worker	17.00	17.00	20.00	20.00	3.00

**Summary of Positions by Department  
FY 19/20 Adopted Budget  
September 17, 2019**

	Adopted FY 18/19	Final FY 18/19	Proposed FY 19/20	Adopted FY 19/20	Final FY 18/19 to Adopted FY 19/20
Senior Equipment Mechanic	-	-	-	-	-
Senior Road Worker	-	-	-	-	-
Traffic Control Maintenance Tech	-	-	-	-	-
<b>Total:</b>	<b>26.00</b>	<b>26.00</b>	<b>29.00</b>	<b>29.00</b>	<b>3.00</b>
<b>CRA - Special District - Administration</b>					
Engineering Technician I/II	1.00	1.00	1.00	1.00	-
Engineering Assistant I/II	-	-	-	-	-
<b>Total:</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>
<b>TOTAL PUBLIC WAYS &amp; FACILS</b>	<b>40.00</b>	<b>40.00</b>	<b>44.00</b>	<b>45.00</b>	<b>5.00</b>

**HEALTH & SANITATION BUDGETS**

**Health**

Accountant I/II	-	-	-	-	-
Administrative Technician	1.00	1.00	1.00	1.00	-
Admitting Clerk/Medical Receipt	-	-	-	-	-
CCS Program Support Technician	-	-	-	-	-
Clinic LVN I/II	-	-	-	-	-
Clinic RN	1.00	1.00	1.00	1.00	-
Department Support Technician	-	-	-	-	-
Director Of Public Health Nurs	1.00	1.00	1.00	1.00	-
Emergency Medical Services Coordinator	1.00	1.00	1.00	1.00	-
Fiscal Technician	1.00	1.00	1.00	1.00	-
Health Officer	1.00	1.00	1.00	1.00	-
Health Program Technician	-	-	-	-	-
Health Program Technician I/II	1.00	1.00	1.00	1.00	-
Medical Office Assistant	0.80	0.80	0.80	0.80	-
Nutrition Assistant I/II	-	-	-	-	-
Program Specialist	2.60	2.60	2.60	2.60	-
Public Health Nurse I/II	2.00	2.00	2.00	1.00	(1.00)
Public Health Nurse III	2.00	2.00	2.00	3.00	1.00
Public Health Programs & Svcs Manager	1.00	1.00	1.00	1.00	-
Public Health Progrm Supervisor	1.00	1.00	1.00	1.00	-
Senior Account Clerk	-	-	-	-	-
Senior Accountant	1.00	1.00	1.00	1.00	-
Senior Community Health Worker	-	-	-	-	-
Senior Health Program Technician	1.00	1.00	1.00	1.00	-
Senior Mid-level Practitioner	-	-	-	-	-
Senior Office Assistant	-	-	-	-	-
Social Worker III	-	-	-	-	-
Staff Services Analyst I/II	1.00	1.00	1.00	1.00	-
Supervising Public Health Nurse	1.00	1.00	1.00	1.00	-
WIC Program Supervisor	-	-	-	-	-
<b>Total:</b>	<b>20.40</b>	<b>20.40</b>	<b>20.40</b>	<b>20.40</b>	<b>-</b>

**Tobacco Control Program**

Health Program Technician I/II	-	-	-	-	-
Senior Health Program Technician	1.00	1.00	1.00	1.00	-
Preventive Health Coordinator	-	-	-	-	-
Program Specialist	2.00	2.00	2.00	2.00	-
<b>Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

**Women, Infants & Children**

WIC Program Supervisor	-	-	-	-	-
Office Assistant I/II	1.00	1.00	1.00	-	(1.00)
Senior Office Assistant	-	-	-	1.00	1.00
Nutritionist	0.50	0.50	0.50	0.50	-
Senior Nutrition Assistant	1.00	1.00	1.00	1.00	-
Nutrition Assistant I/II	2.00	2.00	2.00	2.00	-
<b>Total:</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>-</b>

**Behavioral Health**

Account Clerk I/II	-	-	-	-	-
Accountant I/II	-	-	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	-
Admitting Clerk/Medical Receipt	-	-	-	-	-
Assistant Behavioral Health Director	-	-	-	-	-
Assistant to Department Head	-	-	-	-	-
Behavioral Health Clinical Manager	1.00	1.00	1.00	1.00	-

**Summary of Positions by Department  
FY 19/20 Adopted Budget  
September 17, 2019**

	Adopted FY 18/19	Final FY 18/19	Proposed FY 19/20	Adopted FY 19/20	Final FY 18/19 to Adopted FY 19/20
Behavioral Health Clinician I	-	-	-	-	-
Behavioral Health Clinician I/II/III	13.30	13.30	13.00	15.00	1.70
Behavioral Health Clinician II	-	-	-	-	-
Behavioral Health Comm Liaison	-	-	-	-	-
Behavioral Health Dev/Compliance Mgr	-	-	-	-	-
Behavioral Health Director	1.00	1.00	1.00	1.00	-
Behavioral Health Fiscal Manager	-	-	-	-	-
Behavioral Health Nurse Program Manager	-	-	-	-	-
Behavioral Health Peer Specialist	1.00	1.00	-	-	(1.00)
Behavioral Health Program Manager	-	-	-	-	-
Behavioral Health Program Supervisor	5.00	5.00	4.00	5.00	-
Behavioral Health Rec Counselor I	-	-	-	-	-
Behavioral Health Rec Counselor II	4.00	4.00	4.00	4.00	-
Behavioral Health RN II	-	-	-	-	-
Behavioral Health Worker I/II	17.00	17.00	14.00	13.00	(4.00)
Compliance & Information Manager	1.00	1.00	1.00	1.00	-
Fiscal Technician	1.00	1.00	-	-	(1.00)
HSA Fleet Coordinator	1.00	1.00	1.00	1.00	-
LVN II	2.00	2.00	2.00	3.00	1.00
Medical Office Assistant	3.00	3.00	3.00	3.00	-
Medical Records & Billing Supervisor	1.00	1.00	1.00	1.00	-
Medical Records & Billing Technician I/II	2.00	2.00	2.00	2.00	-
Medical Records Supervisor	-	-	-	-	-
Medical Records Technician	-	-	-	-	-
MHSA Coordinator	1.00	1.00	1.00	1.00	-
MHSA Program Specialist	-	-	-	-	-
Office Technician	-	-	-	-	-
Program Specialist	2.90	2.90	2.90	2.90	-
Psychiatrist II	-	-	-	-	-
Psychologist	-	-	-	-	-
Quality Assurance/Information Mgr.	-	-	-	-	-
Quality Improvement Coordinator	1.00	1.00	1.00	1.00	-
Senior Account Clerk	-	-	-	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00	-
Senior Behavioral Health Analyst	-	-	-	-	-
Senior Behavioral Health Clinician III	-	-	-	-	-
Senior Behavioral Health Rec Counselor	1.00	1.00	1.00	1.00	-
Senior Behavioral Health Worker	3.00	3.00	3.00	1.00	(2.00)
Senior Medical Records & Billing Technician	1.00	1.00	1.00	1.00	-
Staff Services Analyst I/II	1.00	1.00	1.00	1.00	-
Staff Services Assistant	-	-	-	-	-
Transportation Officer	2.00	2.00	2.00	2.00	-
<b>Total:</b>	<b>68.20</b>	<b>68.20</b>	<b>62.90</b>	<b>64.90</b>	<b>(3.30)</b>
<b>Air Pollution Control</b>					
Sr. Air Pollution Control Specialist	-	-	-	-	-
Air Pollution Control Specialist I/II	1.00	1.00	1.00	1.00	-
Deputy Air Pollution Cont Officer	1.00	1.00	1.00	1.00	-
<b>Total:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>
<b>TOTAL HEALTH &amp; SANITATION</b>	<b>98.10</b>	<b>98.10</b>	<b>92.80</b>	<b>94.80</b>	<b>(3.30)</b>
<b><u>PUBLIC ASSISTANCE BUDGETS</u></b>					
<b>Social Services</b>					
Accountant I/II	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Assistant Human Services Director	1.00	1.00	1.00	1.00	-
Assistant to Department Head	-	-	-	-	-
Department Support Technician	-	-	-	-	-
Deputy Director Social Services	2.00	2.00	2.00	2.00	-
DSS Helpdesk Technician II	1.00	1.00	1.00	1.00	-
Eligibility Screener	3.00	3.00	3.00	3.00	-
Eligibility Specialist Supervisor	6.00	6.00	6.00	6.00	-
Eligibility Specialist Trainee/I/II/III	31.00	31.00	33.00	33.00	2.00
Eligibility Supervisor I	-	-	-	-	-
Eligibility Worker I/II/III	-	-	-	-	-
Employment & Training Wkr I/II/III	-	-	-	-	-
Fiscal Supervisor	-	-	-	-	-

**Summary of Positions by Department  
FY 19/20 Adopted Budget  
September 17, 2019**

	Adopted FY 18/19	Final FY 18/19	Proposed FY 19/20	Adopted FY 19/20	Final FY 18/19 to Adopted FY 19/20
Fiscal Technician	2.00	2.00	2.00	2.00	-
H.S.A. Chief Financial Officer	1.00	1.00	1.00	1.00	-
H.S.A. Personnel Assistant	1.00	1.00	1.00	1.00	-
Help Desk Technician II	-	-	-	-	-
Human Services Director	1.00	1.00	1.00	1.00	-
IHSS Coordinator	-	-	-	-	-
Integrated Case Worker	1.00	1.00	1.00	1.00	-
Lead Personal Care Assistant	-	-	-	-	-
Legal Assistant I/II	1.00	1.00	1.00	1.00	-
Legal Clerk I/II	-	-	-	-	-
Office Assistant I/II	4.00	4.00	4.00	4.00	-
Office Supervisor	-	-	-	-	-
Personal Care Assistant	1.00	1.00	1.00	1.00	-
Senior Account Clerk	1.00	1.00	1.00	-	(1.00)
Senior Accountant	1.00	1.00	1.00	1.00	-
Senior Office Assistant	2.00	2.00	2.00	2.00	-
Senior Welfare Fraud Investigator	-	-	-	-	-
Services Support Assistant	2.00	2.00	2.00	2.00	-
Social Services Aide I/II (Social Worker Asst II)	3.00	3.00	3.00	3.00	-
Social Services Supervisor	-	-	-	-	-
Social Services Supervisor I	4.00	4.00	5.00	5.00	1.00
Social Services Supervisor II	2.00	2.00	2.00	2.00	-
Social Worker I/II	2.00	2.00	2.00	2.00	-
Social Worker III	18.50	18.50	18.50	18.50	-
Social Worker IV	5.00	5.00	6.00	6.00	1.00
Staff Services Analyst I/II/III	2.00	2.00	3.00	3.00	1.00
Staff Services Manager	1.00	1.00	1.00	1.00	-
Staff Services Specialist	-	-	-	-	-
Supervising Staff Services Analyst	-	-	-	-	-
Welfare Fraud Investigator I/II	-	-	-	-	-
Welfare Program Manager	2.00	2.00	2.00	2.00	-
Welfare Program Manager I	-	-	-	-	-
Welfare Program Manager II	-	-	-	-	-
<b>Total:</b>	<b>103.50</b>	<b>103.50</b>	<b>108.50</b>	<b>107.50</b>	<b>4.00</b>
<b>Veterans Services</b>					
Veteran Services Officer	0.48	0.48	0.48	1.00	0.52
Office Assistant I/II	0.50	0.50	0.50	0.50	-
Senior Veterans Service Rep	1.00	1.00	1.00	1.00	-
Veteran's Service Rep	1.00	1.00	1.00	-	(1.00)
<b>Total:</b>	<b>2.98</b>	<b>2.98</b>	<b>2.98</b>	<b>2.50</b>	<b>(0.48)</b>
<b>TOTAL PUBLIC ASSISTANCE</b>	<b>106.48</b>	<b>106.48</b>	<b>111.48</b>	<b>110.00</b>	<b>3.52</b>
<b>EDUCATION BUDGETS</b>					
<b>Library</b>					
Director Of Library Services	-	-	-	-	-
Library Director	1.00	1.00	1.00	-	(1.00)
Librarian I/II	1.00	1.00	1.00	1.00	-
Library Assistant I/II	4.00	4.00	4.00	4.00	-
Library Operations Supervisor	1.00	1.00	1.00	1.00	-
Senior Library Assistant	3.00	3.00	3.00	3.50	0.50
Supervising Librarian	-	-	-	-	-
<b>Total:</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>9.50</b>	<b>(0.50)</b>
<b>TOTAL EDUCATION</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>9.50</b>	<b>(0.50)</b>
<b>RECREATION BUDGETS</b>					
<b>Boat Patrol</b>					
Deputy Sheriff	2.00	2.00	2.00	2.00	-
Sheriff's Sergeant	1.00	1.00	1.00	1.00	-
<b>Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>
<b>Recreation</b>					
Activity Coordinator - Recreation	1.00	-	-	1.00	1.00
Office Assistant I/II	-	-	-	-	-
Office Technician	-	-	-	-	-
Administrative Assistant	0.80	1.00	1.00	1.00	-
Recreation Director	-	-	-	-	-

**Summary of Positions by Department  
FY 19/20 Adopted Budget  
September 17, 2019**

	Adopted FY 18/19	Final FY 18/19	Proposed FY 19/20	Adopted FY 19/20	Final FY 18/19 to Adopted FY 19/20
Recreation Manager	-	1.00	1.00	-	(1.00)
Recreation and Library Manager		-	-	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	-	(1.00)
Total:	2.80	3.00	3.00	3.00	-
<b>Standard Park</b>					
Recreation Supervisor	1.00	1.00	1.00	1.00	-
Groundskeeper II	1.00	1.00	1.00	1.00	-
Total:	2.00	2.00	2.00	2.00	-
<b>Youth Centers</b>					
Youth Center Coordinator	3.00	3.00	3.00	3.00	-
Total:	3.00	3.00	3.00	3.00	-
<b>TOTAL RECREATION</b>	<b>10.80</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>-</b>
<b><u>ENTERPRISE &amp; INTERNAL SERVICE BUDGETS</u></b>					
<b>Columbia Airport</b>					
Airport Technician/Senior Airport Technician	2.00	2.00	2.00	2.00	-
Airports Director	-	-	-	-	-
Airport Manager	1.00	1.00	1.00	1.00	-
Department Support Technician	-	-	-	-	-
Deputy Public Works Director-Operations	-	-	-	-	-
Office Technician	-	-	-	-	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Senior Airport Technician	-	-	-	-	-
Total:	4.00	4.00	4.00	4.00	-
<b>CRA - Public Works - Fleet Services</b>					
Public Works Fleet Supervisor	-	-	-	-	-
Fleet Manager	1.00	1.00	1.00	1.00	-
Fleet Leadworker	-	-	-	-	-
Equipment Technician/Senior Equipment Technicia	4.00	4.00	4.00	4.00	-
Senior Equipment Technician	-	-	-	-	-
Equipment Technician	-	-	-	-	-
Total:	5.00	5.00	5.00	5.00	-
<b>Radio Communications</b>					
Communications Analyst I/II	-	1.00	1.00	1.00	-
Radio Communication Coordinator	1.00	-	-	-	-
Total:	1.00	1.00	1.00	1.00	-
<b>Purchasing</b>					
Mail & Purchasing Assistant I	-	-	-	-	-
Mail & Purchasing Assistant II	-	-	-	-	-
General Services Agency Clerk	-	1.00	1.00	-	(1.00)
Purchasing Clerk	-	-	-	1.00	1.00
Mail Assistant	0.50	-	-	-	-
County Courier	1.00	1.00	1.00	1.00	-
Total:	1.50	2.00	2.00	2.00	-
<b>Solid Waste</b>					
Department Support Technician	-	-	-	-	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Solid Waste Compliance Officer I	-	-	-	-	-
Solid Waste Manager	1.00	1.00	1.00	1.00	-
Solid Waste Specialist	1.00	1.00	1.00	1.00	-
Solid Waste Technician I/II	2.00	2.00	2.00	2.00	-
Code Compliance Investigator	-	-	-	-	-
Solid Waste Worker	-	-	-	-	-
Total:	5.00	5.00	5.00	5.00	-
<b>Ambulance</b>					
Fiscal Supervisor	-	-	-	-	-
Fiscal Technician	-	-	-	-	-
Ambulance Billing Technician I/II	1.00	1.00	1.00	1.00	-
Senior Ambulance Billing Technician	1.00	1.00	1.00	1.00	-
Senior Account Clerk	-	-	-	-	-
Total:	2.00	2.00	2.00	2.00	-
<b>TOTAL ENTERPRISE &amp; ISF</b>	<b>18.50</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>638.28</b>	<b>647.98</b>	<b>652.18</b>	<b>656.20</b>	<b>8.22</b>

# ATTACHMENT "D"

CLASSIFICATION LISTING

# Tuolumne County Classification Listing

Query Name: JOB\_CODE\_LISTING

Print Date: 6/24/2019  
Print Time: 10:29:21 AM

Job Code	Classification	Union Code	Reg/Temp	Range	Eff Date	STEP1	STEP2	STEP3	STEP4	STEP5
0100	Account Clerk I	GEN	R	285	6/23/2019	13.8675	14.5766	15.3221	16.1057	16.9293
0101	Account Clerk I Relief	GEN	T	285	6/23/2019	13.8675	14.5766	15.3221	16.1057	16.9293
0110	Account Clerk II	GEN	R	305	6/23/2019	15.3221	16.1057	16.9293	17.7951	18.7051
0111	Account Clerk II Relief	GEN	T	305	6/23/2019	15.3221	16.1057	16.9293	17.7951	18.7051
0120	Accountant I	PRO	R	373	6/23/2019	21.5085	22.6085	23.7647	24.9800	26.2575
0130	Accountant II	PRO	R	393	6/23/2019	23.7647	24.9800	26.2575	27.6003	29.0118
0131	Accountant II Relief	PRO	T	393	6/23/2019	23.7647	24.9800	26.2575	27.6003	29.0118
0155	Activity Coordinator Rec	PRO	R	357	6/23/2019	19.8588	20.8744	21.9419	23.0640	24.2435
0170	Administrative Analyst I	EXE	R	413	6/23/2019	26.2575	27.6003	29.0118	30.4954	32.0550
0180	Administrative Analyst II	EXE	R	433	6/23/2019	29.0118	30.4954	32.0550	33.6943	35.4174
5005	Administrative Assistant	GEN	R	338	6/23/2019	18.0634	18.9871	19.9581	20.9788	22.0516
5004	Administrative Assistant Rel	GEN	T	338	6/23/2019	18.0634	18.9871	19.9581	20.9788	22.0516
5024	Administrative Technician	GEN	R	358	6/23/2019	19.9581	20.9788	22.0516	23.1794	24.3648
5022	Agency Fiscal Officer	MGT	R	463	6/23/2019	33.6943	35.4174	37.2286	39.1325	41.1338
0250	Agricultural Biologist I	PRO	R	351	6/23/2019	19.2733	20.2590	21.2950	22.3841	23.5288
0260	Agricultural Biologist II	PRO	R	371	6/23/2019	21.2950	22.3841	23.5288	24.7321	25.9969
0220	Agricultural Commissioner	EXE	R	547	6/23/2019	51.2277	53.8475	56.6013	59.4959	62.5385
0225	Agriculture Field Assistant	GEN	R	314	6/23/2019	16.0255	16.8451	17.7066	18.6121	19.5639
0265	Air Pollution Control Spec I	PRO	R	391	6/23/2019	23.5288	24.7321	25.9969	27.3263	28.7238
0266	Air Pollution Control Spec II	PRO	R	411	6/23/2019	25.9969	27.3263	28.7238	30.1927	31.7368
0280	Airport Manager	MGT	R	486	6/23/2019	37.7899	39.7225	41.7539	43.8892	46.1337
0270	Airport Technician	STM	R	342	6/23/2019	18.4273	19.3697	20.3603	21.4015	22.4960
1003	Ambulance Billing Tech II	GEN	R	348	6/23/2019	18.9871	19.9581	20.9788	22.0516	23.1794
1002	Ambulance Billing Technician I	GEN	R	328	6/23/2019	17.1845	18.0634	18.9871	19.9581	20.9788
0290	Animal Control Manager	MGT	R	435	6/23/2019	29.3026	30.8011	32.3763	34.0321	35.7725
0305	Animal Control Officer I	GEN	R	300	6/23/2019	14.9447	15.7090	16.5124	17.3568	18.2444
0302	Animal Control Officer I Rel	GEN	T	300	6/23/2019	14.9447	15.7090	16.5124	17.3568	18.2444
0300	Animal Control Officer II	GEN	R	320	6/23/2019	16.5124	17.3568	18.2444	19.1775	20.1582
0301	Animal Control Officer II Rel	GEN	T	320	6/23/2019	16.5124	17.3568	18.2444	19.1775	20.1582
0320	Animal Shelter Attendant	GEN	R	279	6/23/2019	13.4586	14.1469	14.8704	15.6308	16.4302
0321	Animal Shelter Attendant Rel	GEN	T	279	6/23/2019	13.4586	14.1469	14.8704	15.6308	16.4302
0340	Appraiser I	PRO	R	363	6/23/2019	20.4621	21.5085	22.6085	23.7647	24.9800
0350	Appraiser II	PRO	R	383	6/23/2019	22.6085	23.7647	24.9800	26.2575	27.6003
0390	Assessment Technician I	GEN	R	294	6/23/2019	14.5041	15.2459	16.0255	16.8451	17.7066
0400	Assessment Technician II	GEN	R	314	6/23/2019	16.0255	16.8451	17.7066	18.6121	19.5639
0410	Assessor - Recorder	ELE	R	E1	6/23/2019	69.7913	0.0000	0.0000	0.0000	0.0000
0420	Assistant Assessor	EXE	R	519	6/23/2019	44.5508	46.8291	49.2240	51.7413	54.3874
0430	Assistant Auditor Controller	EXE	R	544	6/23/2019	50.4669	53.0478	55.7607	58.6123	61.6098
5102	Assistant CRA Dir -Development	EXE	R	555	6/23/2019	53.3131	56.0395	58.9054	61.9178	65.0843
5104	Assistant CRA Director -PW	EXE	R	575	6/23/2019	58.9054	61.9178	65.0843	68.4127	71.9113
0440	Assistant Chief Probation Ofcr	EXE	R	527	6/23/2019	46.3643	48.7354	51.2277	53.8475	56.6013
0460	Assistant County Administrator	EXE	R	597	6/23/2019	65.7368	69.0986	72.6323	76.3467	80.2511
0470	Assistant County Clerk	EXE	R	502	6/23/2019	40.9291	43.0222	45.2224	47.5351	49.9660
0495	Assistant District Attorney	EXE	R	566	6/23/2019	56.3197	59.1999	62.2274	65.4097	68.7548
5016	Assistant Engineer	PRO	R	481	6/23/2019	36.8591	38.7441	40.7255	42.8082	44.9974
0510	Assistant Facility/ Pools Coord	REC	T	261	1/1/2019	12.3030	12.9322	13.5935	14.2887	15.0194

Job Code	Classification	Union Code	Reg/Temp	Range	Eff Date	STEP1	STEP2	STEP3	STEP4	STEP5
2185	Assistant Human Services Dir	EXE	R	547	6/23/2019	51.2277	53.8475	56.6013	59.4959	62.5385
0530	Assistant Pool Manager	REC	T	321	6/5/2016	16.5949	17.4436	18.3357	19.2733	20.2590
0560	Assistant Recorder	EXE	R	481	6/23/2019	36.8591	38.7441	40.7255	42.8082	44.9974
0580	Assistant Youth Center Coord R	REC	T	276	1/1/2019	13.2587	13.9368	14.6495	15.3987	16.1862
0577	Assistant to County Counsel	EXE	R	382	6/23/2019	22.4960	23.6464	24.8557	26.1268	27.4630
0567	Assistant to Department Head	GEN	R	378	6/23/2019	22.0516	23.1794	24.3648	25.6108	26.9205
5090	Associate Engineer	PRO	R	501	6/23/2019	40.7255	42.8082	44.9974	47.2986	49.7175
0590	Auditor-Appraiser I	PRO	R	383	6/23/2019	22.6085	23.7647	24.9800	26.2575	27.6003
0600	Auditor-Appraiser II	PRO	R	403	6/23/2019	24.9800	26.2575	27.6003	29.0118	30.4954
4572	Behavioral Health Clinical Mgr	MGT	R	487	6/23/2019	37.9788	39.9211	41.9626	44.1086	46.3643
1463	Behavioral Health Clinician I	HCU	R	378	6/23/2019	22.0516	23.1794	24.3648	25.6108	26.9205
1464	Behavioral Health Clinician II	HCU	R	398	6/23/2019	24.3648	25.6108	26.9205	28.2972	29.7444
3991	Behavioral Health Clinician IR	HCU	T	378	6/23/2019	22.0516	23.1794	24.3648	25.6108	26.9205
1462	Behavioral Health ClinicianIII	HCU	R	418	6/23/2019	26.9205	28.2972	29.7444	31.2655	32.8644
3992	Behavioral Health ClinicianIIR	HCU	T	398	6/23/2019	24.3648	25.6108	26.9205	28.2972	29.7444
4574	Behavioral Health Peer Spec I	HCU	R	260	6/23/2019	12.2418	12.8679	13.5259	14.2176	14.9447
4576	Behavioral Health Peer Spec II	HCU	R	280	6/23/2019	13.5259	14.2176	14.9447	15.7090	16.5124
4575	Behavioral Health PeerSpec I R	HCU	T	260	6/23/2019	12.2418	12.8679	13.5259	14.2176	14.9447
4577	Behavioral Health PeerSpecII R	HCU	T	280	6/23/2019	13.5259	14.2176	14.9447	15.7090	16.5124
1461	Behavioral Health Program Sup	MGT	R	467	6/23/2019	34.3732	36.1311	37.9788	39.9211	41.9626
4581	Behavioral Health Psychologist	HCU	R	480	6/23/2019	36.6758	38.5514	40.5229	42.5952	44.7736
1467	Behavioral Health Rec Couns I	HCU	R	332	6/23/2019	17.5308	18.4273	19.3697	20.3603	21.4015
1468	Behavioral Health Rec Couns II	HCU	R	352	6/23/2019	19.3697	20.3603	21.4015	22.4960	23.6464
1477	Behavioral Health Rec Couns IR	HCU	T	332	6/23/2019	17.5308	18.4273	19.3697	20.3603	21.4015
1478	Behavioral Health RecCouns IIR	HCU	T	352	6/23/2019	19.3697	20.3603	21.4015	22.4960	23.6464
1481	Behavioral Health Worker I	HCU	R	332	6/23/2019	17.5308	18.4273	19.3697	20.3603	21.4015
1482	Behavioral Health Worker I Rel	HCU	T	332	6/23/2019	17.5308	18.4273	19.3697	20.3603	21.4015
1483	Behavioral Health Worker II	HCU	R	352	6/23/2019	19.3697	20.3603	21.4015	22.4960	23.6464
1484	Behavioral Health Worker IIRel	HCU	T	352	6/23/2019	19.3697	20.3603	21.4015	22.4960	23.6464
5099	Behavioral HealthClinicianIIR	HCU	T	418	6/23/2019	26.9205	28.2972	29.7444	31.2655	32.8644
0640	Building Inspector I	PRO	R	380	6/23/2019	22.2727	23.4117	24.6090	25.8675	27.1904
0650	Building Inspector II	PRO	R	400	6/23/2019	24.6090	25.8675	27.1904	28.5809	30.0425
5076	Business Manager	MGT	R	443	6/23/2019	30.4954	32.0550	33.6943	35.4174	37.2286
0710	Cadastral GIS Tech I	PRO	R	349	6/23/2019	19.0820	20.0579	21.0837	22.1619	23.2953
0711	Cadastral GIS Tech II	PRO	R	369	6/23/2019	21.0837	22.1619	23.2953	24.4866	25.7388
0800	Chief Building Official	MGT	R	507	6/23/2019	41.9626	44.1086	46.3643	48.7354	51.2277
0860	Chief Deputy Clerk of the BOS	EXE	R	448	6/23/2019	31.2655	32.8644	34.5451	36.3117	38.1687
0820	Chief Probation Officer	EXE	R	557	6/23/2019	53.8475	56.6013	59.4959	62.5385	65.7368
0870	Clerk/Auditor-Controller	ELE	R	E2	6/23/2019	81.4610	0.0000	0.0000	0.0000	0.0000
0900	Clinic Registered Nurse	HCU	R	416	6/23/2019	26.6533	28.0164	29.4491	30.9552	32.5382
0910	Clinic Registered Nurse Relief	HCU	T	416	6/23/2019	26.6533	28.0164	29.4491	30.9552	32.5382
0950	Code Compliance Investigator I	PRO	R	380	6/23/2019	22.2727	23.4117	24.6090	25.8675	27.1904
0960	Code Compliance InvestigatorII	PRO	R	400	6/23/2019	24.6090	25.8675	27.1904	28.5809	30.0425
0969	Collections Officer I	GEN	R	344	6/23/2019	18.6121	19.5639	20.5644	21.6161	22.7215
0970	Collections Officer II	GEN	R	364	6/23/2019	20.5644	21.6161	22.7215	23.8835	25.1049
5145	Communications Analyst II	PRO	R	441	6/23/2019	30.1927	31.7368	33.3598	35.0659	36.8591
1000	Community Health Worker	GEN	R	291	6/23/2019	14.2887	15.0194	15.7875	16.5949	17.4436
1001	Community Health Worker Rel	GEN	T	291	6/23/2019	14.2887	15.0194	15.7875	16.5949	17.4436
4573	Community Resources Director	EXE	R	605	6/23/2019	68.4127	71.9113	75.5889	79.4545	83.5178
4600	Community Services Officer I	DSA	R	334	12/23/2018	17.7066	18.6121	19.5639	20.5644	21.6161

Job Code	Classification	Union Code	Reg/Temp	Range	Eff Date	STEP1	STEP2	STEP3	STEP4	STEP5
4602	Community Services Officer II	DSA	R	354	12/23/2018	19.5639	20.5644	21.6161	22.7215	23.8835
4604	Community Services Officer IIR	DSA	T	354	12/23/2018	19.5639	20.5644	21.6161	22.7215	23.8835
5078	Compliance & Information Mgr	MGT	R	464	6/23/2019	33.8627	35.5945	37.4148	39.3282	41.3394
1010	Confidential Clerk	EXE	R	345	6/23/2019	18.7051	19.6617	20.6672	21.7241	22.8351
1910	Construction Support Svcs Tech	RDS	R	372	6/23/2019	21.4015	22.4960	23.6464	24.8557	26.1268
1040	County Administrator	EXE	R	637	6/23/2019	80.2511	84.3551	88.6690	93.2036	97.9700
5130	County Clerk - Elections Tech	GEN	R	335	6/23/2019	17.7951	18.7051	19.6617	20.6672	21.7241
1050	County Counsel	EXE	R	603	6/23/2019	67.7337	71.1976	74.8386	78.6659	82.6889
5115	County Counsel Attorney Assist	EXE	R	382	6/23/2019	22.4960	23.6464	24.8557	26.1268	27.4630
5018	County Courier	GEN	R	293	6/23/2019	14.4320	15.1700	15.9458	16.7613	17.6185
2710	County Supervisor	ELE	R	E4	6/23/2019	24.9800	0.0000	0.0000	0.0000	0.0000
1210	County Surveyor	MGT	R	520	6/23/2019	44.7736	47.0633	49.4701	52.0000	54.6593
4294	DSS Helpdesk Technician I	GEN	R	364	6/23/2019	20.5644	21.6161	22.7215	23.8835	25.1049
4295	DSS Helpdesk Technician II	GEN	R	384	6/23/2019	22.7215	23.8835	25.1049	26.3888	27.7383
1130	Deputy Agriculture Comm	MGT	R	464	6/23/2019	33.8627	35.5945	37.4148	39.3282	41.3394
1140	Deputy Air Pollution Cont Ofcr	MGT	R	488	6/23/2019	38.1687	40.1207	42.1724	44.3292	46.5962
5140	Deputy Auditor-Controller	EXE	R	502	6/23/2019	40.9291	43.0222	45.2224	47.5351	49.9660
1212	Deputy CRA Director - Comm Svc	MGT	R	527	6/23/2019	46.3643	48.7354	51.2277	53.8475	56.6013
1213	Deputy CRA Director - Roads	MGT	R	561	6/23/2019	54.9326	57.7419	60.6948	63.7987	67.0614
0999	Deputy CRA Director RA	MGT	T	527	6/23/2019	46.3643	48.7354	51.2277	53.8475	56.6013
1150	Deputy County Administrator	EXE	R	550	6/23/2019	52.0000	54.6593	57.4546	60.3928	63.4813
1180	Deputy County Counsel I	EXE	R	469	6/23/2019	34.7178	36.4933	38.3596	40.3213	42.3833
1190	Deputy County Counsel II	EXE	R	489	6/23/2019	38.3596	40.3213	42.3833	44.5508	46.8291
1200	Deputy County Counsel III	EXE	R	513	6/23/2019	43.2374	45.4485	47.7728	50.2159	52.7839
1205	Deputy County Counsel IV	EXE	R	535	6/23/2019	48.2517	50.7193	53.3131	56.0395	58.9054
5034	Deputy Director Social Svcs	MGT	R	483	6/23/2019	37.2286	39.1325	41.1338	43.2374	45.4485
1220	Deputy District Attorney I	DDA	R	451	6/23/2019	31.7368	33.3598	35.0659	36.8591	38.7441
1230	Deputy District Attorney II	DDA	R	479	6/23/2019	36.4933	38.3596	40.3213	42.3833	44.5508
1240	Deputy District Attorney III	DDA	R	503	6/23/2019	41.1338	43.2374	45.4485	47.7728	50.2159
1241	Deputy District Attorney IV	DDA	R	525	6/23/2019	45.9041	48.2517	50.7193	53.3131	56.0395
1260	Deputy Probation Officer I	DSA	R	384	12/23/2018	22.7215	23.8835	25.1049	26.3888	27.7383
1270	Deputy Probation Officer II	DSA	R	404	12/23/2018	25.1049	26.3888	27.7383	29.1568	30.6479
1271	Deputy Probation Officer II R	DSA	T	404	12/23/2018	25.1049	26.3888	27.7383	29.1568	30.6479
1280	Deputy Public Defender I	DDA	R	451	6/23/2019	31.7368	33.3598	35.0659	36.8591	38.7441
1290	Deputy Public Defender II	DDA	R	479	6/23/2019	36.4933	38.3596	40.3213	42.3833	44.5508
1300	Deputy Public Defender III	DDA	R	503	6/23/2019	41.1338	43.2374	45.4485	47.7728	50.2159
1301	Deputy Public Defender IV	DDA	R	525	6/23/2019	45.9041	48.2517	50.7193	53.3131	56.0395
1310	Deputy Sheriff	DSA	R	415	12/23/2018	26.5207	27.8770	29.3026	30.8011	32.3763
1315	Deputy Sheriff Corporal	DSA	R	427	12/23/2018	28.1564	29.5964	31.1099	32.7009	34.3732
1320	Deputy Sheriff Recruit	DSA	R	395	12/23/2018	24.0029	25.2304	26.5207	27.8770	29.3026
4001	Deputy Sheriff- Detective +10	DSA	R	425	12/23/2018	27.8770	29.3026	30.8011	32.3763	34.0321
4002	Deputy Sheriff- Detective +20	DSA	R	435	12/23/2018	29.3026	30.8011	32.3763	34.0321	35.7725
1455	Director Of Behavioral Health	MGT	R	592	6/23/2019	64.1177	67.3967	70.8434	74.4663	78.2745
1430	Director Of Environmental Hlth	MGT	R	520	6/23/2019	44.7736	47.0633	49.4701	52.0000	54.6593
1470	Director Of Public Health Nurs	MGT	R	514	6/23/2019	43.4535	45.6758	48.0116	50.4669	53.0478
1500	District Attorney	ELE	R	E3	6/23/2019	77.4975	0.0000	0.0000	0.0000	0.0000
1491	District Attorney Inv - Relief	DSA	T	457	12/23/2018	32.7009	34.3732	36.1311	37.9788	39.9211
1490	District Attorney Investigator	DSA	R	457	12/23/2018	32.7009	34.3732	36.1311	37.9788	39.9211
1505	Economic Development Director	EXE	R	537	6/23/2019	48.7354	51.2277	53.8475	56.6013	59.4959
4605	Elections Supervisor	MGT	R	446	6/23/2019	30.9552	32.5382	34.2022	35.9513	37.7899

Job Code	Classification	Union Code	Reg/Temp	Range	Eff Date	STEP1	STEP2	STEP3	STEP4	STEP5
1521	Eligibility Screener	GEN	R	297	6/23/2019	14.7228	15.4757	16.2671	17.0990	17.9735
1540	Eligibility Specialist I	GEN	R	317	6/23/2019	16.2671	17.0990	17.9735	18.8926	19.8588
1550	Eligibility Specialist II	GEN	R	337	6/23/2019	17.9735	18.8926	19.8588	20.8744	21.9419
1551	Eligibility Specialist II Rel	GEN	T	337	6/23/2019	17.9735	18.8926	19.8588	20.8744	21.9419
1560	Eligibility Specialist III	GEN	R	357	6/23/2019	19.8588	20.8744	21.9419	23.0640	24.2435
1561	Eligibility Specialist III Rel	GEN	T	357	6/23/2019	19.8588	20.8744	21.9419	23.0640	24.2435
1531	Eligibility Specialist Sup Rel	MGT	T	393	6/23/2019	23.7647	24.9800	26.2575	27.6003	29.0118
1530	Eligibility Specialist Superv	MGT	R	393	6/23/2019	23.7647	24.9800	26.2575	27.6003	29.0118
1535	Eligibility Specialist Trainee	GEN	R	297	6/23/2019	14.7228	15.4757	16.2671	17.0990	17.9735
1570	Emergency Medical Svcs Coord	MGT	R	411	6/23/2019	25.9969	27.3263	28.7238	30.1927	31.7368
5110	Engineering Manager	MGT	R	556	6/23/2019	53.5796	56.3197	59.1999	62.2274	65.4097
1670	Engineering Technician I	GEN	R	393	6/23/2019	23.7647	24.9800	26.2575	27.6003	29.0118
1680	Engineering Technician II	GEN	R	413	6/23/2019	26.2575	27.6003	29.0118	30.4954	32.0550
1690	Environmental Health Spec I	PRO	R	395	6/23/2019	24.0029	25.2304	26.5207	27.8770	29.3026
1700	Environmental Health Spec II	PRO	R	415	6/23/2019	26.5207	27.8770	29.3026	30.8011	32.3763
5062	Equipment Technician	RDS	R	358	6/23/2019	19.9581	20.9788	22.0516	23.1794	24.3648
1765	Executive Assistant	EXE	R	452	6/23/2019	31.8955	33.5266	35.2412	37.0434	38.9378
0660	Facilities Maintenance Supv	MGT	R	404	6/23/2019	25.1049	26.3888	27.7383	29.1568	30.6479
5058	Facilities Maintenance Wkr I	STM	R	323	6/23/2019	16.7613	17.6185	18.5195	19.4666	20.4621
5059	Facilities Maintenance Wkr I R	STM	T	323	6/23/2019	16.7613	17.6185	18.5195	19.4666	20.4621
5060	Facilities Maintenance Wkr II	STM	R	343	6/23/2019	18.5195	19.4666	20.4621	21.5085	22.6085
1770	Facilities Manager	MGT	R	459	6/23/2019	33.0287	34.7178	36.4933	38.3596	40.3213
1822	Fire Prevent Inspector Rel GF	PRO	T	360	6/23/2019	20.1582	21.1891	22.2727	23.4117	24.6090
1820	Fire Prevention Inspector I	PRO	R	360	6/23/2019	20.1582	21.1891	22.2727	23.4117	24.6090
1821	Fire Prevention Inspector I Re	PRO	T	360	6/23/2019	20.1582	21.1891	22.2727	23.4117	24.6090
1830	Fire Prevention Inspector II	PRO	R	380	6/23/2019	22.2727	23.4117	24.6090	25.8675	27.1904
1840	Fiscal Supervisor	MGT	R	381	6/23/2019	22.3841	23.5288	24.7321	25.9969	27.3263
1850	Fiscal Technician	GEN	R	335	6/23/2019	17.7951	18.7051	19.6617	20.6672	21.7241
1852	Fiscal Technician - Relief	GEN	T	335	6/23/2019	17.7951	18.7051	19.6617	20.6672	21.7241
5064	Fleet Manager	MGT	R	438	6/23/2019	29.7444	31.2655	32.8644	34.5451	36.3117
3821	GIS Analyst I	PRO	R	422	6/23/2019	27.4630	28.8674	30.3437	31.8955	33.5266
3822	GIS Analyst II	PRO	R	442	6/23/2019	30.3437	31.8955	33.5266	35.2412	37.0434
1917	GIS Coordinator	MGT	R	482	6/23/2019	37.0434	38.9378	40.9291	43.0222	45.2224
3080	GIS Technician I	PRO	R	359	6/23/2019	20.0579	21.0837	22.1619	23.2953	24.4866
3090	GIS Technician II	PRO	R	379	6/23/2019	22.1619	23.2953	24.4866	25.7388	27.0551
5150	General Services Agency Clerk	GEN	R	293	6/23/2019	14.4320	15.1700	15.9458	16.7613	17.6185
5125	General Services Director	EXE	R	583	6/23/2019	61.3032	64.4383	67.7337	71.1976	74.8386
1930	Groundskeeper I	STM	R	305	6/23/2019	15.3221	16.1057	16.9293	17.7951	18.7051
1940	Groundskeeper II	STM	R	325	6/23/2019	16.9293	17.7951	18.7051	19.6617	20.6672
2171	HSA Chief Fiscal Officer	MGT	R	499	6/23/2019	40.3213	42.3833	44.5508	46.8291	49.2240
5014	HSA Fleet Coordinator	GEN	R	328	6/23/2019	17.1845	18.0634	18.9871	19.9581	20.9788
5015	HSA Personnel Assistant	GEN	R	363	6/23/2019	20.4621	21.5085	22.6085	23.7647	24.9800
1943	Health Officer	MGT	R	646	6/23/2019	83.9354	88.2279	92.7399	97.4826	102.4679
3621	Health Program Tech I Relief	GEN	T	323	6/23/2019	16.7613	17.6185	18.5195	19.4666	20.4621
3623	Health Program Tech II Relief	GEN	T	343	6/23/2019	18.5195	19.4666	20.4621	21.5085	22.6085
3620	Health Program Technician I	GEN	R	323	6/23/2019	16.7613	17.6185	18.5195	19.4666	20.4621
3622	Health Program Technician II	GEN	R	343	6/23/2019	18.5195	19.4666	20.4621	21.5085	22.6085
2130	Housekeeping Worker	STM	R	284	6/23/2019	13.7985	14.5041	15.2459	16.0255	16.8451
2131	Housekeeping Worker Relief	STM	T	284	6/23/2019	13.7985	14.5041	15.2459	16.0255	16.8451
2135	Housing Programs Coord	MGT	R	507	6/23/2019	41.9626	44.1086	46.3643	48.7354	51.2277

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2150	Human Resources Analyst I	EXE	R	413	6/23/2019	26.2575	27.6003	29.0118	30.4954	32.0550
2160	Human Resources Analyst II	EXE	R	433	6/23/2019	29.0118	30.4954	32.0550	33.6943	35.4174
5155	Human Resources Director/Risk	EXE	R	550	6/23/2019	52.0000	54.6593	57.4546	60.3928	63.4813
1580	Human Resources Tech I	EXE	R	355	6/23/2019	19.6617	20.6672	21.7241	22.8351	24.0029
1590	Human Resources Tech II	EXE	R	375	6/23/2019	21.7241	22.8351	24.0029	25.2304	26.5207
2180	Human Services Director	EXE	R	585	6/23/2019	61.9178	65.0843	68.4127	71.9113	75.5889
5120	IT Director	EXE	R	570	6/23/2019	57.4546	60.3928	63.4813	66.7278	70.1402
2230	IT Manager	MGT	R	501	6/23/2019	40.7255	42.8082	44.9974	47.2986	49.7175
5098	IT Supervisor	MGT	R	481	6/23/2019	36.8591	38.7441	40.7255	42.8082	44.9974
2241	IT Technician I	PRO	R	358	6/23/2019	19.9581	20.9788	22.0516	23.1794	24.3648
2250	IT Technician II	PRO	R	378	6/23/2019	22.0516	23.1794	24.3648	25.6108	26.9205
2181	Integrated Case Worker I	GEN	R	342	6/23/2019	18.4273	19.3697	20.3603	21.4015	22.4960
2182	Integrated Case Worker II	GEN	R	362	6/23/2019	20.3603	21.4015	22.4960	23.6464	24.8557
2270	Jail Booking Clerk	DSA	R	341	12/23/2018	18.3357	19.2733	20.2590	21.2950	22.3841
4010	Jail Commander	MGT	R	492	6/23/2019	38.9378	40.9291	43.0222	45.2224	47.5351
2290	Jail Deputy Sheriff	DSA	R	388	12/23/2018	23.1794	24.3648	25.6108	26.9205	28.2972
2295	Jail Deputy Sheriff Corporal	DSA	R	400	12/23/2018	24.6090	25.8675	27.1904	28.5809	30.0425
2300	Jail Deputy Sheriff Recruit	DSA	R	368	12/23/2018	20.9788	22.0516	23.1794	24.3648	25.6108
2291	Jail Deputy Sheriff Relief	DSA	T	388	12/23/2018	23.1794	24.3648	25.6108	26.9205	28.2972
2595	Jail Program Specialist Rel	DSA	T	375	12/23/2018	21.7241	22.8351	24.0029	25.2304	26.5207
2310	Jail Sergeant	DSA	R	423	12/23/2018	27.6003	29.0118	30.4954	32.0550	33.6943
5008	Jail Work Crew Manager	DSA	R	399	12/23/2018	24.4866	25.7388	27.0551	28.4387	29.8931
5040	Junior Engineer	PRO	R	461	6/23/2019	33.3598	35.0659	36.8591	38.7441	40.7255
4583	Juvenile Correctional Ofcr I	DSA	R	366	12/23/2018	20.7706	21.8328	22.9493	24.1229	25.3566
4586	Juvenile Correctional Ofcr I R	DSA	T	366	12/23/2018	20.7706	21.8328	22.9493	24.1229	25.3566
4584	Juvenile Correctional Ofcr II	DSA	R	386	12/23/2018	22.9493	24.1229	25.3566	26.6533	28.0164
4587	Juvenile Correctional Ofcr IIR	DSA	T	386	12/23/2018	22.9493	24.1229	25.3566	26.6533	28.0164
4582	Juvenile Detention Fac Superin	MGT	R	488	6/23/2019	38.1687	40.1207	42.1724	44.3292	46.5962
2530	LVN I	HCU	R	359	6/23/2019	20.0579	21.0837	22.1619	23.2953	24.4866
2540	LVN I - Relief	HCU	T	359	6/23/2019	20.0579	21.0837	22.1619	23.2953	24.4866
2560	LVN II	HCU	R	379	6/23/2019	22.1619	23.2953	24.4866	25.7388	27.0551
2580	LVN II - Relief	HCU	T	379	6/23/2019	22.1619	23.2953	24.4866	25.7388	27.0551
2341	Land Surveyor I	PRO	R	451	6/23/2019	31.7368	33.3598	35.0659	36.8591	38.7441
2342	Land Surveyor II	PRO	R	471	6/23/2019	35.0659	36.8591	38.7441	40.7255	42.8082
5032	Lead Equipment Technician	RDS	R	398	6/23/2019	24.3648	25.6108	26.9205	28.2972	29.7444
2400	Lead Housekeeping Worker	STM	R	304	6/23/2019	15.2459	16.0255	16.8451	17.7066	18.6121
2410	Lead Jail Booking Clerk	DSA	R	361	12/23/2018	20.2590	21.2950	22.3841	23.5288	24.7321
5042	Legal Assistant I	GEN	R	315	6/23/2019	16.1057	16.9293	17.7951	18.7051	19.6617
5043	Legal Assistant I Relief	GEN	T	315	6/23/2019	16.1057	16.9293	17.7951	18.7051	19.6617
5044	Legal Assistant II	GEN	R	335	6/23/2019	17.7951	18.7051	19.6617	20.6672	21.7241
2440	Legal Office Manager	MGT	R	399	6/23/2019	24.4866	25.7388	27.0551	28.4387	29.8931
2470	Librarian I	MGT	R	363	6/23/2019	20.4621	21.5085	22.6085	23.7647	24.9800
2471	Librarian II	MGT	R	383	6/23/2019	22.6085	23.7647	24.9800	26.2575	27.6003
2510	Librarv Aide	GEN	T	256	1/1/2019	12.0000	12.6137	13.2587	13.9368	14.6495
2480	Librarv Assistant I	GEN	R	293	6/23/2019	14.4320	15.1700	15.9458	16.7613	17.6185
2481	Librarv Assistant I Relief	GEN	T	293	6/23/2019	14.4320	15.1700	15.9458	16.7613	17.6185
2490	Librarv Assistant II	GEN	R	313	6/23/2019	15.9458	16.7613	17.6185	18.5195	19.4666
2491	Librarv Assistant II Relief	GEN	T	313	6/23/2019	15.9458	16.7613	17.6185	18.5195	19.4666
1450	Library Director	MGT	R	482	6/23/2019	37.0434	38.9378	40.9291	43.0222	45.2224
2500	Library Operations Supervisor	MGT	R	400	6/23/2019	24.6090	25.8675	27.1904	28.5809	30.0425

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2600	Lifeguard	REC	T	281	6/5/2016	13.5935	14.2887	15.0194	15.7875	16.5949
2610	Lifeguard/Water Safety Inst	REC	T	301	6/5/2016	15.0194	15.7875	16.5949	17.4436	18.3357
2722	MHSA Programs Coordinator	MGT	R	440	6/23/2019	30.0425	31.5789	33.1939	34.8914	36.6758
5050	Mail Assistant	GEN	R	293	6/23/2019	14.4320	15.1700	15.9458	16.7613	17.6185
5046	Medical Office Assistant	GEN	R	311	6/23/2019	15.7875	16.5949	17.4436	18.3357	19.2733
5026	Medical Records & Bill Tech I	GEN	R	328	6/23/2019	17.1845	18.0634	18.9871	19.9581	20.9788
5028	Medical Records & Bill Tech II	GEN	R	348	6/23/2019	18.9871	19.9581	20.9788	22.0516	23.1794
5080	Medical Records & Billing Sup	MGT	R	408	6/23/2019	25.6108	26.9205	28.2972	29.7444	31.2655
5047	Network Analyst I	PRO	R	421	6/23/2019	27.3263	28.7238	30.1927	31.7368	33.3598
5049	Network Analyst II	PRO	R	441	6/23/2019	30.1927	31.7368	33.3598	35.0659	36.8591
2850	Nutrition Assistant I	GEN	R	313	6/23/2019	15.9458	16.7613	17.6185	18.5195	19.4666
2851	Nutrition Assistant I Relief	GEN	T	313	6/23/2019	15.9458	16.7613	17.6185	18.5195	19.4666
3790	Nutrition Assistant II	GEN	R	333	6/23/2019	17.6185	18.5195	19.4666	20.4621	21.5085
3791	Nutrition Assistant II Relief	GEN	T	333	6/23/2019	17.6185	18.5195	19.4666	20.4621	21.5085
2860	Nutritionist I	HCU	R	431	6/23/2019	28.7238	30.1927	31.7368	33.3598	35.0659
2862	Nutritionist II	HCU	R	451	6/23/2019	31.7368	33.3598	35.0659	36.8591	38.7441
2890	Office Assistant	GEN	R	274	6/23/2019	13.1271	13.7985	14.5041	15.2459	16.0255
2891	Office Assistant Relief	GEN	T	274	6/23/2019	13.1271	13.7985	14.5041	15.2459	16.0255
2895	Office Supervisor	MGT	R	379	6/23/2019	22.1619	23.2953	24.4866	25.7388	27.0551
2960	Payroll Technician I	EXE	R	353	6/23/2019	19.4666	20.4621	21.5085	22.6085	23.7647
2970	Payroll Technician II	EXE	R	373	6/23/2019	21.5085	22.6085	23.7647	24.9800	26.2575
1685	Permit Technician I	GEN	R	358	6/23/2019	19.9581	20.9788	22.0516	23.1794	24.3648
1686	Permit Technician II	GEN	R	378	6/23/2019	22.0516	23.1794	24.3648	25.6108	26.9205
2040	Personal Care Assistant	GEN	R	281	6/23/2019	13.5935	14.2887	15.0194	15.7875	16.5949
2041	Personal Care Assistant Relief	GEN	T	281	6/23/2019	13.5935	14.2887	15.0194	15.7875	16.5949
3050	Planner I	PRO	R	390	6/23/2019	23.4117	24.6090	25.8675	27.1904	28.5809
3060	Planner II	PRO	R	410	6/23/2019	25.8675	27.1904	28.5809	30.0425	31.5789
3116	Plans Examiner I	PRO	R	402	6/23/2019	24.8557	26.1268	27.4630	28.8674	30.3437
3117	Plans Examiner II	PRO	R	422	6/23/2019	27.4630	28.8674	30.3437	31.8955	33.5266
3100	Pool Manager	REC	T	341	6/5/2016	18.3357	19.2733	20.2590	21.2950	22.3841
3115	Principal Plans Examiner	MGT	R	487	6/23/2019	37.9788	39.9211	41.9626	44.1086	46.3643
3131	Probation Aide	GEN	R	294	6/23/2019	14.5041	15.2459	16.0255	16.8451	17.7066
3120	Probation Aide Relief	GEN	T	294	6/23/2019	14.5041	15.2459	16.0255	16.8451	17.7066
3119	Probation Division Manager	MGT	R	500	6/23/2019	40.5229	42.5952	44.7736	47.0633	49.4701
3121	Program Coordinator - Rec	REC	T	296	1/1/2019	14.6495	15.3987	16.1862	17.0140	17.8841
5084	Program Manager	MGT	R	462	6/23/2019	33.5266	35.2412	37.0434	38.9378	40.9291
3125	Program Specialist	PRO	R	394	6/23/2019	23.8835	25.1049	26.3888	27.7383	29.1568
3126	Program Specialist Relief	PRO	T	394	6/23/2019	23.8835	25.1049	26.3888	27.7383	29.1568
5000	Property Tax Accountant	PRO	R	393	6/23/2019	23.7647	24.9800	26.2575	27.6003	29.0118
2667	Psychiatrist	PHY	R	659	6/26/2016	89.5579	94.1380	98.9522	104.0126	109.3318
3130	Public Defender	EXE	R	554	6/23/2019	53.0478	55.7607	58.6123	61.6098	64.7605
3140	Public Defender Investigator	PRO	R	391	6/23/2019	23.5288	24.7321	25.9969	27.3263	28.7238
3160	Public Health Nurse I	HCU	R	411	6/23/2019	25.9969	27.3263	28.7238	30.1927	31.7368
3170	Public Health Nurse I Relief	HCU	T	411	6/23/2019	25.9969	27.3263	28.7238	30.1927	31.7368
3180	Public Health Nurse II	HCU	R	431	6/23/2019	28.7238	30.1927	31.7368	33.3598	35.0659
3190	Public Health Nurse II Relief	HCU	T	431	6/23/2019	28.7238	30.1927	31.7368	33.3598	35.0659
3195	Public Health Nurse III	HCU	R	451	6/23/2019	31.7368	33.3598	35.0659	36.8591	38.7441
3196	Public Health Nurse III Relief	HCU	T	451	6/23/2019	31.7368	33.3598	35.0659	36.8591	38.7441
3200	Public Health Prog & Svcs Mgr	MGT	R	494	6/23/2019	39.3282	41.3394	43.4535	45.6758	48.0116
4610	Public Health Prog Supervisor	MGT	R	441	6/23/2019	30.1927	31.7368	33.3598	35.0659	36.8591

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3199	Public Health ProgSvcsMng Rel	MGT	T	494	6/23/2019	39.3282	41.3394	43.4535	45.6758	48.0116
4615	Quality Improvement Coord	MGT	R	466	6/23/2019	34.2022	35.9513	37.7899	39.7225	41.7539
3266	Recordable Doc Examiner I	GEN	R	301	6/23/2019	15.0194	15.7875	16.5949	17.4436	18.3357
3267	Recordable Doc Examiner II	GEN	R	321	6/23/2019	16.5949	17.4436	18.3357	19.2733	20.2590
3271	Records Manager	MGT	R	443	6/23/2019	30.4954	32.0550	33.6943	35.4174	37.2286
3280	Recreation Leader	REC	T	256	1/1/2019	12.0000	12.6137	13.2587	13.9368	14.6495
5135	Recreation Manager	MGT	R	409	6/23/2019	25.7388	27.0551	28.4387	29.8931	31.4218
3290	Recreation Supervisor	MGT	R	389	6/23/2019	23.2953	24.4866	25.7388	27.0551	28.4387
3310	Regional Fire Training Off Rel		T	230	11/1/2017	10.5406	11.0796	11.6462	12.2418	12.8679
0103	Registered Veterinary Tech	PRO	R	340	6/23/2019	18.2444	19.1775	20.1582	21.1891	22.2727
3360	Resident Volunteer Firefighter		T		5/16/2017	0.0000	0.0000	0.0000	0.0000	0.0000
3410	Revenue Recovery Manager	MGT	R	446	6/23/2019	30.9552	32.5382	34.2022	35.9513	37.7899
3420	Road Crew Leadworker	RDS	R	368	6/23/2019	20.9788	22.0516	23.1794	24.3648	25.6108
3450	Road Crew Supervisor	MGT	R	411	6/23/2019	25.9969	27.3263	28.7238	30.1927	31.7368
5056	Road Services Supervisor	MGT	R	412	6/23/2019	26.1268	27.4630	28.8674	30.3437	31.8955
3445	Road Superintendent	MGT	R	451	6/23/2019	31.7368	33.3598	35.0659	36.8591	38.7441
5082	Road Worker	RDS	R	328	6/23/2019	17.1845	18.0634	18.9871	19.9581	20.9788
3500	Senior Account Clerk	GEN	R	325	6/23/2019	16.9293	17.7951	18.7051	19.6617	20.6672
3501	Senior Account Clerk Relief	GEN	T	325	6/23/2019	16.9293	17.7951	18.7051	19.6617	20.6672
3510	Senior Accountant	MGT	R	438	6/23/2019	29.7444	31.2655	32.8644	34.5451	36.3117
3520	Senior Administrative Analyst	EXE	R	470	6/23/2019	34.8914	36.6758	38.5514	40.5229	42.5952
3530	Senior Agricultural Biologist	PRO	R	391	6/23/2019	23.5288	24.7321	25.9969	27.3263	28.7238
3532	Senior Air Pollution ControlSp	PRO	R	431	6/23/2019	28.7238	30.1927	31.7368	33.3598	35.0659
3540	Senior Airport Technician	STM	R	362	6/23/2019	20.3603	21.4015	22.4960	23.6464	24.8557
1004	Senior Ambulance Billing Tech	GEN	R	368	6/23/2019	20.9788	22.0516	23.1794	24.3648	25.6108
3550	Senior Appraiser	PRO	R	403	6/23/2019	24.9800	26.2575	27.6003	29.0118	30.4954
3560	Senior Assessment Technician	GEN	R	334	6/23/2019	17.7066	18.6121	19.5639	20.5644	21.6161
3561	Senior Auditor-Appraiser	PRO	R	423	6/23/2019	27.6003	29.0118	30.4954	32.0550	33.6943
1485	Senior Behavior Health Worker	HCU	R	372	6/23/2019	21.4015	22.4960	23.6464	24.8557	26.1268
4580	Senior Behavior Hlth Worker R	HCU	T	372	6/23/2019	21.4015	22.4960	23.6464	24.8557	26.1268
1466	Senior Behavioral Health RecCo	HCU	R	372	6/23/2019	21.4015	22.4960	23.6464	24.8557	26.1268
3570	Senior Building Inspector	PRO	R	420	6/23/2019	27.1904	28.5809	30.0425	31.5789	33.1939
3679	Senior CAD GIS Tech - Assessor	PRO	R	389	6/23/2019	23.2953	24.4866	25.7388	27.0551	28.4387
3595	Senior Collections Officer	PRO	R	384	6/23/2019	22.7215	23.8835	25.1049	26.3888	27.7383
3840	Senior Deputy ProbationOfficer	DSA	R	424	12/23/2018	27.7383	29.1568	30.6479	32.2152	33.8627
3641	Senior Engineering Technician	GEN	R	433	6/23/2019	29.0118	30.4954	32.0550	33.6943	35.4174
3660	Senior Environmental Health Sp	PRO	R	435	6/23/2019	29.3026	30.8011	32.3763	34.0321	35.7725
3670	Senior Equipment Technician	RDS	R	378	6/23/2019	22.0516	23.1794	24.3648	25.6108	26.9205
5088	Senior Facilities Maint Wkr	STM	R	363	6/23/2019	20.4621	21.5085	22.6085	23.7647	24.9800
3675	Senior Fire Prevention Inspect	PRO	R	400	6/23/2019	24.6090	25.8675	27.1904	28.5809	30.0425
3820	Senior GIS Technician	PRO	R	399	6/23/2019	24.4866	25.7388	27.0551	28.4387	29.8931
5006	Senior Health Program Tech	GEN	R	363	6/23/2019	20.4621	21.5085	22.6085	23.7647	24.9800
3690	Senior Human Resources Analyst	EXE	R	470	6/23/2019	34.8914	36.6758	38.5514	40.5229	42.5952
3650	Senior Human Resources Tech	EXE	R	393	6/23/2019	23.7647	24.9800	26.2575	27.6003	29.0118
3710	Senior IT Technician	PRO	R	398	6/23/2019	24.3648	25.6108	26.9205	28.2972	29.7444
4585	Senior Juvenile Corr Officer	DSA	R	406	12/23/2018	25.3566	26.6533	28.0164	29.4491	30.9552
4588	Senior Juvenile Corr Officer R	DSA	T	406	12/23/2018	25.3566	26.6533	28.0164	29.4491	30.9552
5068	Senior Legal Assistant	GEN	R	355	6/23/2019	19.6617	20.6672	21.7241	22.8351	24.0029
3750	Senior Library Assistant	GEN	R	333	6/23/2019	17.6185	18.5195	19.4666	20.4621	21.5085
3752	Senior Library Assistant Rel	GEN	T	333	6/23/2019	17.6185	18.5195	19.4666	20.4621	21.5085

Job Code	Classification	Union Code	Reg/Temp	Range	Eff Date	STEP1	STEP2	STEP3	STEP4	STEP5
5010	Senior Med Rec & Billing Tech	GEN	R	368	6/23/2019	20.9788	22.0516	23.1794	24.3648	25.6108
3760	Senior Mid-level Practitioner R	HCU	T	543	6/23/2019	50.2159	52.7839	55.4833	58.3207	61.3032
3770	Senior Mid-level Practitioner	HCU	R	543	6/23/2019	50.2159	52.7839	55.4833	58.3207	61.3032
5106	Senior Nutrition Assistant	GEN	R	353	6/23/2019	19.4666	20.4621	21.5085	22.6085	23.7647
3800	Senior Office Assistant	GEN	R	294	6/23/2019	14.5041	15.2459	16.0255	16.8451	17.7066
3801	Senior Office Assistant Relief	GEN	T	294	6/23/2019	14.5041	15.2459	16.0255	16.8451	17.7066
3803	Senior Pavroll Technician	EXE	R	393	6/23/2019	23.7647	24.9800	26.2575	27.6003	29.0118
3810	Senior Planner	PRO	R	430	6/23/2019	28.5809	30.0425	31.5789	33.1939	34.8914
3118	Senior Plans Examiner	PRO	R	442	6/23/2019	30.3437	31.8955	33.5266	35.2412	37.0434
3268	Senior Recordable Doc Examiner	GEN	R	341	6/23/2019	18.3357	19.2733	20.2590	21.2950	22.3841
3850	Senior Recreation Leader	REC	T	276	1/1/2019	13.2587	13.9368	14.6495	15.3987	16.1862
3880	Senior Road Worker	RDS	R	348	6/23/2019	18.9871	19.9581	20.9788	22.0516	23.1794
3881	Senior Road Worker Relief	RDS	T	348	6/23/2019	18.9871	19.9581	20.9788	22.0516	23.1794
3890	Senior Sheriff's Clerk	GEN	R	344	6/23/2019	18.6121	19.5639	20.5644	21.6161	22.7215
5030	Senior Staff Services Analyst	PRO	R	422	6/23/2019	27.4630	28.8674	30.3437	31.8955	33.5266
4450	Senior Veterans Service Rep	GEN	R	353	6/23/2019	19.4666	20.4621	21.5085	22.6085	23.7647
3945	Senior Welfare Fraud Invest	DSA	R	436	12/23/2018	29.4491	30.9552	32.5382	34.2022	35.9513
4540	Senior Work Release Site Coord	STM	R	366	6/23/2019	20.7706	21.8328	22.9493	24.1229	25.3566
5094	Services Support Assistant I	GEN	R	292	6/23/2019	14.3602	15.0945	15.8665	16.6779	17.5308
5096	Services Support Assistant II	GEN	R	312	6/23/2019	15.8665	16.6779	17.5308	18.4273	19.3697
3950	Sheriff - Coroner	ELE	R	E5	6/23/2019	74.8384	0.0000	0.0000	0.0000	0.0000
3960	Sheriff's Clerk I	GEN	R	304	6/23/2019	15.2459	16.0255	16.8451	17.7066	18.6121
3961	Sheriff's Clerk I Relief	GEN	T	304	6/23/2019	15.2459	16.0255	16.8451	17.7066	18.6121
3970	Sheriff's Clerk II	GEN	R	324	6/23/2019	16.8451	17.7066	18.6121	19.5639	20.5644
3971	Sheriff's Clerk II Relief	GEN	T	324	6/23/2019	16.8451	17.7066	18.6121	19.5639	20.5644
4000	Sheriff's Detective	DSA	R	435	12/23/2018	29.3026	30.8011	32.3763	34.0321	35.7725
5072	Sheriff's Dispatcher I	DSA	R	351	12/23/2018	19.2733	20.2590	21.2950	22.3841	23.5288
5074	Sheriff's Dispatcher II	DSA	R	371	12/23/2018	21.2950	22.3841	23.5288	24.7321	25.9969
5075	Sheriff's Dispatcher II Relief	DSA	T	371	12/23/2018	21.2950	22.3841	23.5288	24.7321	25.9969
4020	Sheriff's Lead Dispatcher	DSA	R	388	12/23/2018	23.1794	24.3648	25.6108	26.9205	28.2972
4030	Sheriff's Lieutenant	MGT	R	500	6/23/2019	40.5229	42.5952	44.7736	47.0633	49.4701
3703	Sheriff's Record Supervisor	MGT	R	386	6/23/2019	22.9493	24.1229	25.3566	26.6533	28.0164
4040	Sheriff's Sergeant	DSA	R	461	12/23/2018	33.3598	35.0659	36.8591	38.7441	40.7255
5035	Social Services Supervisor I	MGT	R	423	6/23/2019	27.6003	29.0118	30.4954	32.0550	33.6943
5036	Social Services Supervisor II	MGT	R	443	6/23/2019	30.4954	32.0550	33.6943	35.4174	37.2286
4050	Social Worker Assistant I	GEN	R	305	6/23/2019	15.3221	16.1057	16.9293	17.7951	18.7051
4051	Social Worker Assistant I Rel	GEN	T	305	6/23/2019	15.3221	16.1057	16.9293	17.7951	18.7051
4055	Social Worker Assistant II	GEN	R	325	6/23/2019	16.9293	17.7951	18.7051	19.6617	20.6672
4070	Social Worker I	PRO	R	341	6/23/2019	18.3357	19.2733	20.2590	21.2950	22.3841
4071	Social Worker I Relief	PRO	T	341	6/23/2019	18.3357	19.2733	20.2590	21.2950	22.3841
4080	Social Worker II	PRO	R	361	6/23/2019	20.2590	21.2950	22.3841	23.5288	24.7321
4081	Social Worker II Relief	PRO	T	361	6/23/2019	20.2590	21.2950	22.3841	23.5288	24.7321
4090	Social Worker III	PRO	R	381	6/23/2019	22.3841	23.5288	24.7321	25.9969	27.3263
4091	Social Worker III Relief	PRO	T	381	6/23/2019	22.3841	23.5288	24.7321	25.9969	27.3263
4100	Social Worker IV	PRO	R	401	6/23/2019	24.7321	25.9969	27.3263	28.7238	30.1927
4101	Social Worker IV Relief	PRO	T	401	6/23/2019	24.7321	25.9969	27.3263	28.7238	30.1927
4105	Softball Umpire	REC	T	314	1/1/2014	16.0255	16.8451	17.7066	18.6121	19.5639
4125	Solid Waste Manager	MGT	R	492	6/23/2019	38.9378	40.9291	43.0222	45.2224	47.5351
3900	Solid Waste Specialist	PRO	R	414	6/23/2019	26.3888	27.7383	29.1568	30.6479	32.2152
4110	Solid Waste Technician I	PRO	R	374	6/23/2019	21.6161	22.7215	23.8835	25.1049	26.3888

Job Code	Classification	Union Code	Reg/Temp	Range	Eff Date	STEP1	STEP2	STEP3	STEP4	STEP5
4120	Solid Waste Technician II	PRO	R	394	6/23/2019	23.8835	25.1049	26.3888	27.7383	29.1568
4126	Special Projects Accountant	PRO	R	393	6/23/2019	23.7647	24.9800	26.2575	27.6003	29.0118
4130	Special Services Deputy Relief	DSA	T	415	12/23/2018	26.5207	27.8770	29.3026	30.8011	32.3763
4131	Special Services DeputyRec Rel	DSA	T	395	12/23/2018	24.0029	25.2304	26.5207	27.8770	29.3026
4140	Staff Services Analyst I	PRO	R	382	6/23/2019	22.4960	23.6464	24.8557	26.1268	27.4630
4150	Staff Services Analyst II	PRO	R	402	6/23/2019	24.8557	26.1268	27.4630	28.8674	30.3437
4151	Staff Services Analyst II Rel	PRO	T	402	6/23/2019	24.8557	26.1268	27.4630	28.8674	30.3437
4160	Staff Services Manager	MGT	R	463	6/23/2019	33.6943	35.4174	37.2286	39.1325	41.1338
5038	Staff Services Specialist	GEN	R	356	6/23/2019	19.7600	20.7706	21.8328	22.9493	24.1229
4200	Student Intern		T	238	6/18/2015	10.9696	11.5306	12.1203	12.7401	13.3917
3545	Supervising Animal Control Off	MGT	R	380	6/23/2019	22.2727	23.4117	24.6090	25.8675	27.1904
4268	Supervising DA Investigator	DSA	R	477	12/23/2018	36.1311	37.9788	39.9211	41.9626	44.1086
4260	Supervising Engineer	MGT	R	541	6/23/2019	49.7175	52.2600	54.9326	57.7419	60.6948
4247	Supervising Housekeeper	MGT	R	380	6/23/2019	22.2727	23.4117	24.6090	25.8675	27.1904
3702	Supervising Librarian	MGT	R	420	6/23/2019	27.1904	28.5809	30.0425	31.5789	33.1939
5020	Supervising Probation Officer	DSA	R	461	12/23/2018	33.3598	35.0659	36.8591	38.7441	40.7255
4266	Supervising Public Health Nur	MGT	R	491	6/23/2019	38.7441	40.7255	42.8082	44.9974	47.2986
5052	Systems Analyst I	PRO	R	421	6/23/2019	27.3263	28.7238	30.1927	31.7368	33.3598
5054	Systems Analyst II	PRO	R	441	6/23/2019	30.1927	31.7368	33.3598	35.0659	36.8591
5055	Systems Analyst II Relief	PRO	T	441	6/23/2019	30.1927	31.7368	33.3598	35.0659	36.8591
4413	TCTC Administrative Intern		T	301	8/31/2011	15.0194	15.7875	16.5949	17.4436	18.3357
1122	TCTC Administrative Technician	GEN	R	358	6/23/2019	19.9581	20.9788	22.0516	23.1794	24.3648
0490	TCTC Executive Director	EXE	R	577	6/23/2019	59.4959	62.5385	65.7368	69.0985	72.6323
3994	TCTC Senior Admin Analyst	EXE	R	470	6/23/2019	34.8914	36.6758	38.5514	40.5229	42.5952
3895	TCTC Senior Trans Planner	PRO	R	473	6/23/2019	35.4174	37.2286	39.1325	41.1338	43.2374
4414	TCTC Transportation Intern		T	338	8/17/2011	18.0634	18.9871	19.9581	20.9788	22.0516
4415	TCTC Transportation Planner I	PRO	R	433	6/23/2019	29.0118	30.4954	32.0550	33.6943	35.4174
4416	TCTC Transportation Planner II	PRO	R	453	6/23/2019	32.0550	33.6943	35.4174	37.2286	39.1325
4340	Tiny Tots Assistant	REC	T	276	1/1/2019	13.2587	13.9368	14.6495	15.3987	16.1862
4350	Tiny Tots Coordinator	REC	T	296	1/1/2019	14.6495	15.3987	16.1862	17.0140	17.8841
5012	Transfer Specialist	GEN	R	344	6/23/2019	18.6121	19.5639	20.5644	21.6161	22.7215
4411	Transportation Officer	GEN	R	308	6/23/2019	15.5531	16.3485	17.1845	18.0634	18.9871
4410	Transportation Officer Relief	GEN	T	308	6/23/2019	15.5531	16.3485	17.1845	18.0634	18.9871
4420	Treasurer-Tax Collector	ELE	R	E6	6/23/2019	69.7913	0.0000	0.0000	0.0000	0.0000
4425	Undersheriff	EXE	R	557	6/23/2019	53.8475	56.6013	59.4959	62.5385	65.7368
4465	Veteran's Service Officer Rel	MGT	T	460	6/23/2019	33.1939	34.8914	36.6758	38.5514	40.5229
4454	Veteran's Service Rep I	GEN	R	313	6/23/2019	15.9458	16.7613	17.6185	18.5195	19.4666
4455	Veteran's Service Rep II	GEN	R	333	6/23/2019	17.6185	18.5195	19.4666	20.4621	21.5085
4466	Veterans Services Officer	MGT	R	460	6/23/2019	33.1939	34.8914	36.6758	38.5514	40.5229
4460	Victim Witness Advocate	PRO	R	341	6/23/2019	18.3357	19.2733	20.2590	21.2950	22.3841
4480	Victim Witness Services Supv	MGT	R	431	6/23/2019	28.7238	30.1927	31.7368	33.3598	35.0659
1006	Vocational Trainee	GEN	T	256	1/1/2019	12.0000	12.6137	13.2587	13.9368	14.6495
4535	WIC Program Supervisor	MGT	R	406	6/23/2019	25.3566	26.6533	28.0164	29.4491	30.9552
4510	Welfare Fraud Investigator I	DSA	R	396	12/23/2018	24.1229	25.3566	26.6533	28.0164	29.4491
4520	Welfare Fraud Investigator II	DSA	R	416	12/23/2018	26.6533	28.0164	29.4491	30.9552	32.5382
4550	Work Release Site Coord	STM	R	345	6/23/2019	18.7051	19.6617	20.6672	21.7241	22.8351
4551	Work Release Site Coord Rel	STM	T	345	6/23/2019	18.7051	19.6617	20.6672	21.7241	22.8351
4560	Youth Center Coord	GEN	R	343	6/23/2019	18.5195	19.4666	20.4621	21.5085	22.6085
4561	Youth Center Coord Relief	GEN	T	343	6/23/2019	18.5195	19.4666	20.4621	21.5085	22.6085

# ATTACHMENT "E"

COUNTY CAPITAL CONSTRUCTION BUDGET

## County Capital Fund FY 2019-20 Adopted Budget

9/12/2019	Expense		Revenue									
Account	Project Name	Proposed Budget	Beg. Fund Balance	General Fund	Court Const.	Crim Justice	GIGER	State	Other Sources	CDBG	Loan (Bonds)	Totals
532230	Loan Payments (L&J Const. Projects)	\$ 905,749									\$ 905,749	\$ 905,749
542014	Reroofing Projects	\$ 222,510		\$ 222,510								\$ 222,510
542214	Underground Tank	\$ 45,000		\$ 45,000								\$ 45,000
542230	ADA Improvements	\$ 10,000							\$ 10,000			\$ 10,000
542262	L&J Center	\$ 629,407	\$ -	\$ 618,039		\$ 11,368						\$ 629,407
542340	Veteran's Hall Improvements	\$ 4,500		\$ 4,500								\$ 4,500
542371	Jail Construction	\$ 17,347,401				\$ 152,632	\$ 90,000	\$ 13,237,710			\$ 3,867,059	\$ 17,347,401
542372	Jail--Additional Eligible Costs	\$ 430,984									\$ 430,984	\$ 430,984
542373	Jail--Architectural	\$ 254,400									\$ 254,400	\$ 254,400
542374	Jail--Project Construction Mgmt	\$ 106,439									\$ 106,439	\$ 106,439
542377	Jail--State Fees	\$ 38,579									\$ 38,579	\$ 38,579
542383	Jail--Construction Retainage	\$ 772,641									\$ 772,641	\$ 772,641
542384	Jail--Furniture and Fixtures	\$ 1,587,905									\$ 1,587,905	\$ 1,587,905
542485	HVAC Replacement Projects	\$ 100,000		\$ 100,000								\$ 100,000
542603	FHWC ADA Ramp	\$ 80,000							\$ 80,000			\$ 80,000
542604	BH Remodel/LTC Remodel	\$ 45,000							\$ 45,000			\$ 45,000
598420	Interest - Internal Borrowing	\$ 150,000		\$ 150,000								\$ 150,000
<hr/>												
	<b>Grand Totals</b>	<b>\$ 22,730,515</b>	<b>\$ -</b>	<b>\$ 1,140,049</b>	<b>\$ -</b>	<b>\$ 164,000</b>	<b>\$ 90,000</b>	<b>\$ 13,237,710</b>	<b>\$ 135,000</b>	<b>\$ -</b>	<b>\$ 7,963,756</b>	<b>\$ 22,730,515</b>

# ATTACHMENT "F"

ROAD CONSTRUCTION BUDGET

**FISCAL YEAR 2019-20  
ROAD FUND CAPITAL PROJECTS LIST**

PROJECT NAME	EXPENDITURES	REVENUE															TOTAL FUNDING
	FY 2019-20 PROPOSED EXPENDITURE BUDGET	BEGINNING FUND BALANCE	STATE MATCHING (RSTP) 451261	STATE RTIP 451290	STATE HWY OTHER 451295	STATE SB1 RMRA 455160	FEDERAL CMAQ FUNDS 463110	FEDERAL HIGHWAY ADMIN 463115	FEDERAL BRIDGE (HBP) 463125	FEDERAL SAFETY (HSIP) 463130	TCTC 469815	OTHER GOVT MIVUK TRIBAL FUND 469895	TRAFFIC MITIGATION FUND other 471660	TRAFFIC MITIGATION FUND county 471665	STATE MINOR A FUNDS 451294	STATE CAL RECYCLE 453148	
Bridge - Lime Kiln 32C0016	160,000	-	-	-	-	-	-	160,000	-	-	-	-	-	-	-	-	160,000
Rawhide Road at Woods Creek (9)	680,000	-	-	-	-	-	-	593,474	-	-	-	-	-	86,526	-	-	680,000
Jacksonville Rd at Tuolumne River	1,133,730	34,852	-	-	-	-	-	1,003,691	-	95,187	-	-	-	-	-	-	1,133,730
Hardin Flat at SF Tuolumne River	400,000	-	-	-	-	-	-	400,000	-	-	-	-	-	-	-	-	400,000
Sugar Pine Trail	5,000	-	-	-	-	-	-	-	-	-	-	5,000	-	-	-	-	5,000
Bridge - Wards Ferry at Deer Creek	40,000	-	-	-	-	-	-	40,000	-	-	-	-	-	-	-	-	40,000
Bridge - Draper Mine Road	210,300	-	-	-	-	-	-	210,300	-	-	-	-	-	-	-	-	210,300
Bridge Preventative Maintenance	50,000	5,735	-	-	-	-	-	44,265	-	-	-	-	-	-	-	-	50,000
Bridge - Algerine & Wards Ferry	287,080	-	-	-	-	-	-	287,080	-	-	-	-	-	-	-	-	287,080
Roadway Safety Signing Audit	100,000	-	-	-	-	-	-	-	100,000	-	-	-	-	-	-	-	100,000
5th Ave & SR108/49 Signalization	50,000	-	-	-	-	-	-	-	-	-	-	-	50,000	-	-	-	50,000
Evergreen Rd Reconstruction (2)	45,000	45,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45,000
Mono Way Operational & Safety Project	22,563	22,563	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,563
Big Creek Shaft Rd Crossing Big Creek	100,000	-	-	-	-	-	-	100,000	-	-	-	-	-	-	-	-	100,000
Italian Bar Rd Crossing Rose Creek	50,000	-	-	-	-	-	-	50,000	-	-	-	-	-	-	-	-	50,000
Parrots Ferry Rd Reconstruction (4)	813,060	-	-	-	-	813,060	-	-	-	-	-	-	-	-	-	-	813,060
Parrots Ferry Rd / SR49 Intersection	140,000	-	86,000	-	-	-	-	-	54,000	-	-	-	-	-	-	-	140,000
Tuolumne Rd Widening	50,000	-	-	-	-	-	-	-	27,000	-	23,000	-	-	-	-	-	50,000
Phoenix Lake Rd Widening	50,000	-	-	-	-	-	-	-	24,300	25,700	-	-	-	-	-	-	50,000
Paving Projects	674,570	674,570	-	-	-	-	-	-	-	-	-	-	-	-	-	-	674,570
Old Wards Ferry xing Curtis Creek	100,000	-	-	-	-	-	-	100,000	-	-	-	-	-	-	-	-	100,000
Algerine Road xing Algerine Creek	100,000	-	-	-	-	-	-	100,000	-	-	-	-	-	-	-	-	100,000
Guardrail Replacement Project	360,000	-	-	-	-	-	-	-	360,000	-	-	-	-	-	-	-	360,000
Shaws Flat Road and SR49 Intersection	109,500	-	10,950	-	-	-	-	-	98,550	-	-	-	-	-	-	-	109,500
Hwy 120 Detour Maint Project	100,000	3,613	3,050	-	-	93,337	-	-	-	-	-	-	-	-	-	-	100,000
Tuolumne Road PM-Surface Treatment	109,300	-	-	-	-	-	-	-	-	-	109,300	-	-	-	-	-	109,300
Tuolumne Rd North PM-Mill/Fill	157,680	-	-	-	-	157,680	-	-	-	-	-	-	-	-	-	-	157,680
Kewin Mill Reconstruction	111,300	-	-	-	-	111,300	-	-	-	-	-	-	-	-	-	-	111,300
Standard Road Rehabilitation	110,000	-	-	-	-	110,000	-	-	-	-	-	-	-	-	-	-	110,000
Interest-Internal Borrowing	25,000	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000
PS&S Auditor-Controller	1,000	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
Special Departmental Expense	197,200	197,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	197,200
<b>Total</b>	<b>6,542,283</b>	<b>1,009,533</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>1,285,377</b>	<b>-</b>	<b>-</b>	<b>3,088,810</b>	<b>663,850</b>	<b>120,887</b>	<b>132,300</b>	<b>5,000</b>	<b>136,526</b>	<b>-</b>	<b>-</b>	<b>6,542,283</b>

# ATTACHMENT "G"

ROAD STORM CONSTRUCTION BUDGET 2017

**FISCAL YEAR 2019-2020  
2017 STORM PROJECTS LIST**

ACCOUNT No	PROJECT NAME	EXPENDITURES	REVENUE							TOTAL FUNDING
		FY 2019-20 PROPOSED EXPENDITURE BUDGET	BEGINNING FUND BALANCE	STATE MATCHING (OES) 453175	STATE MATCHING (Admin-OES) 453180	STATE SB1 RMRA 455160	FEDERAL FEMA FUNDS 463175	FEDERAL ER FUNDS 463176	MIWUK TRIBAL FUND 469835	
546002	Italian Bar Road	<b>2,533,837</b>	110,855	475,094	47,509		1,900,378			2,533,837
546003	Marshes Flat Road	<b>1,560,240</b>	68,261	292,545	29,255		1,170,180			1,560,240
546004	Little Fuller Road	<b>46,700</b>	2,043	8,756	876		35,025			46,700
546033	Buchanan Road	<b>41,000</b>	1,794	7,688	769		30,750			41,000
546041	Rogue River Court	<b>25,000</b>	1,094	4,688	469		18,750			25,000
528110	Special Departmental Expense	<b>45,500</b>	500							500
	<b>Total</b>	<b>4,252,277</b>	<b>184,546</b>	<b>788,771</b>	<b>78,877</b>	-	<b>3,155,083</b>	-	-	<b>4,207,277</b>

# ATTACHMENT "H"

ROAD STORM CONSTRUCTION BUDGET 2018

**FISCAL YEAR 2019-2020 ADOPTED BUDGET  
2018 STORM PROJECTS LIST**

ACCOUNT No	PROJECT NAME	EXPENDITURES	REVENUE				TOTAL FUNDING
		FY 2019-20 PROPOSED EXPENDITURE BUDGET	BEGINNING FUND BALANCE	STATE MATCHING (OES) 453185	STATE MATCHING (Admin-OES) 453190	FEDERAL ER FUNDS 463177	
546101	Ferretti Rd @ Groveland Creek FHWA	<b>164,000</b>	3,292	14,108	1,411	145,189	164,000
546102	Marshes Flat Rd @ First & Second Creek	<b>200,000</b>	35,000	150,000	15,000	-	200,000
546104	Priest Coulterville Rd, Loc 1-6	<b>116,800</b>	20,440	87,600	8,760	-	116,800
546114	Zarzamora Road	<b>27,700</b>	4,848	20,775	2,078	-	27,700
546115	Las Palmas Way	<b>12,000</b>	2,100	9,000	900	-	12,000
546116	5 Mile Creek Road	<b>23,700</b>	4,148	17,775	1,778	-	23,700
546120	Christie May Lane	<b>2,300</b>	403	1,725	173	-	2,300
546121	Boitano Way	<b>1,000</b>	175	750	75	-	1,000
528110	Special Departmental Expense	<b>500</b>	500	-	-	-	500
	<b>Total</b>	<b>548,000</b>	<b>70,904</b>	<b>301,733</b>	<b>30,173</b>	<b>145,189</b>	<b>548,000</b>

# ATTACHMENT "I"

AIRPORT CAPITAL BUDGET

**Airport Capital Budget  
FY 2019-20 ADOPTED BUDGET**

PROJECT NAME	REVENUE						
	TOTAL EXPENDITURES	BEGINNING FUND BALANCE	GENERAL FUND TRANSFER	COLUMBIA AIRPORT TRANSFER	STATE MATCH	FEDERAL AVIATION FUNDS	TOTAL FUNDING
Columbia Airport Master Plan	\$9,477	\$521			\$427	\$8,529	\$9,477
Columbia Taxilane Reconstruction	\$970,917	\$97,090			\$0	\$873,827	\$970,917
<b>Total</b>	<b>\$980,394</b>	<b>\$97,611</b>	<b>\$0</b>	<b>\$0</b>	<b>\$427</b>	<b>\$882,356</b>	<b>\$980,394</b>

# ATTACHMENT "J"

FY 2019-2020 APPROPRIATION LIMIT COMPUTATION



# OFFICE OF THE AUDITOR-CONTROLLER

*"Proudly Serving the Financial Needs of Tuolumne County"*

DEBORAH BAUTISTA, CPA  
Clerk & Auditor-Controller

**DATE:** September 5, 2019

**TO:** Honorable Board of Supervisors

**FROM:** Deborah Bautista, Clerk & Auditor-Controller 

**SUBJECT:** 2019-20 APPROPRIATION LIMIT COMPUTATION

**REF: Government Code Sections 7902 & 7910 and  
Article XIII B of the California Constitution**

Per the above articles, the amount of proceeds of taxes within the County can only increase by one of six methods:

- 1) The County of Tuolumne population times, per capital increase times, prior years limit.
- 2) Surrounding counties' population increase, times per capital increase times, prior year limit.
- 3) The City of Sonora's population increase, times the per capita increase, times prior year limits.
- 4) The County of Tuolumne's population increase, times non-residential increases, times prior year limit.
- 5) Surrounding counties' population increase, times non-residential increases, times prior year limit.
- 6) The City of Sonora's population increase, times the non-residential increase, times prior year limit.

The current fiscal year of taxes is then compared with the appropriation limit to ensure that they are not in excess of said limits.

Attached are the six calculations you have to choose from. I recommend alternative Two (2). This calculations enables the appropriation limit to increase by the largest amount. The following computation, for fiscal year 2019-2020 reflects the budgeted tax proceeds for this fiscal year is only 34.46% of the allowable appropriation limit.

2018-19 Appropriation limit	\$154,411,780
Surrounding counties' population increase times the Per capita increase times the 2018-19 limits.	<u>1.0454846</u>
2019-20 Appropriation Limit	<u>\$161,435,138</u>

Proceeds of Taxes	\$58,719,979
Non-Proceeds	86,750,960
Fees	17,706,052
Transfers	<u>7,219,765</u>
<b>Total Budget</b>	<b><u>\$170,396,756</u></b>

I would request that the Board approve the above computation proving that the appropriation limitation will not be exceeded in fiscal year 2019-20.

**NOTE:**

2018-19 Appropriation Limit	\$154,411,780
Population increase 2018-19	-.0015 %
Per Capita increase 2018-19	3.85 %
Non-residential new construction 2018-19	1.62 %

**Tuolumne County**  
**2019-20 Appropriation limit computations**

- 1) The County of Tuolumne's population decrease times per capita increases times the 2018-19 limits.

$$0.9985 \times 1.0385 \times \$154,411,780 = \$160,116,099$$

- 2) The surrounding counties' population increase times the per capita increase times the 2018-19 limits.

$$1.00672566 \times 1.0385 \times \$154,411,780 = \$161,435,138$$

- 3) The City of Sonora's population decrease times the per capita increase times the 2018-19 limits.

$$0.998 \times 1.0385 \times \$154,411,780 = \$160,035,920$$

- 4) The County of Tuolumne's population decrease times non-residential increase times 2018-19 limits.

$$0.9985 \times 1.0162 \times \$154,411,780 = \$156,677,881$$

- 5) The surrounding counties' population increase times the non-residential increases times 2018-19 limits.

$$1.00672566 \times 1.0162 \times \$154,411,780 = \$157,968,596$$

- 6) The City of Sonora's population increase times the non-residential increase times the 2018-19 limits.

$$0.998 \times 1.0162 \times \$154,411,780 = \$156,599,424$$

# ATTACHMENT "K"

FY 2019-2020 ADOPTED BUDGET RESOLUTION

No. \_\_\_\_\_

By \_\_\_\_\_  
Clerk of the Board of Supervisors



## RESOLUTION

### OF THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE

- WHEREAS, Sections 29088-29092 of the Government Code of California provide that the Board of Supervisors of each County shall adopt, by resolution, an Adopted Budget; and
- WHEREAS, on June 18, 2019, the Board of Supervisors approved the FY 2019/20 Recommended Budget; and
- WHEREAS, after notice duly given in accordance with law, the Board of Supervisors did hold a public hearing to consider adopting the FY 2019/20 Budget on the 17<sup>th</sup> day of September 2019; and
- WHEREAS, at said public hearing, the Board of Supervisors heard all requests for the increase, decrease or other alteration of the Adopted Budget; and
- WHEREAS, said Budget as revised contains the following means of financing and financing requirements.

Available Financing

Taxes	\$ 40,178,239
Licenses, Permits & Franchises	\$ 2,667,011
Fines, Forfeits and Penalties	\$ 1,666,097
Use of Money and Property	\$ 462,782
Intergovernmental Revenue	\$ 93,721,240
Charges for Current Services	\$ 15,024,041
Miscellaneous Revenue	\$ 654,555
Other Financing Sources	\$ 16,022,791
Total Revenues	\$170,396,756
Prior Year Unrestricted Balance	\$13,964,836
Cancellation of Prior Year Reserves	\$ 37,916
Total Available Financing	\$ 184,399,508

Financing Requirements

General	\$ 44,854,234
Public Protection	\$ 57,281,542
Public Ways & Facilities	\$ 16,819,404
Health and Sanitation	\$ 20,661,900
Public Assistance	\$ 25,360,370
Education	\$ 1,140,920
Recreation	\$ 2,014,179
Debt Service	\$ 2,711,658
 Total Specific Use Financing	 \$170,844,206
 Appropriation for Contingencies	 \$ 5,979,352
 Transfers Out	 \$ 7,325,951
 Provisions for Reserves & Designations	 \$ 250,000
 Total Financing Requirements	 \$184,399,509

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Tuolumne hereby adopts the FY 2019-20 Budget, as revised, and reproduced in the FY 2019/20 Adopted Budget document, for the County of Tuolumne, State of California, for the fiscal period ending June 30, 2020.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Tuolumne does also find that the County of Tuolumne appropriation limit for FY 2019/20, as defined in Article XIII B of the Constitution of the State of California is \$161,435,138. The appropriation amount which is subject to the limit is \$58,719,979

ADOPTED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE ON \_\_\_\_\_ 2019

AYES: 1st Dist. _____	NOES: _____ Dist. _____
2nd Dist. _____	_____ Dist. _____
3rd Dist. _____	ABSENT: _____ Dist. _____
4th Dist. _____	_____ Dist. _____
5th Dist. _____	ABSTAIN: _____ Dist. _____

\_\_\_\_\_  
CHAIR OF THE BOARD OF SUPERVISORS

ATTEST: \_\_\_\_\_  
Clerk of the Board of Supervisors

No.