County Administration Office

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June 14, 2023

TO: Tuolumne County Board of Supervisors

FROM: Tracie Riggs, County Administrative Officer
Liz Peterson, Senior Administrative Analyst

SUBJECT: Consideration of approving the Fiscal Year 2023-24 Budget with personnel recommendations as outlined in the budget document; classification, bargaining unit assignment and pay range listing; capital project lists; and Adopt the FY 2023-24 Budget Resolution

Budget Process and Priorities

The County's budget process begins in January as the Board identifies their collective priorities and objectives for the year during the annual Board Workshop. These priorities provide direction for staff as they develop programs and services for the year and ultimately build the budget to pay for the services that achieve the Board's priorities. The Board's five priorities from last year have remained consistent this year, which are:

- Fire Prevention and Safety
- Public Safety
- Roads and Infrastructure
- Community Health and Prosperity
- Employee Excellence and Organizational Resilience

The Adopted Budget is the culmination of months of staff work. This year, the process changed from previous years in that the Recommended and Adopted Budget process is all taking place before July 1st. For the second year since its inception, the County's Budget Team, comprised of all Department Heads, Assistant/Deputy Department Heads, and their fiscal staff played a key role in the budget development process. The Budget Team created their respective budgets and met numerous times while the budget was being developed to be updated on the status and vote on recommendations to the County Administrative Officer. The Budget Team's information, insights, recommendations, and ideas were crucial to the development of this balanced budget for adoption. On June 6th, the Board was presented with the Recommended Budget for consideration and provided direction on the FY2023-24 Adopted Budget.

Beginning Fund Balance

Like other years, all county departments and the finance team work together to estimate the projected year-end fund balance. This process was completed and presented to the Board on May 16th, with approximately 6 weeks of expenditures and revenues remaining to estimate. Unlike previous years, the estimated ending fund balance for FY22-23 in the General Fund of $6,557,619 is also the beginning fund

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balance for FY23-24, since this Adopted Budget hearing is taking place before the current fiscal year has ended. Typically, the Adopted Budget would be brought to the Board for approval with actual fund balance. This year's fund balance is estimated. Staff will come back to the Board in September with the updated actual fund balance once the previous fiscal year is officially closed.

The process of projecting ending fund balance involves analyzing current and historical data with departments as well as discussions about their projected spending and anticipated revenues. There are many variables that can impact this estimate and COVID-19 continues to add a lingering set of variables making this process even more challenging. Despite increases to salary and benefits this past fiscal year for all bargaining units, as a result of negotiations, a continued high vacancy rate resulted in salary savings for many departments, which also contributes to the ending fund balance. Revenues are also projected to come in higher than anticipated, which further grows ending fund balance. Lastly, contingencies in the General Fund for FY 22-23 ended at $3,161,289 which further contributed to a high ending fund balance in the General Fund.

The following table as well as Attachment A shows the anticipated beginning fund balance for Fiscal Year 2023-24 for all funds:

FY 2023-24 Adopted Budget Beginning Fund Balance			
Governmental Funds			
Fund Number	Fund Name	Beginning Fund Balance	
0001	General Fund	$	6,557,619
1101	County Roads	$	1,854,232
1105	Monument Preservation	$	-
1107	Tuolumne County Fire Department	$	-
1110	National Disaster Resiliency Comp.	$	-
1121	Criminal Justice Facility	$	300
1124	Courthouse Construction	$	-
1125	Fish And Wildlife	$	25,878
1140	Health Fund	$	1,332,676
1145	Behavioral Health	$	1,927,853
1146	Tuolumne County BH Housing	$	30,618
1150	Department Of Social Services	$	4,591,459
1165	American Rescue Plan	$	3,759,405
3301	Road Construction Capital Fund	$	279,251
3310	Airport Construction -Plant Ac	$	-
3315	County Capital	$	1,329,391
3320	Capital-Housing	$	-
Total Governmental Funds		**$**	**21,688,682**
Enterprise Funds			
Fund Number	Fund Name	Beginning Fund Balance	
4430	Columbia Airport	$	238,743

4440	Pine Mountain Lake Airport	$	15,217
4450	Ambulance	$	4,204,155
4490	Solid Waste Management	$	2,385,092
Total Enterprise Funds		**$**	**6,843,207**

Internal Service Funds			
Fund Number	Fund Name	Beginning Fund Balance	
5510	Liability Self Insurance	$	85,837
5520	Unemployment Insurance	$	537,269
5530	Telecommunications	$	444,074
5540	Workers Compensation	$	10,886,336
5550	Purchasing And Special Service	$	137,193
5560	Insurance-Employee Group	$	70,222
5570	Employee Leave Liability Fund	$	1,946,160
5580	Post Retirement Insurance Fund	$	6,136,771
5595	Information Technology Services	$	752,000
Total Internal Service Funds		**$**	**20,995,862**

Use of Fund Balance for the General Fund

The Board's approved budget polices direct that the first use of General Fund beginning fund balance be used to fund the next year's contingencies at no less than 1% of the General Fund operating budget. Excluding purely grant-funded cost centers, 1% would be $994,430. For the FY 23-24 Adopted Budget, General Fund contingencies are budgeted at $1,102,349.

The Board's budget policy also allows up to 50% of the 10-year average of actual fund balance be applied toward funding ongoing operations for the following year, which equates to $2,322,912. The following chart below details how General Fund fund balance is being used in the FY 23-24 budget:

Use of General Fund Fund Balance	
Estimated Beginning Fund Balance	$ 6,557,619
Contingencies	$ 1,000,000
50% of 10-year average of actual fund balance for operations	$ 2,322,912
Transfer out to Fire	$ 750,455
Transfer out to Roads for FY23-24 storms projects match	$ 1,085,178
Transfer out to Capital for additional capital projects	$ 399,074
Additional fund balance for operations	$ 1,000,000
Remaining Fund Balance	$0

Budget Summary for All Funds

Below is a chart which illustrates FY 2022-23 Adopted Budget compared to the FY 2023-24 Adopted Budget. Overall, there is an approximately 19% increase in appropriations in the FY 2023-24 Adopted Budget over the prior year Adopted Budget. This is primarily due to increases in salaries and benefits as a result of negotiations, increases in anticipated forest health projects implemented under the County's Master Stewardship Agreement, Capital projects related to supporting the Board's Homelessness priorities and increased road capital projects particularly for storm repairs.

FY22-23 to FY 23-24 Adopted Budget Comparison			
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change
General Fund	$107,833,133	$127,099,897	15%
Governmental Funds	$217,540,879	$271,327,092	20%
Enterprise Funds	$18,008,312	$18,473,662	3%
Internal Service Funds	$21,605,193	$26,685,198	19%
All Budgeted Funds	**$257,154,384**	**$316,485,952**	**19%**
Permanent Employees	**728.1 (24.5 GF)**	**736.1 (16 GF)**	**8**

Personnel Changes

The FY23-24 Adopted Budget proposes an increase of 8 Full Time Equivalents (FTEs), but all these new positions have revenue to offset their cost. The General Fund has a total increase of 2 FTEs this fiscal year over last, but the cost for each of those positions is covered by grants or other revenue sources. Furthermore, there are some deletions and additions of positions that do not increase the number of FTEs but do add capacity, flexibility, or promotional opportunities. A detailed list of all the proposed personnel changes is listed in Attachment B and the associated memo from Human Resources.

Not all of the proposed changes have completed the required meet and confer process with the employee bargaining groups so while the cost for all proposed personnel changes is contained in the FY 2023-24 Adopted Budget, not all job descriptions and other personnel changes can be approved by your Board at the Budget Hearing on June 20th nor implemented starting July 1st. Attachment B and the memo from Human Resources notes which items can be implemented because the meet and confer process is completed and the Job Code Listing and Pay Rate table in Attachment D only contains those changes have been approved by the employee bargaining groups. When the meet and confer process is complete for the other proposed changes, any remaining personnel changes, job descriptions, pay rate changes and bargaining unit assignments that have received approval from the employee bargaining groups will be brought back to your Board for approval at a later meeting. The Allocated Position List (Attachment C) and Job Code Listing (Attachment D) will be updated at that meeting to reflect any changes or rejections as a result of completing the meet and confer process.

Summary by Fund—Governmental Funds

General Fund

The General Fund is the Governmental Fund in which the Board has the most discretion to spend and allocate resources. Most other Governmental Funds are Special Revenue funds in which the revenues come primarily from state and federal agencies to provide specific services or for certain uses. For example, federal funds intended for social services programs cannot be spent on road paving; state funds meant for road projects cannot be used to pay for Sheriff's deputies. The General Fund contains almost all the county's discretionary revenue, which pays for services such as libraries, recreation, the county jail, animal control, administration and finance, public defender and probation, among others.

General Fund Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Salaries and Benefits	$58,761,314	$62,705,361	$3,944,047	6%
Services and Supplies	$34,032,986	$50,814,976	$16,781,990	33%
Other Charges	$2,553,735	$2,579,590	$25,855	1%
Fixed Assets	$1,766,169	$1,074,774	-$691,395	-64%
Other Financing Uses	$0	$10,000	$10,000	100%
Contingencies	$3,387,771	$1,102,349	-$2,285,422	-207%
Transfers Out	$7,331,158	$8,812,847	$1,481,689	17%
Transfers Interfund	$0	$0	$0	0%
Total	**$107,833,133**	**$127,099,897**	**$19,266,764**	**15%**
Permanent Employees	**435.5**	**437.5**	**2**	**0.46%**

General Fund appropriations for Fiscal Year 2023-24 is increasing by $19,034,593 or 15% over last year's Adopted Budget. $12,167,326 of that is for the County's forest health program and is completely offset by state and federal grants. Transfers Out also increased by $1,481,696 which represents increases over last year for County Fire, County Capital and non-discretionary revenue transferred out for Public Health services. The final substantial increase in the General Fund from last year's Adopted Budget is salaries and benefits, which increased by nearly $4,000,000. During last fiscal year, the board approved MOU changes to all bargaining units which increased pay rates and with the majority of the County's workforce employed for less than 5 years, many of our staff are working through their step increases, which also contributes to increases in salaries and benefits.

Special Revenue Funds

Public Works Fund

The purpose of the Public Works Fund is to support road maintenance operations of the 612 miles of road the County maintains as well as Fleet services, which provides maintenance support for almost all vehicles in the County's fleet, including the Sheriff's Office. Overall, there is an increase of about $1,000,000 in appropriations in the FY 2023-24 Adopted Budget over last year. There is a reduction in Rehab/Surface

Treatment expenses by about $300,000 over last year but this budget contains an increase of about $1,600,000 in appropriations for contingencies. The table below shows the changes between the FY 2022-23 Adopted Budget and the FY 2023-24 Adopted Budget.

Public Works Fund Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Salaries and Benefits	$5,592,036	$5,777,895	$185,859	3%
Services and Supplies	$5,170,186	$4,264,829	-$905,357	-21%
Other Charges	$56,000	$0	-$56,000	0%
Fixed Assets	$216,518	$0	-$216,518	0%
Contingencies	$1,188,741	$2,746,311	$1,557,570	57%
Allocations	$734,867	$1,156,336	$421,469	0%
Total	**$12,958,348**	**$13,945,371**	**$987,023**	**7%**

Tuolumne County Fire Department Fund

The primary sources of revenue for the Fire Fund are property taxes, State- Emergency Fire Fighting and transfers in from the General Fund. This fiscal year, total appropriations for the County Fire Fund have increased by $5,076,940 because of additional grant funds through the SAFER grant and the Local Assistance and Tribal Consistency (LATCF) allocation to the County. These one-time funds are enabling the County to increase County Fire services this fiscal year from 2 full-time career staffed stations to 5 fully staffed stations through an increase in the County's contract with CAL FIRE. This Fund also contains an additional Supervising Fire Inspector position to add capacity for the department to take on state-mandated CUPA inspections. There is offsetting revenue of $110,000 for this position in the form of fees for service that will be charged after a completed CUPA inspection.

Fire Fund Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Salaries and Benefits	$455,722	$638,391	$182,669	29%
Services and Supplies	$4,897,550	$9,935,440	$5,037,890	51%
Fixed Assets	$175,000	$0	-$175,000	-100%
Allocations	$141,038	$172,419	$31,381	18%
Total	**$5,669,310**	**$10,746,250**	**$5,076,940**	**47%**

National Disaster Resiliency Competition Fund

The National Disaster Resiliency Competition (NDRC) Fund contains two cost centers with both state and federal revenue dedicated to build the county's two Community Resilience Centers. After years of planning and construction, these facilities were completed in FY 2022-23, but additional state and federal funding has been allocated to the County to add on radio towers, additional A/V equipment and some additional items at these centers. This work will be completed in FY 23-24.

National Disaster Resiliency Competition Fund Summary of Changes			
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change
Salaries and Benefits	$107,438	$10,000	-$97,438
Services and Supplies	$10,198,694	$2,014,354	-$8,184,340
Total	**$10,306,132**	**$2,024,354**	**-$8,281,778**

Health Fund

The Health Fund is comprised of the Public Health Department, the Tobacco Control Program, California Children's Services, and the Women, Infants, and Children (WIC) program. Appropriations in this fund are increasing by about $500,000 in FY23-24 over FY22-23 due to an increase in contingencies.

Health Fund Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Salaries and Benefits	$5,545,359	$5,878,323	$332,964	6%
Services and Supplies	$3,642,248	$3,650,713	$8,465	0%
Fixed Assets	$25,000	$0	-$25,000	0%
Contingencies	$793,398	$1,256,771	$463,373	37%
Allocations	$852,234	$535,832	-$316,402	0%
Transfers Out	$400,000	$400,000	$0	0%
Total	**$11,258,239**	**$11,721,639**	**$463,400**	**4%**

Behavioral Health Fund

The Behavioral Health Fund provides funding for integrated Mental Health (MH) and Substance Use Disorder (SUD) services, primarily focusing on the delivery of assessment and treatment interventions. BH also does prevention and outreach for both MH and SUD, with prevention being done mostly through contracts with local entities. For fiscal year 2023-24, there is a $2.5 million dollar increase in appropriations. $1.6 million is services and supplies. The largest contributing factor to this increase is the due to the county participating in an Inter-Governmental Transfer (IGT) requiring the county to pay the Medi-Cal matching funds up front. Furthermore, as a Cohort 1 for the Governor's CARE Court program this fund has added 4 additional positions to support this on-going mandated program.

Behavioral Health Fund Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Salaries and Benefits	$7,485,625	$7,961,828	$476,203	6%
Services and Supplies	$6,463,458	$7,503,213	$1,039,755	14%
Fixed Assets	$210,000	$1,075,000	$865,000	0%
Contingencies	$1,106,961	$976,418	-$130,543	-13%
Allocations	$577,702	$737,748	$160,046	0%
Transfers Out	$241,390	$334,442	$93,052	0%
Total	**$16,085,136**	**$18,588,649**	**$2,503,513**	**13%**

Behavioral Health Housing Fund

The Behavioral Health Housing Fund provides funding for ongoing operations of Permanent Supportive housing for those with severe and persistent mental illness. There are currently two separate residential facilities with a total of 11 beds. Appropriations in this fund are decreasing only by about $5,000 in the FY 2023-24 Adopted budget over last year.

Behavioral Health Housing Fund Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Services and Supplies	$67,000	$65,995	-$1,005	-2%
Fixed Assets	$0	$145,997	$145,997	0%
Contingencies	$26,561	$22,218	-$4,343	-20%
Transfers Out	$145,997	$0	-$145,997	0%
Total	**$239,558**	**$234,210**	**-$5,348**	**-2%**

Department of Social Services

The Social Services Fund is the largest special revenue fund within the Governmental Funds. The total appropriations for FY 2023-24 are nearly $36,000,000. This is an increase of approximately $3,200,000 over the FY 2023-24 Adopted Budget. This fund includes the Department of Social Services and the Welfare and Security Department. The most notable increases for this fiscal year are for salaries and benefits totaling about $1,400,000 and Family Groups totally about $800,000 due to CalWORKS Cases and payments increasing. There is an addition of 4 full time employees as compared to the prior year bringing the total number of staff in this fund to 122.5 FTE's.

Department of Social Services Fund Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Salaries and Benefits	$13,865,949	$15,092,793	$1,226,844	8%
Services and Supplies	$3,077,106	$3,810,503	$733,397	19%
Other Charges	$12,847,407	$14,143,701	$1,296,294	9%
Fixed Assets	$90,000	$400,000	$310,000	0%
Contingencies	$2,009,675	$1,242,170	-$767,505	-62%
Allocations	$563,154	$978,213	$415,059	0%
Transfers Out	$350,000	$300,000	-$50,000	0%
Total	**$32,803,291**	**$35,967,380**	**$3,164,089**	**9%**

American Rescue Plan

Under the American Rescue Plan Act, Tuolumne County received approximately $10.6 million dollars. The allocation was made in two payments and all funds are required to be obligated by December 2024. The County also received $5,246,492 which is also being distributed in two separate allocations from the Local Assistance and Tribal Consistency Fund (LATCF) which came from the American Rescue Plan Act. The first allocation was received in fiscal year 2022-23 with the second allocation arriving in fiscal year 2023-24 . The

FY 2023-24 Adopted Budget contains appropriations in this fund in the amount of $6,382,651, about $1,000,000 less than what was appropriated last fiscal year. The ARP Fund had $1,195,331 in contingencies in this fund in the FY 2022-23 Adopted Budget. In FY 2023-24, there is $0 in contingencies and all funding is allocated for goods and services, including a transfer out to Fire for 1 year of fire services in Columbia in the amount of $1,681,881.

American Rescue Plan Fund Summary of Changes			
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change
Salaries and Benefits	$549,129	$0	-$549,129
Services and Supplies	$2,339,467	$492,963	-$1,846,504
Fixed Assets	$3,394,119	$4,207,807	$813,688
Contingencies	$1,195,331	$0	-$1,195,331
Transfers Out	$0	$1,681,881	$1,681,881
Total	**$7,478,046**	**$6,382,651**	**-$1,095,395**

Capital Funds

Public Works Capital Projects Fund

All major county road projects are funded through the Public Works Capital Projects Fund. The majority of the funding for Public Works Capital projects comes from state and federal revenue and a complete list of proposed projects for FY 2023-24 are listed in Attachment F and G, "Road Construction Budget. Appropriations in this fund is increasing significantly in the FY 2023-24 Adopted budget from $6,070,757 in FY 2022-23 to $34,569,418. This dramatic increase is attributed to the severe storm damage multiple county roads sustained as well as multiple projects that have been in the engineering and design phase that are now ready to be put out to bid in FY 2023-24.

Public Works Capital Projects Fund Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Services and Supplies	$643,175	$1,694,142	$1,050,967	62%
Other Charges	-$1,185,622	-$346,593	$839,029	-242%
Fixed Assets	$6,608,204	$33,216,869	$26,608,665	80%
Other Financing Uses	$5,000	$5,000	$0	0%
Total	**$6,070,757**	**$34,569,418**	**$28,498,661**	**82%**

County Capital Fund

The total appropriations for the County Capital Fund for FY 2023-24 are $7,342,560, an increase of about $600,000 over last year's Adopted Budget. The Buildings and Improvements line is reduced by about $1,100,000 over last year but there is an increase of $925,000 in this fund which comes from interest earned on the bond. This will be used to fund the design and construction of the walkway between the newly constructed courthouse and the jail as well as to design the Gardella Ranch Road design and

engineering, the next step in further building out the Law & Justice campus. There are some other large projects such as a generator for the Sheriff's Dispatch center, a new roof for the County Administration building and some HVAC repairs and upgrades. A full list of 2023-24 projects can be view in Attachment E "County Capital Construction Budget"

County Capital Fund Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Salaries and Benefits	$245,091	$268,127	$23,036	9%
Services and Supplies	$221,585	$264,213	$42,628	16%
Other Charges	$100,000	$100,000	$0	0%
Fixed Assets	$6,098,975	$6,710,220	$611,245	9%
Total	**$6,665,651**	**$7,342,560**	**$676,909**	**9%**

Capital-Housing Fund

This new fund was created as a part of year-end adjustments in FY 2022-23. Appropriations in this fund will be used to implement the State's CARE Act requirements by October 2023 as well as for supportive living housing purchases and an opioid coalition led through Public Health in accordance with the lawsuit settlement, supporting opioid use reduction in Tuolumne County. Appropriations in this fund are budgeted at $2,503,535. The revenue was received in FY22-23 and recognized by the Board at Year End in May, but all revenue and expense has been re-budgeted into FY 23-24.

Capital Housing Fund Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Services and Supplies	$0	$30,000	$30,000	100%
Fixed Assets	$0	$2,473,535	$2,473,535	0%
Total	**$0**	**$2,503,535**	**$2,503,535**	**100%**

Enterprise Funds

Enterprise funds operate like businesses, drawing their revenue primarily from user fees. There are no notable changes in FY 23-24 to the four Enterprise Funds compared to FY 22-23.

Columbia Airport Enterprise Fund

The Columbia Airport Fund does receive some State revenue, but the primary source of revenue comes from airport users. There are no major budgetary changes to the fiscal year 2021-22 Adopted budget over the prior year.

Pine Mountain Lake Enterprise Fund

While enterprise funds are intended to function much like a business, from a financial perspective, Pine Mountain Lake Airport does not generate enough revenue for its users to sustain operations. As a result, for the last several years the General Fund has subsidized the funding for the operation of the airport. The

Fiscal Year 2023-24 budget includes a transfer in from the General Fund in the amount of $80,784 for ongoing operations.

Ambulance Fund

The Tuolumne County Ambulance is operated through a contract for services with Manteca District Ambulance (MDA). The Fiscal Year 2023-24 Adopted budget includes an increase of $532,396 in appropriations. While the services are provided by MDA, the equipment and vehicles are the property of Tuolumne County.

Solid Waste Compliance Fund

The Solid Waste Division manages the Integrated Waste Management System in Tuolumne County. The system includes franchised haulers that provide garbage collection service and franchised operators that run the transfer and disposal infrastructure. The Division conducts household hazardous waste collections and coordinates universal waste services at locations throughout the County. FY 23-24 appropriations are budgeted at $4,191,720, $5,025 less than FY 22-23.

A summary of the Enterprise Funds is detailed below:

Enterprise Funds Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Ambulance	$12,593,198	$13,125,594	$532,396	4%
Columbia Airport	$929,176	$908,147	-$21,029	-2%
Pine Mountain Lake Airport	$289,193	$248,201	-$40,992	-17%
Solid Waste Management Compliance	$4,196,745	$4,191,720	-$5,025	-0.12%
Total	**$18,008,312**	**$18,473,662**	**$465,350**	**3%**

Internal Service Funds

The most notable change to Internal Service Funds in FY 23-24 is the addition of charges from the new Information Technology fund. At the FY 2022-23 Adopted Budget the Board approved the creation of a new Technology Internal Service Fund that was pre-funded with Fund Balance. In this FY23-24 Adopted Budget each department is being charged a portion of the costs to replace critical hardware and software used by each County department. Some of these costs were historically contained in the IT budget but the majority of the costs were never budgeted for and would require going into debt to replace or would become deferred maintenance issues, much like our existing buildings and infrastructure. This fund also contains expenses for computer purchases. Departments no longer budget for computers in their department services and supplies and instead IT charges departments for the cost to replace 20% of their computers each year. This ensures staff will have functioning computers that will always remain under the County's 5-year warranty.

The other large increase in FY23-24 over FY22-23 for the Internal Service Funds is $2,000,000 in payments to the County's new Section 115 plan toward the County's PERS pension obligation and toward Other Post Retirement Benefits (OPEB).

The chart below shows the changes from the FY 22-23 Adopted Budget to the FY 23-24 Adopted Budget:

Internal Service Funds Summary of Changes				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
Liability Self Insurance	$2,806,300	$3,593,122	$786,822	22%
Unemployment Insurance	$101,261	$75,735	-$25,526	-34%
Telecommunications	$332,327	$437,988	$105,661	24%
Workers Compensation	$3,550,871	$3,841,116	$290,245	8%
Purchasing and Special Services	$864,577	$1,060,320	$195,743	18%
Employee Group Insurance	$11,368,500	$11,771,845	$403,345	3%
Employee Leave Liability	$1,800,000	$1,900,000	$100,000	5%
Post Retirement Insurance	$781,357	$2,716,200	$1,934,843	71%
Information Technology Systems	$0	$1,288,872	$1,288,872	100%
Total	**$21,605,193**	**$26,685,198**	**$5,080,005**	**19%**

Final Budget Summary:

The Fiscal Year 2023-24 Adopted Budget is the culmination of months of collaborative efforts to achieve the Board's priorities developed at their annual workshop and meet direction provided by the Board. It is in alignment with the Board's goals and the community's priorities.

Fund Overview

All funds are balanced. The summary of each fund can be found in the Summary by Fund Schedule 1 and line-item budgets for every cost center within each fund (Governmental, Enterprise and Internal Service) can be found in their respective Budget Detail Reports. All of these items can be found on the county's budget portal at the link listed below.

Capital Projects

The capital projects lists for County Capital projects, Capital Road Construction projects and Storm Capital Road Storm Construction projects are also available in the budget portal and attached to this memo in Attachments E, F and G respectively.

Personnel Actions

Attachment B contains the recommended personnel actions for approval by your Board at the public hearing on June 20th. The attachment includes the personnel changes and associated memorandum from Human Resources on revised position classifications. Attachment D is the classification and pay rate listing consistent with those requested personnel changes.

Appropriations for Contingencies by Fund

Appropriations for Contingencies by Fund				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Cha
General Fund	$3,387,771	$1,102,349	-$2,285,422	-2
Public Works	$1,188,741	$2,746,311	$1,557,570	
Public Health Fund	$793,398	$1,256,771	$463,373	
Behavioral/Mental Health	$1,106,961	$976,418	-$130,543	
Tuolumne County BH Housing	$26,561	$22,218	-$4,343	
Department Of Social Services	$2,009,675	$1,242,170	-$767,505	
American Rescue Plan	$1,195,331	$0	-$1,195,331	-1
Ambulance	$4,087,219	$2,931,510	-$1,155,709	
Solid Waste Compliance Fund	$1,013,379	$2,384,147	$1,370,768	
Total	**$14,809,036**	**$12,661,894**	**-$2,147,142**	

Appropriations for Contingencies by Fund				
	Adopted Budget Fiscal Year 2022-23	Adopted Budget Fiscal Year 2023-24	Change	% Change
General Fund	$3,387,771	$1,102,349	-$2,285,422	-207%
Public Works	$1,188,741	$2,746,311	$1,557,570	57%
Public Health Fund	$793,398	$1,256,771	$463,373	37%
Behavioral/Mental Health	$1,106,961	$976,418	-$130,543	-13%
Tuolumne County BH Housing	$26,561	$22,218	-$4,343	-20%
Department Of Social Services	$2,009,675	$1,242,170	-$767,505	-62%
American Rescue Plan	$1,195,331	$0	-$1,195,331	-100%
Ambulance	$4,087,219	$2,931,510	-$1,155,709	-39%
Solid Waste Compliance Fund	$1,013,379	$2,384,147	$1,370,768	57%
Total	**$14,809,036**	**$12,661,894**	**-$2,147,142**	**-17%**

Recommendation:

It is recommended the Board conduct a public hearing to consider the adoption of all budget actions contained in the FY 2023-24 budget document including:

1. All personnel recommendations as outlined in Attachments B, C and D.
2. The FY 2023-24 Adopted Budget Resolution as presented in Attachment H.

Please note that both the budget documents and budget resolution mentioned above may need to be changed based upon Board direction given during the public hearing. This will require a break during the meeting to allow the Auditor-Controller and CAO staff time to prepare revised documents for final action by your Board.

A copy of the full budget package, including the budget detail for every cost center, can be found here: https://www.tuolumnecounty.ca.gov/131/Budget-Portal

Attachment A

FY 2023-24 Adopted Budget
Beginning Fund Balance

Governmental Funds			
Fund Number	Fund Name	Beginning Fund Balance	
0001	General Fund	$	6,557,619
1101	County Roads	$	1,854,232
1105	Monument Preservation	$	-
1107	Tuolumne County Fire Department	$	-
1110	National Disaster Resiliency Comp.	$	-
1121	Criminal Justice Facility	$	300
1124	Courthouse Construction	$	-
1125	Fish And Wildlife	$	25,878
1140	Health Fund	$	1,332,676
1145	Behavioral Health	$	1,927,853
1146	Tuolumne County BH Housing	$	30,618
1150	Department Of Social Services	$	4,591,459
1165	American Rescue Plan	$	3,759,405
3301	Road Construction Capital Fund	$	279,251
3310	Airport Construction -Plant Ac	$	-
3315	County Capital	$	1,329,391
3320	Capital-Housing	$	-
Total Governmental Funds		**$**	**21,688,682**

Enterprise Funds			
Fund Number	Fund Name	Beginning Fund Balance	
4430	Columbia Airport	$	238,743
4440	Pine Mountain Lake Airport	$	15,217
4450	Ambulance	$	4,204,155
4490	Solid Waste Management	$	2,385,092
Total Enterprise Funds		**$**	**6,843,207**

Internal Service Funds			
Fund Number	Fund Name	Beginning Fund Balance	
5510	Liability Self Insurance	$	85,837
5520	Unemployment Insurance	$	537,269
5530	Telecommunications	$	444,074
5540	Workers Compensation	$	10,886,336
5550	Purchasing And Special Service	$	137,193
5560	Insurance-Employee Group	$	70,222
5570	Employee Leave Liability Fund	$	1,946,160
5580	Post Retirement Insurance Fund	$	6,136,771
5595	Information Technology Services	$	752,000
Total Internal Service Funds		**$**	**20,995,862**

HUMAN RESOURCES & RISK MANAGEMENT

TRACIE RIGGS
County Administrator/Personnel Officer

KAREN MCGETTIGAN
Deputy County Administrator/ Human Resources & Risk Management

DEBORAH SCHOEMAN
Human Resources Manager
(209) 533-6957

NATHAN BIRTWHISTLE
Senior Risk Analyst
(209) 533-6956

MYRNA WIGHT
Human Resources Analyst II
(209) 533-6988

ERIN HORTON
Human Resources Analyst I
(209) 533-6958

BRIANNA RIVERA
HR Technician
(209) 533-6954

June 20, 2023

TO: Board of Supervisors

FROM: Karen McGettigan, Deputy CAO/HR & Risk Mgmt.
Deborah Schoeman, Human Resources Manager

SUBJECT: Approval of class specification changes, new class specifications, assignment of bargaining units, and associated pay rates.

Staff is recommending the approval of new class specifications and associated salaries, technical changes to existing class specifications, and assignment of bargaining unit. All meet and confer obligations have been completed.

NEW CLASS SPECIFICATIONS AND SALARY GRADE

Assistant Public Defender:
Staff recommends approval of an assistant department head level classification within the Public Defender's Office. This executive level position will assume a portion of the day-to-day executive leadership responsibility and can step in as the Public Defender as needed.
Salary: $61.1973-$74.3857 hr. Unit: Executive/Confidential

Business and Housing Program Manager
Staff recommends the approval of this exempt-level classification to support Community Development business and housing programs. This classification will allow for broader responsibility as a marriage of the department's business administration duties and oversight of housing programs.
Salary: $38.1273-$46.3440 hr. Unit: CTMA

OES Assistant Director
Staff recommends the approval of this exempt-level classification to support the County Administrator's Office in management of emergency services operations.
Salary: $53.2679-$64.7475 hr. Unit: Executive/Confidential

Superintendent of Road & Fleet Services
Staff recommends the approval of this exempt-level classification. The Public Works Director identified the need for the restructure of management responsibility due to impending retirements.
Salary: $41.2905-50.1889 hr. Unit: CTMA

CLASSIFICATION UNIT MODIFICATION & COMPACTION

Staff recommends a bargaining unit modification to the below classifications that will bring them in alignment with similar supervisory positions and appropriately transfer the classifications from the Deputy Sheriff's Association to the Management Association. Per the Management Association MOU, compaction rules apply to these positions and require a salary adjustment.

Supervising District Attorney Investigator
Salary: $44.6700 - $54.2967 hr. Unit: CTMA

Supervising Deputy Probation Officer
Salary: $38.9242 - $47.3126 hr. Unit: CTMA

REVISED CLASS SPECIFICATIONS - TECHNICAL

Staff recommends the approval of technical changes to the following job descriptions to reflect appropriate job duties, minimum qualifications, and reporting structures.

Airport Manager: Change to reporting structure, replacing the Deputy County Administrator with Director of Public Works or designee. No change to salary or bargaining unit.

Deputy County Counsel I/II/III/IV: Technical changes to job description to allow for increased learning opportunities that will better prepare staff to promote into leadership roles within the department. No change to salary or compensation plan.

Fleet Manager: Change to reporting structure, replacing Director of Public Works with Superintendent of Road and Fleet Services. No change to salary or bargaining unit.

G.I.S. Coordinator: Change to reporting structure, replacing Community Resources Agency Director with Director of Public Works. Minor technical changes to job duties. No change to salary or bargaining unit.

REVISED CLASS SPECIFICATIONS – SERIES CHANGES

Combining of existing series
Staff recommends the approval of combining series levels into a single flexibly staffed job description for the below classifications. The combination will allow for career advancement opportunities for our employees and greater flexibility within department assignments.

Human Resources Technician I/II/Senior – Combination of I/II and Senior Levels
No change to salary or bargaining unit.

Payroll Technician I/II/Senior – Combination of I/II and Senior Levels
No change to salary or bargaining unit.

Addition of existing series

Executive Legal Assistant I/II/Senior – Addition of Senior Level
Staff recommends the addition of a senior level to the Executive Legal Assistant series to provide career advancement to employees, the ability for the department to assign tasks requiring greater responsibility, and to be consistent in the series structure of our classifications.
Senior Salary: $32.8255-$39.8996 hr. Unit: Executive/Confidential

Recommendations:
It is recommended that your Board approve:

1) The newly created class specification for Assistant Public Defender, assignment to the Executive Confidential compensation plan with a salary range of $61.1973-$74.3857 hr.
2) The newly created class specification for Business & Housing Program Manager, assignment to the County of Tuolumne Management Association with a salary range of $38.1273-$46.3440 hr.
3) The newly created class specification for Emergency Services Assistant Director, assignment to the Executive Confidential compensation plan with a salary range of $53.2679-$64.7475 hr.
4) The newly created class specification for Superintendent of Road & Fleet Services, assignment to the County of Tuolumne Management Association with a salary range of $41.2905-$50.1889 hr.
5) The unit modification for Supervising Deputy Probation Officer, assignment to the County of Tuolumne Management Association with a salary of $38.9242 - $47.3126 hr.
6) The unit modification for Supervising District Attorney Investigator, assignment to the County of Tuolumne Management Association with a salary of $44.6700 - $54.2967 hr.
7) The updated class specification for Airport Manager
8) The updated class specification for Deputy County Counsel I/II/III/IV
9) The updated class specification for Fleet Manager
10) The updated class specification for G.I.S. Coordinator
11) The updated class specification for Human Resources Technician I/II/Senior
12) The updated class specification for Payroll Technician I/II/Senior
13) The updated class specification for Executive Legal Assistant I/II and add new senior level and assignment to the Executive Confidential compensation plan with a salary range of: $32.8255-$39.8996 hr.

Attachments:
Lined and unlined versions of each class specification

JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

AIRPORT MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the County's airport maintenance and operations functional areas, including assisting with long- and short-term project planning, overseeing the design, construction, maintenance, and operations of a wide variety of airport infrastructure, and other programs; coordinates assigned activities with other County departments and outside agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works or designee. Exercises general direction and supervision over assigned supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a single position management classification with overall responsibility for the two County airports. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the County's airports, including participating in short- and long-term capital improvement planning, and development and administration of Federal, State, and local funds for capital improvements, expansions, and various other projects and studies. The incumbent is accountable for accomplishing divisional goals and objectives, and for furthering County goals and objectives within general policy guidelines. The Airport Manager works closely with airport-based businesses and is responsible for projecting a positive image of the airports to the flying public.

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.

- Plans, manages, and oversees the daily functions, operations, and activities of the County's airports.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Manages and participates in the development and administration of the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.

- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Directs airports personnel in maintaining the Airport in a safe and efficient condition and in compliance with FAA and Caltrans requirements.
- Prepares grant applications for state and federal grant funding.
- Prepares capital improvement requests.
- Files Notices to Airmen (NOTAMs) as required to notify airmen of special airport conditions.
- Oversees Airport leases, prepares new leases, and negotiates new lease terms with new lessees.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of airport security, systems, maintenance, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Deputy County Administrator.
- Ensures the maintenance of systems and records that provide for proper documentation, control and evaluation of operations.
- Monitors legislation and other developments related to airport matters; evaluates their impact upon County operations, and recommends policy and procedural improvements, including security and maintenance.
- Works to foster community relationships and demonstrate the value of the airports as public and community assets; projects a positive image of the County airports at all public appearances.
- Coordinates all special events held at County airports.
- Provides highly complex staff assistance to the Deputy County Administrator and Airport Committee; develops and reviews staff reports related to assigned activities and services; may present information to Board of Supervisors and various commissions, committees, and boards.
- Performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies, including studies on airport security, systems, maintenance and related functions; develops and reviews reports of findings, alternatives and recommendations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of airport maintenance and operations; researches emerging products and enhancements and their applicability to County needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- 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.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles, practices and methods of aeronautical procedures and regulations.
- Federal Aviation Administration and pilot procedures.
- General methods of capital improvement planning, construction and maintenance as applied to airports.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods of grant writing and administration.
- Methods of business letter and report preparation.
- English usage, spelling, grammar and punctuation; basic mathematics.
- Modern office procedures, practices and technology.
- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Represent the County effectively in meetings with others and make presentations to various groups.
- Communicate effectively both orally and in writing.
- Prepare, verify, analyze and reconcile complex aeronautical regulations, reports and recommendations.
- Prepare, review and present reports, recommendations and other correspondence and communications in a clear and concise manner.
- Perform mathematical computations.
- 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 completion of twelfth (12^{th}) grade and college coursework in business, public administration, aviation management or a related field and five (5) years of increasingly responsible experience in airport operation or related field such as management of a major facility including at least two (2) years at a supervisor or management level. A bachelor's degree is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of Airport Executive certification through the American Association of Airport Executives and possession of a valid private pilot's license are desirable.

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.

~~NOVEMBER 2015~~JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

AIRPORT MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the County's airport maintenance and operations functional areas, including assisting with long- and short-term project planning, overseeing the design, construction, maintenance, and operations of a wide variety of airport infrastructure, and other programs; coordinates assigned activities with other County departments and outside agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Deputy County Administrator~~Director of Public Works or designee. Exercises general direction and supervision over assigned supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a single position management classification with overall responsibility for the two County airports. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the County's airports, including participating in short- and long-term capital improvement planning, and development and administration of Federal, State, and local funds for capital improvements, expansions, and various other projects and studies. The incumbent is accountable for accomplishing divisional goals and objectives, and for furthering County goals and objectives within general policy guidelines. The Airport Manager works closely with airport-based businesses and is responsible for projecting a positive image of the airports to the flying public.

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.

- Plans, manages, and oversees the daily functions, operations, and activities of the County's airports.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Manages and participates in the development and administration of the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.

- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Directs airports personnel in maintaining the Airport in a safe and efficient condition and in compliance with FAA and Caltrans requirements.
- Prepares grant applications for state and federal grant funding.
- Prepares capital improvement requests.
- Files Notices to Airmen (NOTAMs) as required to notify airmen of special airport conditions.
- Oversees Airport leases, prepares new leases, and negotiates new lease terms with new lessees.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of airport security, systems, maintenance, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Deputy County Administrator.
- Ensures the maintenance of systems and records that provide for proper documentation, control and evaluation of operations.
- Monitors legislation and other developments related to airport matters; evaluates their impact upon County operations, and recommends policy and procedural improvements, including security and maintenance.
- Works to foster community relationships and demonstrate the value of the airports as public and community assets; projects a positive image of the County airports at all public appearances.
- Coordinates all special events held at County airports.
- Provides highly complex staff assistance to the Deputy County Administrator and Airport Committee; develops and reviews staff reports related to assigned activities and services; may present information to Board of Supervisors and various commissions, committees, and boards.
- Performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies, including studies on airport security, systems, maintenance and related functions; develops and reviews reports of findings, alternatives and recommendations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of airport maintenance and operations; researches emerging products and enhancements and their applicability to County needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- 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.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles, practices and methods of aeronautical procedures and regulations.
- Federal Aviation Administration and pilot procedures.
- General methods of capital improvement planning, construction and maintenance as applied to airports.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods of grant writing and administration.
- Methods of business letter and report preparation.
- English usage, spelling, grammar and punctuation; basic mathematics.
- Modern office procedures, practices and technology.
- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Represent the County effectively in meetings with others and make presentations to various groups.
- Communicate effectively both orally and in writing.
- Prepare, verify, analyze and reconcile complex aeronautical regulations, reports and recommendations.
- Prepare, review and present reports, recommendations and other correspondence and communications in a clear and concise manner.
- Perform mathematical computations.
- 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 completion of twelfth (12th) grade and college coursework in business, public administration, aviation management or a related field and five (5) years of increasingly responsible experience in airport operation or related field such as management of a major facility including at least two (2) years at a supervisor or management level. A bachelor's degree is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of Airport Executive certification through the American Association of Airport Executives and possession of a valid private pilot's license are desirable.

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.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

ASSISTANT PUBLIC DEFENDER

DEFINITION

Under general direction, to assist in the management of the Public Defender's Office; to plan, organize and supervise the work of professional and clerical staff; to assist in budgeting, conducting special studies and related administrative activities; to defend selected cases; act for the Public Defender in his/her absence; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Defender. Exercises general supervision and direction over professional and administrative support staff.

CLASS CHARACTERISTICS

This single-position classification supervises professional and clerical staff assigned to the Public Defender's Office; oversees, directs, and participates in all major activities and programs of the office; assists the Public Defender in various departmental management and administrative activities. This class is distinguished from the next higher level of Public Defender, which is a department head with overall executive responsibility for the functions of the 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.*

- Selects, trains, motivates and evaluates the work of department personnel, provides direction and/or coordinates staff training and professional development as needed, works with employees to correct deficiencies and implements discipline and termination procedures as required.
- Assists in the development of the department's annual budget; develops cost estimates for new or revised department programs; assists in monitoring and processing of grant claims and compliance.
- Conducts a studies and prepares reports related to operations, strategy and direction of the department; prepares correspondence and other written materials.
- Manages the department in the absence of the Public Defender.
- Assigns felony, misdemeanor, juvenile, and other cases to Deputy Public Defenders when appropriate; reviews casework of Deputy Public Defenders to evaluate effectiveness and to recommend strategy for settlement or litigation.
- Plans, develops, and implements defense strategies; consults with legal staff on the conduct of cases in progress; provides technical expertise and assistance to legal staff.
- May personally carry a caseload and appear in court as defense attorney; including cases of higher consequence or involving higher risk, skill or visibility, and other cases as needed, including indigent adults and juveniles charged with criminal violations in all phases of misdemeanor or felony cases (including arraignments, bail hearings, pretrial settlement and readiness conferences, motion hearings, court trials, jury trials, sentencing, restitution hearings, and post-conviction matter includings preservation of appeal rights, violations of supervision, and restencings).

- Provides effective assistance of counsel, including: investigation; complex legal research; preparation of motions; consult with experts; effectively communicate with, counsel, and advise clients; negotiate settlements; maintain appropriate file; develop and implement defense strategies.
- Responds to and resolves difficult and sensitive inquiries and complaints related to departmental procedures, personnel, or cases.
- Coordinates department activities with those of other departments and outside agencies and organizations as necessary.
- Attends and participates in professional groups and committees; attends trainings in order to maintain license, knowledge and skills.
- Personally reviews requests for investigations, experts, and other services, and court hearing transcripts.
- Communicates and collaborates with related agencies, the Courts, and County administrators to provide and obtain information concerning complex cases and legal issues.
- Confers with judges, expert witnesses, and the prosecution regarding legal issues, settlements and related matters.
- Reviews selected outgoing correspondence, completed files on closed cases, reports of completed investigations, referrals of cases to higher courts, and other materials as necessary.
- Receives and responds to difficult and sensitive client or community concerns and complaints.
- Monitors changes in laws, regulations, and technology that may affect the County or departmental operations; implements policy and procedural changes as required.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Applicable Federal, State and County laws, statutes, ordinances and regulations.
- Duties, powers, limitations and responsibilities of the Public Defender's Office.
- Current principles and best practices of criminal and juvenile law, and related areas.
- Complex principles of criminal law trial practice and procedures; rules of evidence and their application; courtroom and judicial procedures and processes.
- Functions and authorties of criminal justice organizations.
- Methods and techniques of legal research; Methods of conducting sensitive investigations.
- Public speaking and trial advocacy techniques and principles.
- Established precedents, case law and sources of legal reference applicable to the Public Defender's office activities.
- Management of media relations in routine and sensitive situations.
- Best practices related to organization, time-management, and record keeping.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Techniques for creating a solid attorney-client relationship and managing difficult clients.

Ability to:

- Organize, interpret and apply legal principles and knowledge to complex legal problems.
- Prepare for and present difficult cases in court and present statements of law, fact and arguments clearly and logically.
- Conduct effective and efficient legal research using professional professional technques.
- Read, interpret, apply, explain and make decisions in accordance with Federal, State, and local laws, regulations, rules, policies and procedures.
- Interact effectively with news media while maintaining confidentiality and protecting defense interests.

- Select, train, motivate, and evaluate the work of staff and train staff in work procedures; plan, organize, direct, and coordinate the work of professional, and technical personnel; delegate authority and responsibility.
- Provide effective assistance of counsel in criminal, juvenile, conservatorship cases, including complex and specialty cases.
- Gain cooperation through discussion and persuasion.
- Appraise situations and people accurately and quickly and adopt an effective course of action.
- Perform duties under the pressure of very high expectations for exemplary and non-erring leadership, lawyering, management, and professionalism.
- Represent the department and the County in communication with other County departments, elected officials, and outside agencies; Serve as member on multi-disciplinary and community teams; Make formal presentations to various groups.
- Prepare clear and concise legal motions, reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment including computer equipment and software applications / programs.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- 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 possession of a Juris Doctorate degree from an accredited school of law and three (3) years of increasingly responsible experience at a level equivalent to Deputy Public Defender II within the Tuolumne County Public Defender Office, as well as significant trial experience.

Licenses and Certifications:

- Must be an active member in good standing of the California State Bar Association.
- Must possess a California driver's license and have a 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 and walking between work areas may be required, including at court. 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 file information.

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 upset clients, staff, and/or public and private representatives in interpreting and enforcing departmental policies and procedures and will read and discuss serious and traumatic conditions and/or events.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

BUSINESS AND HOUSING PROGRAM MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and performs the work related to business services functions of assigned department, including accounting, financial management, grants, purchasing and contracts administration, information technology, and general administrative support; coordinates assigned activities with other County departments and outside agencies; performs difficult and complex administrative duties related to the County's affordable housing, Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) programs; provides public information to review and evaluate housing program regulations and assists with special projects; provides highly responsible and complex administrative support to assigned department head and others in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Department head. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for all activities related to the administrative support and business functions of the department and planning, preparing, implementing, and monitoring of housing program and project activities. The Incumbent is primarily responsible for the planning, development, administration, and performance assessment activities for all housing and community development programs and funding opportunities for use in developing county housing solutions. Responsibilities include performing diverse, specialized, and complex work requiring significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the department head in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other County divisions, departments, and external agencies. This class is distinguished from the department head in that the latter has management responsibility for all departmental programs, functions, and activities, and for developing, implementing, and interpreting public policy.

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.

- Plans, manages, and oversees the daily functions, operations, and activities of the administrative support and business functions of the department including budget development and administration, accounting and financial management, management analysis, information technology, purchasing and contracts administration, and administrative support programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Interprets, explains, and applies provisions of law, rules, and regulations related to assigned activities; develops, recommends modifications, and administers policies and procedures while ensuring that County, departmental, regulatory, and legal requirements are met.
- Develops and administers the department's operating and capital budgets which may include multiple units and cost centers within a department; calculates cost distribution and provides forecasting of funds needed for staffing, equipment, materials, and supplies; monitors expenditures; directs and implements adjustments as necessary.
- Manages and participates in all activities related to the department's accounting and finance functions including payroll, revenue allocation and recovery, claims and invoice processing, and accounting systems; analyzes financial information; prepares financial and statistical reports; and maintains accurate, complete, and complex accounting records.
- Plans, organizes, administers and coordinates the activities of a variety of housing programs within the County including first time homebuyer, housing rehabilitation, rental assistance, housing development, and other similar programs in collaboration with County departments, private developers and other agencies.
- Develops scopes of work and conducts procurement of consultants as needed.
- Develops and administers functions related to the County Inclusionary Ordinance.
- Administers the County Mobilehome Rent Control Ordinance and responds to complaints from the mobilehome community.
- Manages projects/programs selected by the Board of Supervisors including housing rehabilitation, public service projects and economic development programs. Performs loan monitoring and servicing including annual monitoring, short sales, foreclosures and reconveyances.
- Prepares loan and regulatory documents for project loans and down payment assistance loans; performs escrow closings and coordinates closings with real estate agents, mortgage lenders, state agencies, borrowers, and escrow officers.
- Serves as an advocate and resource for low income families seeking housing opportunities.
- Identifies, pursues, and monitors grants, low interest loans, public-private housing partnerships and other types of affordable housing assistance.
- Assists in identifying, educating, creating and marketing housing program development opportunities to private developers, realtors, and non-profit organizations.
- Builds and maintains positive working relationships with Housing and Community Development staff, co-workers, other County employees/departments and the community.
- Researches grant opportunities and writes grant applications in coordination with departmental staff; prepares grant budgets; oversees the submission of grant applications; monitors post award funding activities; prepares grant monitoring reports for submission to funding agencies.
- Participates in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine County needs and requirements for contractual services; administers contracts and agreements after award.
- Coordinates departmental information technology issues with the central Information Technology Department; researches and resolved system problems; evaluates system modifications and software and implements changes as necessary.
- Serves as a liaison for the assigned unit to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to and serves as member on multi-disciplinary and community teams, committees, and task forces, as necessary.
- Provides highly complex staff assistance to assigned department director; conducts a variety of organizational studies, investigations, and operational studies; develops and reviews reports related to assigned programs, activities, and services.

- Presents information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned area of responsibility; researches emerging products and enhancements and their applicability to County needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; negotiates and resolves significant and controversial issues.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal Housing and Urban Development and California Housing and Community Development program rules and regulations as they relate to CDBG, HOME, CalHome and other Federal and State Programs.
- Mobilehome Park regulations and programs.
- Procurement and contracting procedures, CEQA and NEPA rules and regulations, labor standards, fair housing and equal opportunity standards, relocation and acquisition rules.
- Affordable housing finance and programs including development, rehabilitation and other related programs.
- Grant and funding application and administration processes; funding sources; residential rehabilitation, affordable housing financing programs; principles of real estate financing, low interest loans and eligibility criteria.
- Principles and practices of policy development and implementation.
- Loan underwriting, packaging and closing including mechanics of loan packaging, program and state guidelines, and packaging documents. Loan monitoring and servicing.
- Affordable housing and community development specialty areas including Housing Rehabilitation, First Time Homebuyers, Tenant-Based Rental Assistance, Emergency Housing Assistance Program, business revolving loans, over-the-counter business loans, infrastructure projects, community facilities and public services.
- Data gathering and assessment techniques related to housing needs, market conditions and development costs.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of public agency finance, general and governmental accounting, auditing, and reporting functions, budget development and administration, contracts administration, grants management, and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to assigned programs and services.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Facilitate the activities necessary to enhance the number of affordable housing units available to County residents through the creative application of development, rehabilitation, HOME, CDBG and other programs.
- Research, secure, monitor and administer grants and other funding.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical and staff reports.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various 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.
- 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

Equivalent to graduation from an accredited four-year college or university with major coursework in business, public administration, accounting, housing, planning, community or urban development ,or closely related field and three (3) years of increasingly responsible administrative or supervisory experience in financial management, housing programs, planning, or economic development/redevelopment, preferably in the public sector.

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 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 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.

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.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

DEPUTY COUNTY COUNSEL I/II/III/IV

DEFINITION:

Under direction, provides professional legal services and representation, advice and assistance to County departments, employees, the Board of Supervisors and various committees and commissions; represents county governmental jurisdictions in legal and business matters; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Deputy County Counsel I/II/III
Receives direction from the County Counsel. No supervision is exercised. May exercise technical and functional direction over assigned lower-level Counsel and para-legal and clerical support staff.

Deputy County Counsel IV
Receives direction from the County Counsel. May exercise supervision of lower-level Deputy County Counsels and para-legal and clerical support staff on an as needed basis.

CLASS CHARACTERISTICS:

Deputy County Counsel I is the entry level within this flexible series. Initially under close supervision, incumbents learn and perform the less difficult and less-controversial assignments in the County Counsel's office under the direction and guidance of County Counsel or more senior attorneys. Incumbents normally advance to the level of Deputy County Counsel II after gaining experience, achieving proficiency, and demonstrating ability to perform tasks which meet the requirements for Deputy County Counsel II.

Deputy County Counsel II is the journey- level class within this flexible series. Under general direction, through formal and informal work review, incumbents perform the full scope of generalist duties and are assigned specific county departments to represent in legal matters. Projects assigned at this level are more difficult and complex and receive a lesser degree of supervision.

Deputy County Counsel III is the advanced-level class within the flexible series. Incumbents work on complex and difficult legal matters and controversial professional duties and assignments that require a high level of independence of action and limited direction from County Counsel, particularly on matters involving monetary settlement and appeal decisions.

Deputy County Counsel IV is the most experienced level class in the Deputy County Counsel series and is the senior level within this flexible series. Incumbents work on complex and sensitive legal assignments requiring a high degree of independent judgment and discretion, are fully experienced in procedures related to assigned area of responsibility and may provide day-to-day assistance to less experienced staff attorneys.

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 a variety of professional legal services to County departments and jurisdictions, advises and/or represents County departments, commissions, special districts, and jurisdictions.
- Reviews, researches and/or writes contracts for County Department purchases or services.
- Researches, drafts opinions, and presents legal briefs, petitions, ordinances, memorandums, opinions, resolutions, court orders and related correspondence and documents, and, researches and writes legal opinions for the Board of Supervisors and County departments, commissions, special districts, and jurisdictions.
- Provides work direction to paralegal, secretarial, clerical and related office support staff and informally reviews and evaluates their work product.
- Reviews charging allegations and advises social workers on dependency petitions, represents social workers in juvenile dependency proceedings, and may present evidence and arguments in juvenile dependency proceedings.
- Represents the County in litigation including interpretation and applying legal authorities in the preparation of pleadings, briefs and other litigation documents, case preparation, court appearances, and motion practice; partners with and supports outside counsel representing the County.
- Interviews and prepares witnesses for testimony.
- Provides legal advice and represents county departments and jurisdictions in a variety of issues including general liability and tax related claims, and appeals for assessment of property; provides training to departments on legal issues and responsibilities.
- Reviews and interprets current legislation and litigation relevant to County services and/or administration; advises county personnel and Board of Supervisors on relevancy of such legislation and litigation.
- Reviews a variety of contracts to ensure compliance with payment and legal implications.
- Reviews a variety of subdivisions maps, plans, codes and procedures to ensure compliance with state and local rules, regulations and laws.
- Prepares probate, conservatorship and accounting petitions and presents evidence and arguments on behalf of the Public Guardian.
- Represents and advises County personnel in labor and employment matters, including disciplinary appeals and grievance proceedings.
- Makes presentations before the Board of Supervisors; represents the County in meetings with representatives of governmental agencies, professional, business and community organizations. Assists Department Heads and staff in establishing operational policies by developing and applying legal points and procedures; recommends changes to department policies and procedures to meet changing legal requirements.
- Meets and negotiates with outside parties in matters arising out of claims, property transactions, and other County business.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal law; researches emerging products and enhancements and their applicability to County needs.
- Maintains accurate files, databases, and records; prepares a variety of written reports, memoranda, and correspondence.
- Performs related duties as assigned.

Deputy County Counsel IV: (In addition to the above)

- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participate in the selection of staff; provide or coordinate staff training; assist in conducting performance evaluations.
- May assist County Counsel in supervising the daily operations of the office, including caseload assignment, progress monitoring and support services.

- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.

QUALIFICATIONS

Knowledge of:

Deputy County Counsel I:

- Basic principles of civil, constitutional and administrative law and their application.
- Basic practices, principles, and methods of legal principles, statutory law and legal research.
- Trial and administrative hearing procedures and the rules of evidence.
- 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.

Deputy County Counsel II (In addition to the above):

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic pre- trial, trial and administrative hearing rules and procedures.
- Legal principles, facts, evidence and precedents to common government agency legal problems.

Deputy County Counsel III (In addition to the above):

- Advanced legal research methods.
- Established precedents and sources of legal reference applicable to County activities.
- Pertinent federal, state and county laws and regulations.
- Comprehensive pre-trial, trial and administrative hearing rules and procedures.
- Complex legal principles, facts and evidence related to legal problems common to government agencies.
- Organization, duties, powers, limitations and authority of the County Counsel's Office.

Deputy County Counsel IV (In addition to the above):

- Legal principles, practices and procedure for civil, criminal, constitutional and administrative law.
- Current principles and practices of governmental and municipal law and their application at a comprehensive level of understanding.
- Principles and practices of supervision, including work planning, assignment and review; training principles and practices, and job mentoring.

Ability to:

Deputy County Counsel I:

- Learn to research, analyze and apply legal principles, facts, evidence and precedents to legal problems found in a government agency practice.
- Learn to analyze and appraise a variety of legal documents and instruments.
- Learn to present statements of fact, law and argument clearly and logically in written form.
- Present law, facts and arguments clearly and logically in written and oral form.
- 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.

Deputy County Counsel II-III (In addition to the above):

- Conduct effective negotiations and effectively represent the County and the department in meetings with governmental agencies, businesses, professionals, and regulatory and legislative organizations.
- Analyze and apply complex legal principles, facts and evidence to legal problems.
- Follow pre-trial, trial and administrative hearing rules and procedures.
- Analyze and draft ordinances, resolutions, contracts and other legal documents.
- Analyze, investigate, explain and write reports on legal matters.
- Interview and prepare witnesses for testimony.
- Make recommendations and/or determinations concerning the advisability to prosecute, compromise or dismiss civil litigation.

Deputy County Counsel IV (In addition to the above)

- Assist in the selection and supervision of staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction on an as needed basis
- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.

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 possession of a Juris Doctorate degree from an accredited school of law and:

Deputy County Counsel II: Two (2) years of professional legal experience at a level equivalent to the Deputy County Counsel I level with the County of Tuolumne;

Deputy County Counsel III: Four (4) years of professional legal experience which has included at least two years at a level equivalent to the Deputy County Counsel II with the County of Tuolumne;

Deputy County Counsel IV: Six (6) years of professional legal experience which included at least two (2) years at a level equivalent to the Deputy County Counsel III with the County of Tuolumne.

Licenses and Certifications:

- Must possess and maintain active membership in the California State Bar Association.
- Must possess a California driver's license and maintain a 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 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 15 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 upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

~~NOVEMBER 2015~~JUNE2023
FLSA: EXEMPT
UNIT: EXEC/CONF

DEPUTY COUNTY COUNSEL I/II/III/IV

DEFINITION:

Under direction, provides professional legal services and representation, advice and assistance to County departments, employees, the Board of Supervisors and various committees and commissions; represents county governmental jurisdictions in legal and business matters; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Deputy County Counsel I/II/III
Receives direction from the County Counsel. No supervision is exercised. May exercise technical and functional direction over assigned lower-~~-~~level Counsel and para-legal and clerical support staff.

Deputy County Counsel IV
Receives direction from the County Counsel. May exercise supervision of lower-level Deputy County Counsels and para-legal and clerical support staff on an as needed basis.

CLASS CHARACTERISTICS:

Deputy County Counsel I is the entry level within this flexible series. Initially under close supervision, incumbents learn and perform the less difficult and less-controversial assignments in the County Counsel's office under the direction and guidance of County Counsel or more senior attorneys. Incumbents normally advance to the level of Deputy County Counsel II after gaining experience, achieving proficiency, and demonstrating ability to perform tasks which meet the requirements for Deputy County Counsel II.

Deputy County Counsel II is the journey-~~second~~ level class within this flexible series. Under general direction, through formal and informal work review, incumbents perform the full scope of generalist duties and are assigned specific county departments to represent in legal matters. Projects assigned at this level are more difficult and complex and receive a lesser degree of supervision.

Deputy County Counsel III is the ~~third~~ advanced-level class within the flexible series. Incumbents work on complex and difficult legal matters and controversial professional duties and assignments that require a high level of independence of action and limited direction from County Counsel, particularly on matters involving monetary settlement and appeal decisions.

Deputy County Counsel IV is the ~~advanced journey~~most experienced level class in the Deputy County Counsel series and is the senior level within this flexible series. Incumbents work on complex and sensitive legal assignments requiring a high degree of independent judgment and discretion, are fully experienced in procedures related to assigned area of responsibility and may provide day-to-day assistance to less experienced staff attorneys.

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 a variety of professional legal services to County departments and jurisdictions, advises and/or represents County departments, commissions, special districts, and jurisdictions.
- Reviews, researches and/or writes contracts for County Department purchases or services.
- Researches, drafts opinions, and presents legal briefs, petitions, ordinances, memorandums, opinions, resolutions, court orders and related correspondence and documents, and, researches and writes legal opinions for the Board of Supervisors and County departments, commissions, special districts, and jurisdictions.

- Provides work direction to paralegal, secretarial, clerical and related office support staff and informally reviews and evaluates their work product.
- Reviews charging allegations and advises social workers on dependency petitions, represents social workers in juvenile dependency proceedings, and may present evidence and arguments in juvenile dependency proceedings.
- Represents the County in litigation including interpretation and applying legal authorities in the preparation of pleadings, briefs and other litigation documents, case preparation, court appearances, and motion practice; partners with and supports outside counsel representing the County.
- Interviews and prepares witnesses for testimony.
- Provides legal advice and represents county departments and jurisdictions in a variety of issues including general liability and tax related claims, and appeals for assessment of property; provides training to departments on legal issues and responsibilities.
- Reviews and interprets current legislation and litigation relevant to County services and/or administration; advises county personnel and Board of Supervisors on relevancy of such legislation and litigation.
- Reviews a variety of contracts to ensure compliance with payment and legal implications.
- Reviews a variety of subdivisions maps, plans, codes and procedures to ensure compliance with state and local rules, regulations and laws.
- Prepares probate, conservatorship and accounting petitions and presents evidence and arguments on behalf of the Public Guardian.
- Represents and advises County personnel in labor and employment matters, including disciplinary appeals and grievance proceedings.
- Makes presentations before the Board of Supervisors; represents the County in meetings with representatives of governmental agencies, professional, business and community organizations. Assists Department Heads and staff in establishing operational policies by developing and applying legal points and procedures; recommends changes to department policies and procedures to meet changing legal requirements.
- Meets and negotiates with outside parties in matters arising out of claims, property transactions, and other County business.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal law; researches emerging products and enhancements and their applicability to County needs.
- Maintains accurate files, databases, and records; prepares a variety of written reports, memoranda, and correspondence.
- Performs related duties as assigned.

Deputy County Counsel IV: (In addition to the above)

- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participate in the selection of staff; provide or coordinate staff training; assist in conducting performance evaluations.

- May assist County Counsel in supervising the daily operations of the office, including caseload assignment, progress monitoring and support services.
- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.

QUALIFICATIONS

Knowledge of:

~~Level~~ Deputy County Counsel I:

- Basic principles of civil, constitutional and administrative law and their application.
- Basic practices, principles, and methods of legal principles, statutory law and legal research.
- Trial and administrative hearing procedures and the rules of evidence.
- 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.

~~Level~~ Deputy County Counsel II (In addition to the ~~requirements of Level I~~above):

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic pre- trial, trial and administrative hearing rules and procedures.
- Legal principles, facts, evidence and precedents to common government agency legal problems.

~~Level~~ Deputy County Counsel III (In addition to the ~~requirements of Level I and II~~above):

- Advanced legal research methods.
- Established precedents and sources of legal reference applicable to County activities.
- Pertinent federal, state and county laws and regulations.
- Comprehensive pre-trial, trial and administrative hearing rules and procedures.
- Complex legal principles, facts and evidence related to legal problems common to government agencies.
- Organization, duties, powers, limitations and authority of the County Counsel's Office.

~~Level~~
Deputy County Counsel IV (In addition to the ~~requirements of Level I, II and III~~above):

- Legal principles, practices and procedure for civil, criminal, constitutional and administrative law.
- Current principles and practices of governmental and municipal law and their application at a comprehensive level of understanding.
- Principles and practices of supervision, including work planning, assignment and review; training principles and practices, and job mentoring.

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Ability to:

Deputy County Counsel~~Level~~ I:

- Learn to research, analyze and apply legal principles, facts, evidence and precedents to legal problems found in a government agency practice.
- Learn to analyze and appraise a variety of legal documents and instruments.

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- Learn to present statements of fact, law and argument clearly and logically in written form.
- Present law, facts and arguments clearly and logically in written and oral form.
- 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.

~~Level~~ **Deputy County Counsel II-III~~IV~~** (In addition to the ~~requirements of the Level I~~above):

- Conduct effective negotiations and effectively represent the County and the department in meetings with governmental agencies, businesses, professionals, and regulatory and legislative organizations.
- Analyze and apply complex legal principles, facts and evidence to legal problems.
- Follow pre-trial, trial and administrative hearing rules and procedures.
- Analyze and draft ordinances, resolutions, contracts and other legal documents.
- Analyze, investigate, explain and write reports on legal matters.
- Interview and prepare witnesses for testimony.
- Make recommendations and/or determinations concerning the advisability to prosecute, compromise or dismiss civil litigation.

Deputy County Counsel IV (In addition to the above)

- Assist in the selection and supervision of staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction on an as needed basis
- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.

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 possession of a Juris Doctorate degree from an accredited school of law and:

Deputy County Counsel II: Two (2) years of professional legal experience at a level equivalent to the Deputy County Counsel I level with the County of Tuolumne;

Deputy County Counsel III: Four (4) years of professional legal experience which has included at least two years at a level equivalent to the Deputy County Counsel II with the County of Tuolumne;

Deputy County Counsel IV: Six (6) years of professional legal experience which included at least two (2) years at a level equivalent to the Deputy County Counsel III with the County of Tuolumne.

Licenses and Certifications:

- Must possess and maintain active membership in the California State Bar Association.
- Must possess a California driver's license and maintain a satisfactory driving record.

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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 15 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 upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

EXECUTIVE LEGAL ASSISTANT I/II/SENIOR

DEFINITION

Executive Legal Assistant I/II
Under general supervision, performs complex and difficult administrative, secretarial, paralegal, and office support duties requiring thorough knowledge of a legal department, its procedures, and operational details; provides administrative support to management and departmental staff; drafts a variety of legal documents and pleadings, composes and prepares correspondence using judgment in content and style; performs skilled word processing, data entry, and typing; provides information to the public and staff requiring knowledge of department services, policies, and procedures; provides assistance for a wide variety of confidential assignments; provides lead direction and training to other legal assistants as assigned; and performs related duties as assigned.

Senior Executive Legal Assistant
Under limited supervision, leads, trains, and performs the most complex, difficult, and sensitive administrative, secretarial, paralegal, and office support duties requiring extensive knowledge of a legal department, its procedures, and operational details, including assisting in the development and management of the department budget. Positions at this level are distinguished from lower classes by the level of responsibility assumed, complexity and sensitivity of the duties assigned, independence of action taken, by the amount of time spent performing the duties and by the nature of the public contact made. May provide technical and functional supervision to staff.

SUPERVISION RECEIVED AND EXERCISED

Executive Legal Assistant I/II
Receives general direction from attorneys and oversight from the County Counsel.

Senior Executive Legal Assistant
Receives limited direction from attorneys and oversight from the County Counsel. Exercises technical and functional direction over and provides training to interns, volunteers, and support staff.

CLASS CHARACTERISTICS

Executive Legal Assistant I: This is the entry-level class in the series. Incumbents in this classification perform basic and complex duties to support the County Counsel and the successful handling of legal cases as well as general office administration duties. This class is distinguished from other clerical classes, which may also provide office support in a legal setting, by the criticality and difficulty of the work performed and its impact on the successful handling of cases. It is distinguished from the Executive Legal Assistant II classification in that the latter performs the full range of administrative duties and paralegal work.

Executive Legal Assistant II: This is the journey-level class in the series. Incumbents in this classification perform complex and difficult administrative and paralegal duties to support the County Counsel and the successful handling of legal cases; prepares or drafts a variety of legal documents and pleadings, performs

legal research and writing, drafts and analyzes legal documents, interviews clients, and provides information to the public and County staff regarding department services, policies, and procedures.

Senior Executive Legal Assistant: This is the advanced journey-level class in the series. Incumbents in this classification perform the most difficult, complex, specialized and/or sensitive administrative and paralegal duties to support the County Counsel and the successful handling of legal cases. Employees at this level are required to be fully trained and experienced in all procedures related to the 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.

Executive Legal Assistant I/II

- Provides administrative support by assisting with duties of a complex and confidential nature related to County legal activities; acts as a liaison between the department and other staff or the public, coordinating resolutions when appropriate.
- Tracks and maintains litigation calendars, including recording follow-up trial dates, action dates, and disposition of cases; schedules and confirms dates for preliminary hearings, trials, arraignments and other actions with court calendaring staff; enters calendaring information into central calendar book and notifies involved parties of court dates.
- Performs basic financial and accounting related duties, including billing invoices, receiving payments and reconciling them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase orders and expenditure requests including office supplies; authorizes payment of invoices. Screens calls, visitors, and incoming mail; provides information to the public by phone or in person requiring an understanding of department services and County policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate.
- Communicates with other County staff, court personnel, officials, staff of other agencies, and the general public as appropriate to obtain and relay information including maintaining the department website; schedule appointments, and coordinate activities.
- Compiles information and data for administrative, statistical, and financial reports; checks and tabulates statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Gathers, assembles, updates, and distributes a variety of department or Agency specific information, forms, records, and data as requested, including updating the website.
- Provides technical and functional direction to support staff; reviews quality of work; trains employees in work methods and processes.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Researches case materials, laws / codes / statutes, legal opinions, prior judgments and other resources to obtain information to support assigned legal cases.
- Performs legal research, discovery and legal writing on a wide variety of legal matters.
- Coordinates and participates in the preparation of department budget; monitors budget expenditures and revenues, including participating in meetings, gathering data and presenting on budget related topics to other departments and the Board of Supervisors.
- Organize exhibits and other documents for hearings, summarizes deposition and hearing transcripts. Requests certified copies of legal documents and case records from other jurisdictions.

- Receives requests for information; releases information to the public, attorneys and defendants according to established guidelines; maintains logs of discovery materials provided.
- Composes, types, edits, proofreads, and transmits a variety of complex documents, including forms, memos, legal documents, court orders, agreements, ordinances, real property documents, administrative, statistical, and staff reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Receives and screens legal documents for required actions; distributes and retrieves to and from appropriate courts, agencies or individuals; obtains signatures and/or ensures proof of service; ensures that appropriate documents are filed to case files.
- Establishes, maintains, controls and closes out case files; ensures proper sign-out of materials.
- Develops and implements file, index, tracking, and record-keeping systems; maintains law library materials; researches records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries.
- Attends various meetings and training as required.
- Performs related duties as assigned.

Executive Legal Assistant II (in addition to the above)
- Researches case law, codes, statutes, legal opinions, prior judgments and other resources
- Drafts or assists in preparing motions, judgments, affidavits, decisions, orders, petitions, answers, declarations, interrogatories, responses to discovery, procedures and correspondence.
- Assists with handling claims against or on behalf of the County.
- Attends hearings to provide information and to identify additional actions to be taken if requested by an attorney.
- Interviews clients, conducts fact gathering and retrieving information.
- Performs related duties as assigned.

Senior Executive Legal Assistant (In addition to the above)
- Provide direction, training, and oversight to staff on policies, procedures, methods and format; serve as technical expert receiving and responding to staff questions.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.
- Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods related to supporting attorneys within the County Counsel's Office; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Respond to the most difficult and complex inquiries and requests for information from the public and County staff.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Participate in special projects and/or assignments in an effort to improve processes, procedures and workflow.

QUALIFICATIONS

Executive Legal Assistant I/II

Knowledge of:

- County and department policies and procedures.
- Laws, codes and regulations governing operations of the department to which assigned.
- Record-keeping, report preparation and filing systems and methods.
- Basic financial record-keeping.
- Basic business arithmetic.
- Business letter writing techniques.
- Legal terminology and formats for preparing legal documents.
- Techniques and sources for researching legal codes and rulings.
- Basic functional responsibilities of criminal justice agencies.
- 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.

Senior Executive Legal Assistant (In addition to the above)

- Principles and practices of lead supervision and training.
- Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable.
- Practices and techniques of automated accounting and financial record keeping and report preparation.
- Principles and practices of auditing and reconciling a variety of financial and accounting documents and records.
-

Ability to:

- Understand, interpret, explain, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards.
- Provide responsible and difficult legal clerical support to professional staff.
- Process a variety of legal forms and documents in accordance with strict requirements.
- Research statutory and case law materials and citations, and related information.
- Analyze office administration and clerical problems, evaluate alternatives and recommend solutions.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal direction.
- Type accurately at speeds necessary for successful job performance.
- Maintain accurate records and files.
- 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.

Senior Executive Legal Assistant (in addition to the above)

- Serve as technical and /or functional lead, providing training and oversight to staff on an ongoing basis or related to specific policies and procedures.
- Perform highly technical duties with accuracy, attention to detail, and a high level of concentration.
- Provide technical expertise and information regarding department procedures and legal requirements.
- Analyze difficult and sensitive situations accurately and adopt an effective course of action.

- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimum of direction.
- Understand and follow difficult, complex and confidential oral and written instructions.
- Prepare a variety of complex financial, accounting and statistical reports, journals and ledgers.
- Audit and reconcile financial, accounting and budgetary documents and records.

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 the twelfth (12^{th}) grade supplemented by specialized coursework in legal terminology and document format; and

Executive Legal Assistant I:
Two years of increasingly responsible legal clerical experience in a law office or equivalent.

Executive Legal Assistant II:
Two years of responsible legal clerical experience equivalent to an Executive Legal Assistant I.

Senior Executive Legal Assistant:
Four years of journey-level legal clerical experience equivalent to an Executive Legal Assistant II. An Associates degree in paralegal studies or equivalent may forgive two years of the required experience.

Licenses and Certifications:

- Possession of a valid paralegal certificate is desired
- Must possess a California driver's license and have a 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 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.

~~June~~ JUNE ~~2022~~2023
FLSA: ~~Exempt~~EXEMPT
~~Unit: Exec Conf~~UNIT: EXEC/CONF

EXECUTIVE LEGAL ASSISTANT I/II/SENIOR

DEFINITION

Executive Legal Assistant I/II
Under general supervision, ~~leads, trains, and~~ performs ~~the more~~ complex and difficult administrative, secretarial, paralegal, and office support duties requiring thorough knowledge of a legal department, its procedures, and operational details; provides administrative support to management and departmental staff; drafts a variety of legal documents and pleadings, composes and prepares correspondence using judgment in content and style; performs skilled word processing, data entry, and typing; provides information to the public and staff requiring knowledge of department services, policies, and procedures; provides assistance for a wide variety of confidential assignments; provides lead direction and training to other legal assistants as assigned; and performs related duties as assigned.

Senior Executive Legal Assistant
Under limited supervision, leads, trains, and performs the most complex, difficult, and sensitive administrative, secretarial, paralegal, and office support duties requiring extensive knowledge of a legal department, its procedures, and operational details, including assisting in the development and management of the department budget. Positions at this level are distinguished from lower classes by the level of responsibility assumed, complexity and sensitivity of the duties assigned, independence of action taken, by the amount of time spent performing the duties and by the nature of the public contact made. May provide technical and functional supervision to staff.

SUPERVISION RECEIVED AND EXERCISED

Executive Legal Assistant I/II
Receives general direction from attorneys and oversight from the County Counsel. ~~Exercises technical and functional direction over and provides training to interns, volunteers and support staff.~~

Senior Executive Legal Assistant
Receives limited direction from attorneys and oversight from the County Counsel. Exercises technical and functional direction over and provides training to interns, ~~volunteers~~volunteers, and support staff.

CLASS CHARACTERISTICS

Executive Legal Assistant I: This is the entry-level class in the series. Incumbents in this classification perform basic and complex ~~and difficult~~ duties to support the County Counsel and the successful handling of legal cases as well as general office administration duties. This class is distinguished from other clerical classes, which may also provide office support in a legal setting, by the criticality and difficulty of the work performed and its impact on the successful handling of cases. It is distinguished from the Executive Legal Assistant II classification in that the latter ~~has lead~~performs the full range of administrative ~~responsibilities~~ duties and ~~performs certified~~ paralegal work.

Executive Legal Assistant II: This is the journey-level class in the series. Incumbents in this classification perform ~~the most~~ complex and difficult administrative and paralegal duties to support the County Counsel

and the successful handling of legal cases; prepares or drafts a variety of legal documents and pleadings, performs legal research and writing, drafts and analyzes legal documents, interviews clients, and provides information to the public and County staff regarding department services, policies, and procedures.

Senior Executive Legal Assistant: This is the advanced journey-level class in the series. Incumbents in this classification perform the most difficult, complex, specialized and/or sensitive administrative and paralegal duties to support the County Counsel and the successful handling of legal cases. Employees at this level are required to be fully trained and experienced in all procedures related to the 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.

Executive Legal Assistant I/II

- Provides administrative support by assisting with duties of a complex and confidential nature related to County legal activities; acts as a liaison between the department and other staff or the public, coordinating resolutions when appropriate.
- Tracks and maintains litigation calendars, including recording follow-up trial dates, action dates, and disposition of cases; schedules and confirms dates for preliminary hearings, trials, arraignments and other actions with court calendaring staff; enters calendaring information into central calendar book and notifies involved parties of court dates.
- Performs basic financial and accounting related duties, including billing invoices, receiving payments and reconciling them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase orders and expenditure requests including office supplies; authorizes payment of invoices. Screens calls, visitors, and incoming mail; provides information to the public by phone or in person requiring an understanding of department services and County policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate.
- Communicates with other County staff, court personnel, officials, staff of other agencies, and the general public as appropriate to obtain and relay information including maintaining the department website; schedule appointments, and coordinate activities.
- Compiles information and data for administrative, statistical, and financial reports; checks and tabulates statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Gathers, assembles, updates, and distributes a variety of department or Agency specific information, forms, records, and data as requested, including updating the website.
- Provides technical and functional direction to support staff; reviews quality of work; trains employees in work methods and processes.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Researches case materials, laws / codes / statutes, legal opinions, prior judgments and other resources to obtain information to support assigned legal cases.
- Performs legal research, discovery and legal writing on a wide variety of legal matters.
- Coordinates and participates in the preparation of department budget; monitors budget expenditures and revenues, including participating in meetings, gathering data and presenting on budget related topics to other departments and the Board of Supervisors.

- Organize exhibits and other documents for hearings, summarizes deposition and hearing transcripts. Requests certified copies of legal documents and case records from other jurisdictions.
- Receives requests for information; releases information to the public, attorneys and defendants according to established guidelines; maintains logs of discovery materials provided.
- Composes, types, edits, proofreads, and transmits a variety of complex documents, including forms, memos, legal documents, court orders, agreements, ordinances, real property documents, administrative, statistical, and staff reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Receives and screens legal documents for required actions; distributes and retrieves to and from appropriate courts, agencies or individuals; obtains signatures and/or ensures proof of service; ensures that appropriate documents are filed to case files.
- Establishes, maintains, controls and closes out case files; ensures proper sign-out of materials.
- Develops and implements file, index, tracking, and record-keeping systems; maintains law library materials; researches records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries.
- Attends various meetings and training as required.
- Performs related duties as assigned.

Executive Legal Assistant II (in addition to the above)

- Researches case law, codes, statutes, legal opinions, prior judgments and other resources
- Drafts or assists in preparing motions, judgments, affidavits, decisions, orders, petitions, answers, declarations, interrogatories, responses to discovery, procedures and correspondence.
- Assists with handling claims against or on behalf of the County.
- Attends hearings to provide information and to identify additional actions to be taken if requested by an attorney.
- Interviews clients, conducts fact gathering and retrieving information.
- Performs related duties as assigned.

Senior Executive Legal Assistant (In addition to the above)

- Provide direction, training and oversight to staff on policies, procedures, methods and format; serve as technical expert receiving and responding to staff questions.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.
- Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods related to supporting attorneys within the County Counsel's Office; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Respond to the most difficult and complex inquiries and requests for information from the public and County staff.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Participate in special projects and/or assignments in an effort to improve processes, procedures and workflow.

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QUALIFICATIONS

Executive Legal Assistant I/II

Knowledge of:

- County and department policies and procedures.
- Laws, codes and regulations governing operations of the department to which assigned.
- Record-keeping, report preparation and filing systems and methods.
- Basic financial record-keeping.
- Basic business arithmetic.
- Business letter writing techniques.
- Legal terminology and formats for preparing legal documents.
- Techniques and sources for researching legal codes and rulings.
- Basic functional responsibilities of criminal justice agencies.
- 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.

Senior Executive Legal Assistant (In addition to the above)

- Principles and practices of lead supervision and training.
- Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable.
- Practices and techniques of automated accounting and financial record keeping and report preparation.
- Principles and practices of auditing and reconciling a variety of financial and accounting documents and records.
-

Ability to:

- Understand, interpret, explain, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards.
- Provide responsible and difficult legal clerical support to professional staff.
- Process a variety of legal forms and documents in accordance with strict requirements.
- Research statutory and case law materials and citations, and related information.
- Analyze office administration and clerical problems, evaluate alternatives and recommend solutions.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal direction.
- Type accurately at speeds necessary for successful job performance.
- Maintain accurate records and files.
- 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.

Senior Executive Legal Assistant (in addition to the above)

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- Serve as technical and /or functional lead, providing training and oversight to staff on an ongoing basis or related to specific policies and procedures.
- Perform highly technical duties with accuracy, attention to detail, and a high level of concentration.
- Provide technical expertise and information regarding department procedures and legal requirements.
- Analyze difficult and sensitive situations accurately and adopt an effective course of action.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimum of direction.
- Understand and follow difficult, complex and confidential oral and written instructions.
- Prepare a variety of complex financial, accounting and statistical reports, journals and ledgers.
- Audit and reconcile financial, accounting and budgetary documents and records.

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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

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Equivalent to completion of the twelfth (12th) grade supplemented by specialized coursework in legal terminology and document format; and

Executive Legal Assistant I:
Two years of increasingly responsible legal clerical experience in a law office or equivalent.

Executive Legal Assistant II:
Two years of responsible legal clerical experience equivalent to an Executive Legal Assistant I.

Senior Executive Legal Assistant:
Four years of journey-level legal clerical experience equivalent to an Executive Legal Assistant II. An Associates degree in paralegal studies or equivalent may forgive two years of the required experience.

Licenses and Certifications:

- ~~Executive Legal Assistant II:~~ Possession of a valid paralegal certificate is desired~~.~~
- Must possess a California driver's license and have a 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 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.

JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

FLEET MANAGER

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of equipment technicians responsible for the maintenance, repair, and outfitting of vehicles and equipment; oversees the procurement of fleet maintenance supplies and materials and the replacement of vehicles and equipment as necessary; supervises, plans, and coordinates the maintenance and repair of County vehicles and equipment; administers, monitors, and provides technical input for assigned equipment maintenance, operations, and related projects and programs; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Superintendent – Roads and Fleet Services. Exercises direct and general supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the equipment maintenance class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of equipment maintenance staff either directly or through lead workers. Incumbents are expected to independently perform the full range of vehicle and equipment maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established 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.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the installation, maintenance, and repair of County vehicles and equipment; administers specialized projects and programs in the area of assignment.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the equipment maintenance and repair work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Oversees fleet maintenance safety programs and training; inspects work in progress and County vehicles and equipment for safety violations; ensures that safety procedures are followed and that safety equipment is worn; assists in action planning for safety programs; makes periodic safety presentations to assigned staff.
- Performs the most complex equipment maintenance and repair duties as necessary and provides technical assistance to crews.
- Maintains fuel inventory and charges fuel usage to appropriate budget; prepares fuel reconciliation sheets to comply with regulations.
- Compares and analyzes the costs and benefits of equipment replacement and equipment repair; prepares specifications for new vehicles and equipment and recommends purchases as appropriate.
- Coordinates the use of specialized equipment shared by multiple departments.
- Prepares accurate and complete division records and reports as required.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Responds to emergency situations as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of equipment maintenance and repair program development and administration.
- Principles, practices, equipment, tools, and materials of maintenance and repair of County vehicles and equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, practices, tools and materials used in the maintenance and repair of automobiles, light- and heavy-duty trucks and equipment, snow removal and other specialized equipment, including hydraulic and computer-controlled systems.
- Principles and methods used in a program of preventive maintenance for fleet vehicles and equipment.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.

- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mathematics.
- 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:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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 software programs.
- Use English 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

Equivalent to completion of twelfth (12^{th}) grade and two (2) years of responsible experience in heavy equipment maintenance at a level equivalent to the class of Senior Equipment Technician in Tuolumne County or five (5) years of increasingly responsible experience in performing automotive and light to heavy equipment maintenance and repair work.

Licenses and Certifications:

- Possession of a California Class "C" driver's license and a satisfactory driving record.
- Possession of a California Class "A" or "B" driver's license with a tank vehicle endorsement is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County the fleet services shop; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around fleet services facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, 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.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

~~NOVEMBER 2015~~JUNE 2023
FLSA: EXEMPT
~~Revised: February 14 May 5, 2021~~3
UNIT: MANAGEMENT

FLEET MANAGER

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of equipment technicians responsible for the maintenance, repair, and outfitting of vehicles and equipment; oversees the procurement of fleet maintenance supplies and materials and the replacement of vehicles and equipment as necessary; supervises, plans, and coordinates the maintenance and repair of County vehicles and equipment; administers, monitors, and provides technical input for assigned equipment maintenance, operations, and related projects and programs; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Superintendent – Roads and Fleet Services~~Public Work Director~~. Exercises direct and general supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the equipment maintenance class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of equipment maintenance staff either directly or through lead workers. Incumbents are expected to independently perform the full range of vehicle and equipment maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established 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.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the installation, maintenance, and repair of County vehicles and equipment; administers specialized projects and programs in the area of assignment.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the equipment maintenance and repair work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Oversees fleet maintenance safety programs and training; inspects work in progress and County vehicles and equipment for safety violations; ensures that safety procedures are followed and that safety equipment is worn; assists in action planning for safety programs; makes periodic safety presentations to assigned staff.
- Performs the most complex equipment maintenance and repair duties as necessary and provides technical assistance to crews.
- Maintains fuel inventory and charges fuel usage to appropriate budget; prepares fuel reconciliation sheets to comply with regulations.
- Compares and analyzes the costs and benefits of equipment replacement and equipment repair; prepares specifications for new vehicles and equipment and recommends purchases as appropriate.
- Coordinates the use of specialized equipment shared by multiple departments.
- Prepares accurate and complete division records and reports as required.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Responds to emergency situations as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of equipment maintenance and repair program development and administration.
- Principles, practices, equipment, tools, and materials of maintenance and repair of County vehicles and equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, practices, tools and materials used in the maintenance and repair of automobiles, light- and heavy-duty trucks and equipment, snow removal and other specialized equipment, including hydraulic and computer-controlled systems.
- Principles and methods used in a program of preventive maintenance for fleet vehicles and equipment.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.

- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mathematics.
- 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:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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 software programs.
- Use English 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

Equivalent to completion of twelfth (12^{th}) grade and two (2) years of responsible experience in heavy equipment maintenance at a level equivalent to the class of Senior Equipment Technician in Tuolumne County or five (5) years of increasingly responsible experience in performing automotive and light to heavy equipment maintenance and repair work.

Licenses and Certifications:

- Possession of a California Class "C" driver's license and a satisfactory driving record.
- Possession of a California Class "A" or "B" driver's license with a tank vehicle endorsement is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County the fleet services shop; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around fleet services facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, 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.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

JUNE 2023
FLSA: EXEMPT
UNIT: MANGEMENT

GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR

DEFINITION

Under general direction, plans, coordinates, and oversees the County-wide Geographic Information System (GIS) division; evaluates and personally participates in the functions necessary to implement and sustain the creation, maintenance, and use of the GIS databases and applications; applies an advanced knowledge of GIS and the principles of geography, cartography and geo-spatial analysis to provide staff and the public with access to computerized information; ensures the expansion and maximization of GIS technology; plans and develops methods to automate spatial and other data recordation, management, and delivery in order to provide customer service improvements for County staff and the public; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises direct and general supervision over assigned staff and contract consultants on a program or project basis.

CLASS CHARACTERISTICS

This is a single-position classification responsible for managing the entire GIS Division within the Department of Public Works, as well as providing expert support for GIS services within various other County departments and the general public. The incumbent performs the full range of duties, and must have the ability to work independently and to exercise initiative and judgment. Successful performance of the work requires thorough knowledge and extensive experience with various technologies related to GIS and concepts of computer-based cartography and management of related databases, as well as, skill in coordinating the work of the assigned function with other departments. This class is distinguished from other GIS related classes by the performance of supervisory responsibilities, the level of specialized technical knowledge of geography, cartography and geo-spatial analysis required, and emphasis on managing the County-wide application of contemporary GIS hardware and software applications.

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.*

- Plans, organizes, assigns, coordinates, and reviews all activities of the County's GIS programs, including coordinating with County departments to identify, develop, and plan GIS projects and staffing needs.
- Plans, coordinates, and leads the implementation and usage of GIS technology and spatially-relatable data throughout the County and by the Public; oversees and manages data maintenance and updating, data storage and distribution, and access to all users.
- Participates in the development and implementation of goals, objectives, policies, and priorities for GIS; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
- Prepares and administers the division's annual budget.

- Plans, organizes, assigns, trains, and reviews the work of assigned staff.
- Monitors operations and activities of the GIS program; recommends improvements and modifications; and prepares various reports on operations and activities.
- Works with elected officials and executive-level staff in the formulation of management policies concerning the compilation of information and coordination of data through the County's GIS program; coordinates and oversees the implementation of such policies.
- Researches, plans, and prepares County-wide and department GIS implementation plans, including researching and determining equipment and technology costs, reviewing GIS and IT technology for implementation, reviewing industry GIS implementations and projects for comparison and possible integration into a County GIS plan, and acting as County representative in various County and regional GIS coordinating meetings.
- Oversees the development and implementation of GIS data collection, storage, access, and distribution policies.
- Develops and designs standards and technical specifications for County-wide GIS systems; coordinates with other GIS and IT staff to develop information system solutions; designs technical GIS and data structures; and programs automated applications for GIS users.
- Performs a variety of professional-level work, including modeling applications, creating maps, preparing database environments, building applications, and developing graphic and related materials for internal and external clients.
- Serves as application administrator for GIS and Permit Tracking System; trouble-shoots and solves issues encountered by staff directly or through appropriate IT staff; interfaces between Community Resources Agency and IT.
- Serves as a technical resource to all County departments, including providing assistance and training in the proper use of GIS data and systems and recommending, troubleshooting, and providing support for GIS software, databases, and other related applications; receives and responds to inquiries, requests for assistance, and complaints regarding division projects, policies, and procedures.
- Manages Public Works' presence on the County website through training staff, designing of pages and documents, and controlling access via IT web master.
- Conducts studies and prepares reports on various technical or land use issues.
- Prepares a variety of written correspondence, reports, procedures, and other materials; oversees the documentation by GIS staff to ensure record of proper use and limitations of data or products.
- Attends meetings, conferences, workshops, and training sessions to become and remain current on principles, practices, and new developments in assigned work areas.
- Confers with and provides professional assistance to other agencies on GIS related matters; utilizes and leverages existing data from other agencies; receives and responds to data requests from other agencies and individuals.
- Monitors changes in GIS technology and applications, recommends improvements and upgrades, and implements changes after approval.
- Maintains accurate records and files related to the GIS function.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of employee supervision, including work planning and assignment, performance evaluation, and training.
- Principles, theories, and methods of GIS technology, programming, and data management.

- The function and role of developing and coordinating a broad-based GIS program with applications for County departments, public agencies, private clients, and the general public including ethical concerns related to the distribution and access of geospatial data.
- Technology, hardware and software, and current applications related to GIS systems, including database management, mapping, and report generation and desktop publishing systems Windows operating systems, ESRI/ArcGIS software, Autocad and related graphical applications.
- Principles and practices of identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Current developments, trends, and technologies within the GIS field.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Mapping, cartography, graphic design, and imaging techniques.
- Data management concepts and structures, implementation, access, and security.
- Basic budgetary and contract administration principles and practices in a public agency.
- Record keeping principles and procedures; particularly, the requirements of technical reporting associated with planning programs.
- Mathematics used in the creation of maps, tables and reports showing geographic and topographic information and to manipulate tabular and spatial data.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- 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 by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards. Develop, implement and interpret division goals, objectives, policies and procedures, and work standards.
- Supervise, train, assign, and review the work of staff.
- Organize, implement, and direct GIS programs; determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects.
- Analyze, interpret, apply, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform complex modeling, mapping, database maintenance, and other GIS professional-level tasks.
- Interpret and understand data in various forms, including GIS files, Autocad drawing files, database files, images and associated metadata, as well as printed maps of various types and sources.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized reports, logs, records, and files of work performed.
- Evaluate needs for materials, parts, supplies, tools, and equipment, and other inventory items.
- Make accurate mathematic calculations.
- Operate modern office equipment including computer equipment and software.
- 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.
- Represent the County effectively in meetings with others and make presentations to various groups.

- Prepare and administer a budget.
- Use English 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:

Equivalent to graduation from an accredited four-year college or university with major coursework in geographic information systems, computer science, geography, public or business administration, or a related field and five (5) years of increasingly responsible experience equivalent to a GIS Analyst II with Tuolumne County, including at least two (2) years serving in a lead capacity.

Licenses and Certifications:

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

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 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 weighing up to 40 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.

~~FEBRUARY~~JUNE 2023~~JUNE 2015~~
FLSA: EXEMPT
UNIT: MANGEMENT

GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR

DEFINITION

Under general direction, plans, coordinates, and oversees the County-wide Geographic Information System (GIS) division; evaluates and personally participates in the functions necessary to implement and sustain the creation, maintenance, and use of the GIS databases and applications; applies an advanced knowledge of GIS and the principles of geography, cartography and geo-spatial analysis to provide staff and the public with access to computerized information; ensures the expansion and maximization of GIS technology; plans and develops methods to automate spatial and other data recordation, management, and delivery in order to provide customer service improvements for County staff and the public; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Community Resources Agency~~Public Works Director. Exercises direct and general supervision over assigned staff and contract consultants on a program or project basis.

CLASS CHARACTERISTICS

This is a single-position classification responsible for managing the entire GIS Division within the ~~Community Resources Agency~~ Department of Public Works, as well as providing expert support for GIS services within various other County departments and the general public. The incumbent performs the full range of duties, and must have the ability to work independently and to exercise initiative and judgment. Successful performance of the work requires thorough knowledge and extensive experience with various technologies related to GIS and concepts of computer-based cartography and management of related databases, as well as, skill in coordinating the work of the assigned function with other departments. This class is distinguished from other GIS related classes by the performance of supervisory responsibilities, the level of specialized technical knowledge of geography, cartography and geo-spatial analysis required, and emphasis on managing the County-wide application of contemporary GIS hardware and software applications.

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.*

- Plans, organizes, assigns, coordinates, and reviews all activities of the County's GIS programs, including coordinating with County departments to identify, develop, and plan GIS projects and staffing needs.
- Plans, coordinates, and leads the implementation and usage of GIS technology and spatially-relatable data throughout the County and by the Public; oversees and manages data maintenance and updating, data storage and distribution, and access to all users.
- Participates in the development and implementation of goals, objectives, policies, and priorities for GIS; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.

- Prepares and administers the division's annual budget.
- Plans, organizes, assigns, trains, and reviews the work of assigned staff.
- Monitors operations and activities of the GIS program; recommends improvements and modifications; and prepares various reports on operations and activities.
- Works with elected officials and executive-level staff in the formulation of management policies concerning the compilation of information and coordination of data through the County's GIS program; coordinates and oversees the implementation of such policies.
- Researches, plans, and prepares County-wide and department GIS implementation plans, including researching and determining equipment and technology costs, reviewing GIS and IT technology for implementation, reviewing industry GIS implementations and projects for comparison and possible integration into a County GIS plan, and acting as County representative in various County and regional GIS coordinating meetings.
- Oversees the development and implementation of GIS data collection, storage, access, and distribution policies.
- Develops and designs standards and technical specifications for County-wide GIS systems; coordinates with other GIS and IT staff to develop information system solutions; designs technical GIS and data structures; and programs automated applications for GIS users.
- Performs a variety of professional-level work, including modeling applications, creating maps, preparing database environments, building applications, and developing graphic and related materials for internal and external clients.
- Serves as application administrator for GIS and Permit Tracking System; trouble-shoots and solves issues encountered by staff directly or through appropriate IT staff; interfaces between Community Resources Agency and IT.
- Serves as a technical resource to all County departments, including providing assistance and training in the proper use of GIS data and systems and recommending, troubleshooting, and providing support for GIS software, databases, and other related applications; receives and responds to inquiries, requests for assistance, and complaints regarding division projects, policies, and procedures.
- Manages ~~the~~ Public Works' ~~Community Resource Agency's~~ presence on the County website through training staff, designing of pages and documents, and controlling access via IT web master.
- Conducts studies and prepares reports on various technical or land use issues.
- Prepares a variety of written correspondence, reports, procedures, and other materials; oversees the documentation by GIS staff to ensure record of proper use and limitations of data or products.
- Attends meetings, conferences, workshops, and training sessions to become and remain current on principles, practices, and new developments in assigned work areas.
- Confers with and provides professional assistance to other agencies on GIS related matters; utilizes and leverages existing data from other agencies; receives and responds to data requests from other agencies and individuals.
- Monitors changes in GIS technology and applications, recommends improvements and upgrades, and implements changes after approval.
- Maintains accurate records and files related to the GIS function.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of employee supervision, including work planning and assignment, performance evaluation, and training.

- Principles, theories, and methods of GIS technology, programming, and data management.
- The function and role of developing and coordinating a broad-based GIS program with applications for County departments, public agencies, private clients, and the general public including ethical concerns related to the distribution and access of geospatial data.
- Technology, hardware and software, and current applications related to GIS systems, including database management, mapping, and report generation and desktop publishing systems Windows operating systems, ESRI/ArcGIS ~~ARC/INFO and Arcview~~ software, Autocad and related graphical applications.
- Principles and practices of identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Current developments, trends, and technologies within the GIS field.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Mapping, cartography, graphic design, and imaging techniques.
- Data management concepts and structures, implementation, access, and security.
- Basic budgetary and contract administration principles and practices in a public agency.
- Record keeping principles and procedures; particularly, the requirements of technical reporting associated with planning programs.
- Mathematics used in the creation of maps, tables and reports showing geographic and topographic information and to manipulate tabular and spatial data.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- 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 by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards. Develop, implement and interpret division goals, objectives, policies and procedures, and work standards.
- Supervise, train, assign, and review the work of staff.
- Organize, implement, and direct GIS programs; determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects.
- Analyze, interpret, apply, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform complex modeling, mapping, database maintenance, and other GIS professional-level tasks.
- Interpret and understand data in various forms, including GIS files, Autocad drawing files, database files, images and associated metadata, as well as printed maps of various types and sources.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized reports, logs, records, and files of work performed.
- Evaluate needs for materials, parts, supplies, tools, and equipment, and other inventory items.
- Make accurate mathematic calculations.
- Operate modern office equipment including computer equipment and software.

- 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.
- Represent the County effectively in meetings with others and make presentations to various groups.
- Prepare and administer a budget.
- Use English 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:

Equivalent to graduation from an accredited four-year college or university with major coursework in geographic information systems, computer science, geography, public or business administration, or a related field and five (5) years of increasingly responsible experience equivalent to a GIS Analyst II with Tuolumne County, including at least two (2) years serving in a lead capacity.

Licenses and Certifications:

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

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 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 weighing up to 40 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.

JUNE 2023
FLSA: NON-EXEMPT
UNIT: EXEC/CONF

HUMAN RESOURCES TECHNICIAN I / II/SENIOR

DEFINITION

Human Resources Technician I/II
Under general supervision, performs a variety of responsible paraprofessional, technical, and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, salary administration, insurance and benefit programs, and employee training and orientation; prepares, reviews, and distributes human resources information systems records; provides responsible technical and clerical support to professional staff in the Human Resources Department; assists in completing various human resources studies and reports; and performs related work as required.

Senior Human Resources Technician
Under direction, performs the most difficult and complex para-professional, technical, and office administrative human resources support functions involved in County recruitment, testing, and selection, employee relations, payroll, classification, salary administration, insurance and benefits programs, Worker's Compensation, disability, employee training, and orientation; provides responsible technical and clerical support to the Human Resources Management Department; assists in completing various human resources studies and reports; may provide lead direction and training for other staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Human Resources Technician I/II
Receives general supervision from the Director of Human Resources & Risk Management, or designee. Exercises no supervision of staff.

Senior Human Resources Technician
Receives general supervision from the Director of Human Resources & Risk Management, or designee. Exercises no direct supervision of staff. May exercise technical and functional supervision over lower-level and support staff.

CLASS CHARACTERISTICS

Human Resources Technician I: This is the entry-level class in this para-professional human resource technician series. Initially under close supervision, incumbents with basic clerical experience perform a variety of technical and complex clerical duties, and perform the less complex para-professional duties in a limited capacity. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Human Resources Technician II: This is the fully competent level class in this para-professional human resource technician series. Positions in this class perform the full range of technical and para-professional human resources duties in the following areas: recruitment, testing, and selection, classification,

compensation, and benefits administration, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and County activities, and extensive staff, public, and organizational contact. This class is distinguished from the Senior Human Resources Technician in that the latter performs the most complex para-professional technical work.

Senior Human Resources Technician: This is the senior level class in this para-professional human resource technician series. Positions in this class perform the most complex and advanced technical and para-professional human resources duties in the following areas: recruitment, testing, and selection, classification, compensation, and benefits administration, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities. Assignments are characterized by the exercise of comprehensive, authoritative understanding of one or more major functions and/or programs managed within the Human Resources / Risk Management Division. Incumbents work with a high level of independence within their area(s) of expertise while providing para-professional support and completing complex clerical assignments. Incumbents may provide lead direction and training of lower-level staff. This class is distinguished from the Human Resources Analyst class series in that the latter are professional-level classifications that require a four-year degree and regularly exercise judgment.

Positions in the Human Resources Technician class series are flexibly staffed and positions at the higher levels are normally filled by advancement from the lower classes

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.

Human Resources Technician I/II

- Participates in the recruitment, testing, screening and selection of employees, including preparing advertisements and recruitment job flyers, assisting in coordinating recruitment processes including scheduling, proctoring and coordinating written performance tests and interviews; advertises, posts, and mails job bulletins; maintains relevant communication with involved parties throughout process.
- Processes and enters payroll, benefits and personnel information and changes into computer.
- Conducts and coordinates orientations for newly hired employees and answers employee questions regarding benefits, open enrollment periods, and other information regarding employee benefits; photographs and creates employee identification cards.
- Performs administrative work related to multi-tiered employee benefits programs that include plans such as retirement, long-term disability, health, life, dental, vision, employee assistance program, and worker's compensation.
- Receives and responds to inquiries and requests from departments, County employees, and the public regarding personnel and employee relations policies, procedures and issues; interfaces with medical insurance providers and insurance representatives.
- May serve as liaison between County managers, staff, and third-party administrators for the Worker's Compensation and other insurance programs.
- Maintains contact with injured employees; reviews, processes and coordinates Worker's Compensation claims activity.
- Enters benefit enrollment and changes into related databases.

- Administers I-9 program, including issuing forms to new employees, verifying eligibility of employment, completing and signing off on forms, and maintaining accurate files.
- Responds to employee and retiree questions and complaints, and may interface with medical insurance providers and insurance representatives.
- Interprets and applies Federal, State, and local laws and regulations concerning human resources programs.
- Maintains employee handbooks and human resources policies and procedures, under the direction of supervisory and management staff.
- Prepares separation forms and information and conducts employee exit interviews as required.
- Assists with the preparation of salary, benefits, working condition, and related surveys and reports.
- Attends labor management meetings with management staff and takes notes.
- Establishes and maintains employee personnel and benefits files, volunteer, and risk management files; organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- Provides general administrative support to the Human Resources function, including preparing correspondence, memoranda, and reports, performing reception functions, processing mail, performing data entry, and maintaining schedules and records.
- Performs related work as required.

Senior Human Resources Technician

- Assists with risk management functions when needed.
- Prepares surveys and reports on salary, benefits, working conditions, and related topics.
- Conducts new hire orientation as needed

QUALIFICATIONS

Knowledge of:

Human Resources Technician I:

- Basic principles and practices of the human resources function in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Basic math, statistic, and accounting principles and procedures.
- 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.

Human Resources Technician II: (In addition to the above)

- Federal, state and county laws, rules and regulations pertaining to mandatory benefits and payroll within each departmental specialty area.
- Laws, rules and regulations governing personnel actions such as equal opportunity employment, considerations of job relatedness, Worker's Compensation, affirmative action, County merit system.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.

Senior Human Resources Technician: (In addition to the above)

- Basic principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.
- Practices, policies, and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Federal, State and local laws, rules and regulations pertaining to mandatory benefits and payroll within each departmental specialty area.

Ability to:

Human Resources Technician I:

- Learn and understand applicable policies, procedures, regulations, laws, rules and standards.
- Gather and compile information from a variety of sources.
- Review human resources documents for completeness and accuracy.
- Maintain accurate and confidential human resources records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Prepare clear, concise, and competent reports, correspondence and other written materials.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Make accurate arithmetic and statistical computations.
- 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.
- 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.

Human Resources Technician II: (In addition to the above)

- Interpret, apply, and explain policies, procedures, and practices of human resources administration.
- Administer effective recruitment, testing, and selection practices.
- Review and reconcile employee benefit records; maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.

Senior Human Resources Technician: (In addition to the above)

- Understand, interpret, explain, and apply policies, procedures, regulations, laws, rules and standards of human resources administration.
- Administer effective recruitment, testing, and selection practices.
- Perform difficult and complex para-professional work involving use of a considerable amount of judgment that requires speed and accuracy.
- Analyze situations accurately and adopt effective courses of action.

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 twelfth (12) grade, supplemented by college-level coursework in human resources, business administration or related field.

Human Resources Technician I:
Two (2) years of responsible administrative support experience.

Human Resources Technician II:
Two (2) years of technical personnel or human resources experience, preferably in the public sector, or two (2) years as a Human Resources Technician I in Tuolumne County.

Senior Human Resources Technician:
Four (4) years of technical personnel or human resources experience, preferably in the public sector, or two (2) years as a Human Resources Technician II in Tuolumne County.

Licenses and Certifications:

- None.

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 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.

~~NOVEMBER 2015~~JUNE 2023
FLSA: NON-EXEMPT
UNIT: EXEC/CONF

HUMAN RESOURCES TECHNICIAN I / II/SENIOR

DEFINITION

Human Resources Technician I/II
Under general supervision, performs a variety of responsible paraprofessional, technical, and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, salary administration, insurance and benefit programs, and employee training and orientation; prepares, reviews, and distributes human resources information systems records; provides responsible technical and clerical support to professional staff in the Human Resources Department; assists in completing various human resources studies and reports; and performs related work as required.

Senior Human Resources Technician
Under direction, performs the most difficult and complex para-professional, technical, and office administrative human resources support functions involved in County recruitment, testing, and selection, employee relations, payroll, classification, salary administration, insurance and benefits programs, Worker's Compensation, disability, employee training, and orientation; provides responsible technical and clerical support to the Human Resources Management Department; assists in completing various human resources studies and reports; may provide lead direction and training for other staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Human Resources Technician I/II
Receives general supervision from the Director of Human Resources & Risk Management, or designee ~~Manager~~. Exercises no supervision of staff.

Senior Human Resources Technician
Receives general supervision from the Director of Human Resources & Risk Management, or designee. Exercises no direct supervision of staff. May exercise technical and functional supervision over lower-level and support staff.

CLASS CHARACTERISTICS

Human Resources Technician I: This is the entry-level class in this para-professional human resource technician series. Initially under close supervision, incumbents with basic clerical experience perform a variety of technical and complex clerical duties, and perform the less complex para-professional duties in a limited capacity. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Human Resources Technician II: This is the fully competent level class in this para-professional human resource technician series. Positions in this class perform the full range of technical and para-professional human resources duties in the following areas: recruitment, testing, and selection, classification, compensation, and benefits administration, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and County activities, and extensive staff, public, and organizational contact. This class is distinguished from the Senior Human Resources Technician in that the latter performs the most complex para-professional technical work.

Senior Human Resources Technician: This is the senior level class in this para-professional human resource technician series. Positions in this class perform the most complex and advanced technical and para-professional human resources duties in the following areas: recruitment, testing, and selection, classification, compensation, and benefits administration, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities. Assignments are characterized by the exercise of comprehensive, authoritative understanding of one or more major functions and/or programs managed within the Human Resources / Risk Management Division. Incumbents work with a high level of independence within their area(s) of expertise while providing para-professional support and completing complex clerical assignments. Incumbents may provide lead direction and training of lower-level staff. This class is distinguished from the Human Resources Analyst class series in that the latter are professional-level classifications that require a four-year degree and regularly exercise judgment.

Positions in the Human Resources Technician class series are flexibly staffed and positions at the ~~II~~ higher levels are normally filled by advancement from the ~~I level requiring one (1) additional year of experience and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher level class.~~ lower classes ~~When filled from the outside, the employee is required to have two (2) years of prior related experience in technical human resources support.~~

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.

Human Resources Technician I/II

- Participates in the recruitment, testing, screening and selection of employees, including preparing advertisements and recruitment job flyers, assisting in coordinating recruitment processes including scheduling, proctoring and coordinating written performance tests and interviews; advertises, posts, and mails job bulletins; maintains relevant communication with involved parties throughout process.
- Processes and enters payroll, benefits and personnel information and changes into computer.
- Conducts and coordinates orientations for newly hired employees and answers employee questions regarding benefits, open enrollment periods, and other information regarding employee benefits; photographs and creates employee identification cards.

- Performs administrative work related to multi-tiered employee benefits programs that include plans such as retirement, long-term disability, health, life, dental, vision, employee assistance program, and worker's compensation.
- Receives and responds to inquiries and requests from departments, County employees, and the public regarding personnel and employee relations policies, procedures and issues; interfaces with medical insurance providers and insurance representatives.
- May serve as liaison between County managers, staff, and third-party administrators for the Worker's Compensation and other insurance programs.
- Maintains contact with injured employees; reviews, processes and coordinates Worker's Compensation claims activity.
- Enters benefit enrollment and changes into related databases.
- Administers I-9 program, including issuing forms to new employees, verifying eligibility of employment, completing and signing off on forms, and maintaining accurate files.
- Responds to employee and retiree questions and complaints, and may interface with medical insurance providers and insurance representatives.
- Interprets and applies Federal, State, and local laws and regulations concerning human resources programs.
- Maintains employee handbooks and human resources policies and procedures, under the direction of supervisory and management staff.
- Prepares separation forms and information and conducts employee exit interviews as required.
- Assists with the preparation of salary, benefits, working condition, and related surveys and reports.
- Attends labor management meetings with management staff and takes notes.
- Establishes and maintains employee personnel and benefits files, volunteer, and risk management files; organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- Provides general administrative support to the Human Resources function, including preparing correspondence, memoranda, and reports, performing reception functions, processing mail, performing data entry, and maintaining schedules and records.
- Performs related work as required.

Senior Human Resources Technician
- Assists with risk management functions when needed.
- Prepares surveys and reports on salary, benefits, working conditions, and related topics.
- Conducts new hire orientation as needed

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QUALIFICATIONS

Knowledge of:

Human Resources Technician I:

- Basic principles and practices of the human resources function in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Basic math, statistic, and accounting principles and procedures.

- 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.

Human Resources Technician II: (In addition to the above)

- Federal, state and county laws, rules and regulations pertaining to mandatory benefits and payroll within each departmental specialty area.
- Laws, rules and regulations governing personnel actions such as equal opportunity employment, considerations of job relatedness, Worker's Compensation, affirmative action, County merit system.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.

Senior Human Resources Technician: (In addition to the above)

- Basic principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.
- Practices, policies, and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Federal, State and local laws, rules and regulations pertaining to mandatory benefits and payroll within each departmental specialty area.

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Ability to:

Human Resources Technician I:

- Learn and understand applicable policies, procedures, regulations, laws, rules and standards.
- Gather and compile information from a variety of sources.
- Review human resources documents for completeness and accuracy.
- Maintain accurate and confidential human resources records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Prepare clear, concise, and competent reports, correspondence and other written materials.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Make accurate arithmetic and statistical computations.
- 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.
- 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.

Human Resources Technician II: In addition to the above:

- Interpret, apply, and explain policies, procedures, and practices of human resources administration.
- Administer effective recruitment, testing, and selection practices.
- Review and reconcile employee benefit records; maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.

Senior Human Resources Technician: (In addition to the above)

- Understand, interpret, explain, and apply policies, procedures, regulations, laws, rules and standards of human resources administration.
- Administer effective recruitment, testing, and selection practices.
- Perform difficult and complex para-professional work involving use of a considerable amount of judgment that requires speed and accuracy.
- Analyze situations accurately and adopt effective courses of action.

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

Human Resources Technician I/II

Equivalent to the completion of twelfth (12) grade, supplemented by college-level coursework in human resources, business administration or related field.

Human Resources Technician I:

Two (2) years of responsible administrative support experience.

Human Resources Technician II:

Two (2) years of technical personnel or human resources experience, preferably in the public sector, or two (2) years as a Human Resources Technician I in Tuolumne County.

Senior Human Resources Technician:

Four (4) years of technical personnel or human resources experience, preferably in the public sector, or two (2) years as a Human Resources Technician II in Tuolumne County.

Licenses and Certifications:

- None.

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 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.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

OFFICE OF EMERGENCY SERVICES (OES) ASSISTANT DIRECTOR

DEFINITION

Under general direction, implements, maintains and manages the County's emergency services programs to achieve the departmental and Board of Supervisors' missions; coordinates County emergency and disaster related efforts in budgeting, planning, response, recovery and hazard mitigation issues and preparedness activities; collaborates with County departments, partner agencies and the public on emergency planning and response activities; coordinates mutual aid services other than fire and law enforcement; supports lead agencies in emergency and disaster response; provides strategic and operational oversight to County agencies involved in emergency or disaster matters; prepares press releases and communicates the program strategy to the Board of Supervisors and other diverse groups, including the public; seeks grants to enhance and promote emergency preparedness and disaster recovery; assures compliance of all activities with County goals and objectives, State and Federal laws, and County policies and procedures; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Administrative Officer. Exercises direct and general supervision over assigned professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This single incumbent classification reports to the County Administrative Officer or designee and requires a high degree of administrative and communication skills to maximize emergency response capabilities, and to manage and coordinate overall administrative and program responsibility for the County's Emergency Services Program. The incumbent is responsible for the day-to-day operation of a countywide emergency preparedness program, including management of the County's emergency services/disaster planning functions and program effectiveness; establishment of countywide emergency services policies and coordination of the involvement of a variety of County departments, and other jurisdictions and agencies. The incumbent is responsible for providing complex administrative support to the County Administrative Officer, Board of Supervisors and other policy-making bodies of elected and appointed officials, as well as representatives of the non-profit and private sectors. This position is required to be on-call and subjected to extended work hours as needed.

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.

- Oversees and administers all aspects of emergency/disaster preparedness, response, and recovery, which may include implementation of applicable portions of the emergency plan during disasters;

- Develops, coordinates, implements and evaluates policies, plans and procedures for monitoring and evaluating emergency services capabilities during emergencies and disasters;
- Plans, implements, coordinates, and evaluates the effectiveness of comprehensive countywide emergency services programs including, resource management, operational readiness, response, rescue, and evacuation plans;
- Oversees the collection, analysis and evaluation of complex data; reviews the preparation of a variety of statistical and other reports regarding emergency services programs and system operations;
- Determines emergency management objectives and priorities consistent with established goals;
- Develops strategic vision, policies, plans and procedures to achieve identified objectives and priorities;
- Develops and monitors performance measures that support County initiatives and strategic goals for emergency management. Ensures planning incorporates whole community concepts and community resiliency principles;
- Evaluates applicable State and Federal legislation affecting departmental operations and functions; develops and/or implements recommendations to policies, plans and/or system changes to ensure adherence to ordinances, regulations and rules;
- Collaborates, coordinates and promotes emergency planning and resiliency building with affected County departments, city, special districts, non-profit organizations, as well as business and private organizations
- Directs and coordinates preparation of a variety of contingency plans, in response to identification of hazards including radiological safety, transportation accidents, hazardous materials related incidents, earthquakes, fires, floods, and other emergencies;
- Prepares, manages and monitors the Emergency Services annual budget and expenditures;
- Reviews program funding needs; obtains Federal emergency management funds and directs the programs participation in other State and Federal revenue programs.
- Develops and submits proposals, grant applications and project budgets for mitigation projects and coordinate with funding agencies, contractors, local officials and the community to implement proposals.
- Conducts, facilitates and attends informational seminars, conference, exercises, presentations and public and professional meetings regarding governmental policies and procedures related to emergency management;
- Oversees a public education program for the County, community groups, and the general public;
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices and methods related to emergency management and related programs;
- Advanced principles and practices of emergency services administration, program development and evaluation;
- Emergency response and disaster preparedness systems including, but not limited to, national Incident Management Systems (NIMS), State Emergency Management System (SEMS) and related systems;
- Federal, State and local laws, policies, programs and plans for emergency and disaster management;
- Background and objectives of Federal, State, regional and local emergency services programs and systems;
- Topography and geography used in determining, evaluating, and planning responses to hazards and disasters;
- Technology and trends in areas of emergency and disaster preparedness, response, mitigation and recovery;
- Methods for improving the whole community resiliency model;

- Statistical and analytical techniques applicable to disaster and recovery analysis;
- Techniques employed in public presentations, group dynamics;
- Negotiation techniques and consensus building techniques;
- Applicable statutes, rules, ordinances, codes and regulations;
- County policies and procedures;
- Principles and practices of effective leadership;
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and training;
- Principles, practices, and trends in public administration, leadership, management and strategic planning;
- Principles and practices of governmental budgeting, contract management, and grant programs and fiscal planning.

Ability to:

- Provide administrative, management, and professional leadership.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Establish and maintain effective working relationships with all those contacted during the course of work.
- Direct an operational area program involving a variety of County departments and staff, member agencies, volunteer groups, businesses and community service organizations;
- Formulate and implement countywide emergency plans; evaluate, develop and implement technological changes to improve systems and programs;
- Analyze the potential for disasters and oversee development of comprehensive plans for mitigation, response, and recovery and rescue;
- Analyze emergency situations accurately and implement an effective course of action;
- Interpret and evaluate departmental policies, programs and practices; define problem areas; plan, coordinate and initiate action to implement policy decisions;
- Collect, analyze and evaluate complex data and problems, select alternatives, identify consequences, and develop sound recommendations;
- Prepare comprehensive reports and implement plans and policies;
- Prepare complex grant applications, proposals, and contracts.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Understand, interpret, explain and apply pertinent laws, rules, regulations and ordinances;
- Exercise independent judgment and initiative in solving difficult administrative, technical and personnel problems or issues;
- Work well under pressure with changing issues and emergency conditions and status;
- Recognize and respond appropriately to problems of a sensitive or political nature;
- Coordinate resources and activities of others;
- Communicate effectively orally and in writing, including skill to prepare administrative, technical and statistical reports and comprehensive emergency response plans;

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 Administration, Public Administration or a relevant technical or disaster planning degree and four (4)

years of responsible professional level experience in administration and policy procedure development, purchasing, budget development, research and program analysis in the area of emergency management, or closely related field.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a California Specialized Training Institute (CSTI) Emergency Management Specialist Certificate or International Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM) or Associated Emergency Manager (AEM) is highly desired.
- Completion of Federal Emergency Management Institute (FEMA) Professional Development Series must be obtained within one (1) year of appointment.

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, to inspect various County sites, and to walk on uneven terrain at times; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office and OES 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, and push 45 pounds, as necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. 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

Must be willing to be on-call, work on evenings, weekends, and holidays as required.

JUNE 2023
FLSA: NON-EXEMPT
UNIT: EXECUTIVE/CONF.

PAYROLL TECHNCIAN I/II/SENIOR

DEFINITION

Payroll Technician I/II

Under direction, performs complex fiscal work involved in processing the County and Special District payroll and maintaining employee payroll records; prepares financial and statistical reports and statements for internal and external agencies; and performs related work as required.

Senior Payroll Technician

Under direction, performs the most difficult and complex fiscal work involved in processing the County and Special District payroll and maintaining employee payroll records; prepares financial and statistical reports and statements for internal and external agencies; may provide lead direction and training for other staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Payroll Technician I/II

Receives direct supervision from the Auditor-Controller. Exercises no direct supervision of staff.

Senior Payroll Technician

Receives general supervision from the Auditor-Controller. Exercises no direct supervision of staff. May exercise technical and functional supervision over lower-level and support staff.

CLASS CHARACTERISTICS

Payroll Technician I: This is the entry-level class in this series. Incumbents initially are given detailed supervision in learning the techniques related to payroll and financial and statistical reporting. As experience is gained, assignments become more varied, complex, and difficult and close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Payroll Technician II: This is the fully competent level class in this series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents may assume specialized responsibility for a particular function within the class. This class is distinguished from the Senior Payroll Clerk in that the latter provides

technical and functional direction to lower-level support staff, is responsible for more complex reporting requirements and provides intra-department coordination.

Senior Payroll Technician: This is the senior level class in this payroll technician series. Positions in this class perform the most complex and advanced duties in payroll and financial and statistical reporting. This position provides day-to-day management of payroll services and has developed specific knowledge of the county's memoranda of understand, personnel policie and procedures and applies this knowledge to the payroll function. Incumbents work with a high level of independence within their area(s) of expertise while providing para-professional support and completing complex clerical assignments. Incumbents may provide lead direction and training of lower-level staff. This class id distingiusihed from Payroll Technician I/II by the scope of supervision and intra-deparmtent coordination and by the complexity of reporting requirements. Carries out functions in aconfidential capacity as defined in the Meyrs-Milias Brown Act.

The positions in the Payroll Clerk class series are flexibly staffed and positions at the h level are normally filled by advancement from the lower-level based on department need after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

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.

Payroll Technician I/II

- Performs and processes the County and Special District bi-weekly payroll including but not limited to pay sheets, timecards, warrants, electronic deposits, and departmental reports.
- Prepares and calculates monthly US Department of Labor Report.
- Prepares and maintains department PERS relief and retiree schedules and applies the 1,000 and 960 hour rules respectively.
- Reviews timecards for accuracy and completeness; supervises the inputting and balancing of information from time cards into the County's payroll processing system.
- Processes direct deposits and various payroll deductions; disperses such funds to various organizations as required and requested.
- Calculates and prepares federal and state payroll tax deposits.
- Calculates and prepares cash-outs and pay-offs as requested.
- Prepares reconciliation reports to balance payroll.
- Maintains accurate and up-to-date records of employee leave and time bank donations.
- Processes payroll adjustments as needed.
- Prepares monthly payroll journal entries.
- Performs technical, financial or statistical record keeping.
- Prepares period and special reports for the County, County Special Districts, State and Federal agencies.
- Completes special projects as assigned.
- Receives and responds to inquiries, requests, and complaints from departments, County employees, and the public regarding payroll policies and procedures.
- Provides general clerical work as required including but not limited to preparing correspondence, memoranda, and reports, completing forms, copying and filing documents, entering computer data, generating computer reports and spreadsheets, answering the telephone, etc.

- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs related work as required.

Senior Payroll Technician (In addition to the above)
- Establishes and maintain employee payroll records.
- Establishes and maintain payroll tables including but not limited to earning codes, general deduction codes, and withholding table.
- Prepares annual reports including but not limited to Federal W-2's, W-3's and State DE 7.
- Prepares and calculates quarterly reports including but not limited to State Multiple Worksite, Federal 941 and State DE6.
- Prepares and calculates monthly US Department of Labor Report.
- May provide work direction to lower-level staff.

QUALIFICATIONS

Knowledge of:

Payroll Technician I/II
- Federal, State and local laws, rules and regulations pertaining to payroll and payment of wages.
- Government accounting and budgetary record keeping.
- Procedures for processing various payroll and personnel documents.
- Methods, techniques, and practices of data collection and basic report writing.
- Recent and on-going developments, current literature, and sources of information related to the operations of the payroll function.
- Business letter writing and standard writing practices for correspondence.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Basic math, statistic, and accounting principles and procedures.
- 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.

Senior Payroll Technician (in addition to the above)
- Basic principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.
- Terminology and practices of payroll and tax document processing and record-keeping.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Ability to:

Payroll Technician I/II
- Understand, interpret, explain, and apply policies, procedures, regulations, laws, rules and standards of payroll adminstration.
- Review payroll documents for completeness and accuracy.
- Maintain accurate and confidential payroll files.
- Prepare clear, concise, and competent reports, correspondence and other written materials.
- Gather and compile information from a variety of sources.

- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Analyze situations accurately and adopt effective courses of action.
- Make accurate arithmetic and statistical computations.
- 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.
- 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.

Senior Payroll Technician (in addition to the above)
- Perform difficult and complex para-professional work involving use of a considerable amount of judgment, and requiring speed and accuracy.
- Analyze complex situations accurately and adopt effective courses of action.
- Organize and prioritize complex and difficult projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

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^{th}) grade supplemented by college-level coursework in accounting or financial record keeping.

Payroll Technician I
One (1) year of experience in payroll, financial and statistical record-keeping.

Payroll Technician II
Two (2) years of experience in payroll, financial and statistical record-keeping; or one (1) year as a Payroll Technician I with the County of Tuolumne.

Senior Payroll Technician
Five (5) years of progressively responsible complex and difficult payroll, financial and statistical record-keeping experience; or two (2) years as a Payroll Technician II in Toulumne County.

Licenses and Certifications:

- None.

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 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.

~~NOVEMBER 2015~~JUNE 2023
FLSA: NON-EXEMPT
UNIT: EXECUTIVE/CONF.

PAYROLL TECHNCIAN I/-II/SENIOR

DEFINITION

Payroll Technician I/II

Under direction, performs complex fiscal work involved in processing the County and Special District payroll and maintaining employee payroll records; prepares financial and statistical reports and statements for internal and external agencies; and performs related work as required.

Senior Payroll Technician

Under direction, performs the most difficult and complex fiscal work involved in processing the County and Special District payroll and maintaining employee payroll records; prepares financial and statistical reports and statements for internal and external agencies; may provide lead direction and training for other staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Payroll Technician I/II

Receives direct supervision from the Auditor-Controller. Exercises no direct supervision of staff.

Senior Payroll Technician

Receives general supervision from the Auditor-Controller. Exercises no direct supervision of staff. May exercise technical and functional supervision over lower-level and support staff.

CLASS CHARACTERISTICS

Payroll Technician I: This is the entry-level class in this series. Incumbents initially are given detailed supervision in learning the techniques related to payroll and financial and statistical reporting. As experience is gained, assignments become more varied, complex, and difficult and close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Payroll Technician II: This is the fully competent level class in this series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents may assume specialized responsibility for a particular function

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within the class. This class is distinguished from the Senior Payroll Clerk in that the latter provides technical and functional direction to lower-level support staff, is responsible for more complex reporting requirements and provides intra-department coordination.

Senior Payroll Technician: This is the senior level class in this payroll technician series. Positions in this class perform the most complex and advanced duties in payroll and financial and statistical reporting. This position provides day-to-day management of payroll services and has developed specific knowledge of the county's memoranda of understand, personnel policie and procedures and applies this knowledge to the payroll function. Incumbents work with a high level of independence within their area(s) of expertise while providing para-professional support and completing complex clerical assignments. Incumbents may provide lead direction and training of lower-level staff. This class id distingiusihed from Payroll Technician I/II by the scope of supervision and intra-deparmtent coordination and by the complexity of reporting requirements. Carries out functions in aconfidential capacity as defined in the Meyrs-Milias Brown Act.

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The positions in the Payroll Clerk class series are flexibly staffed and positions at the ~~II~~ h level are normally filled by advancement from the ~~I~~ lower-level ~~requiring two (2) additional years of experience and~~ based on department need after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

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.

Payroll Technician I/II

- Performs and processes the County and Special District bi-weekly payroll including but not limited to pay sheets, timecards, warrants, electronic deposits, and departmental reports.
- Prepares and calculates monthly US Department of Labor Report.
- Prepares and maintains department PERS relief and retiree schedules and applies the 1,000 and 960 hour rules respectively.
- Reviews timecards for accuracy and completeness; supervises the inputting and balancing of information from time cards into the County's payroll processing system.
- Processes direct deposits and various payroll deductions; disperses such funds to various organizations as required and requested.
- Calculates and prepares federal and state payroll tax deposits.
- Calculates and prepares cash-outs and pay-offs as requested.
- Prepares reconciliation reports to balance payroll.
- Maintains accurate and up-to-date records of employee leave and time bank donations.
- Processes payroll adjustments as needed.
- Prepares monthly payroll journal entries.
- Performs technical, financial or statistical record keeping.
- Prepares period and special reports for the County, County Special Districts, State and Federal agencies.
- Completes special projects as assigned.
- Receives and responds to inquiries, requests, and complaints from departments, County employees, and the public regarding payroll policies and procedures.

- Provides general clerical work as required including but not limited to preparing correspondence, memoranda, and reports, completing forms, copying and filing documents, entering computer data, generating computer reports and spreadsheets, answering the telephone, etc.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs related work as required.

Senior Payroll Technician (In addition to the above)
- Establishes and maintain employee payroll records.
- Establishes and maintain payroll tables including but not limited to earning codes, general deduction codes, and withholding table.
- Prepares annual reports including but not limited to Federal W-2's, W-3's and State DE 7.
- Prepares and calculates quarterly reports including but not limited to State Multiple Worksite, Federal 941 and State DE6.
- Prepares and calculates monthly US Department of Labor Report.
- May provide work direction to lower-level staff.

QUALIFICATIONS

Knowledge of:

Payroll Technician I/II
- Federal, State and local laws, rules and regulations pertaining to payroll and payment of wages.
- Government accounting and budgetary record keeping.
- Procedures for processing various payroll and personnel documents.
- Methods, techniques, and practices of data collection and basic report writing.
- Recent and on-going developments, current literature, and sources of information related to the operations of the payroll function.
- Business letter writing and standard writing practices for correspondence.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Basic math, statistic, and accounting principles and procedures.
- 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.

Senior Payroll Technician (in addition to the above)
- Basic principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.
- Terminology and practices of payroll and tax document processing and record-keeping.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Ability to:

Payroll Technician I/II
- Understand, interpret, explain, and apply policies, procedures, regulations, laws, rules and standards of payroll adminstration.
- Review payroll documents for completeness and accuracy.

- Maintain accurate and confidential payroll files.
- Prepare clear, concise, and competent reports, correspondence and other written materials.
- Gather and compile information from a variety of sources.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Analyze situations accurately and adopt effective courses of action.
- Make accurate arithmetic and statistical computations.
- 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.
- 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.

Senior Payroll Technician (in addition to the above)

- Perform difficult and complex para-professional work involving use of a considerable amount of judgment, and requiring speed and accuracy.
- Analyze complex situations accurately and adopt effective courses of action.
- Organize and prioritize complex and difficult projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

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 (12th) grade supplemented by college-level coursework in accounting or financial record keeping.

Payroll ~~Clerk~~ Technician I~~/II~~
One (1) year of experience in payroll, financial and statistical record-keeping.

~~Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in accounting or financial record keeping.~~

Payroll ~~Clerk~~ Technician II
Two (2) years of experience in payroll, financial and statistical record-keeping; or one (1) year as a ~~at a level equivalent to that of a~~ Payroll Technician I with the County of Tuolumne.

Senior Payroll Technician
Five (5) years of progressively responsible complex and difficult payroll, financial and statistical record-keeping experience; or two (2) years as a Payroll Technician II in Toulumne County.

Licenses and Certifications:

- None.

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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 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.

JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

SUPERINTENDENT – ROADS AND FLEET SERVICES

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the maintenance of County roads and bridges and related public works projects and programs, including assisting with long- and short-term project planning, overseeing the design, construction, maintenance, and operations of a wide variety of road maintenance projects, and other programs; coordinates assigned activities with other County departments and outside agencies; oversees the management of Fleet Services; provides complex and responsible support to the Public Works Director and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification that manages the operations, maintenance, and repair of the County's road, storm drainage systems, and related facilities, as well as the management of Fleet Services. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the roads division, including participating in short- and long-term capital improvement planning, and development and administration of Federal, State, and local funds for capital improvements, expansions, and various other projects and studies. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other County departments and public agencies. This class is distinguished from Public Works Director in that the latter has overall responsibility for multiple functions within the agency including Engineering, Airports, Roads, Fleet Services, Solid Waste, Surveying and GIS.

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.

- Plans, manages, and oversees the daily functions, operations, and activities of work crews engaged in road and bridge maintenance and support services.
- Plans, manages, and oversees the daily functions, operations, and activities of Fleet Services staff engaged fleet maintenance.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Participates in the development and administration of and oversees division budgets.
- Assists with the planning and designing of a wide variety of public works projects, including the preparation of maps, plans, charts, and diagrams; prepares work specifications, cost estimates and technical reports; may act as field construction manager for larger construction projects, monitoring and preparing change orders, progress reports and recommending progress payments.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns; enforces County ordinances and policies ensuring quality control in the areas of road engineering services.
- Responds to and resolves various issues with residents, other department's representatives, and outside agencies, including roads, slope and drainage, storm drain, channel rehabilitation, and flood zones.
- Serves as a liaison for the assigned function to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Reviews requests for new equipment/software providing justification analysis to purchase and coordinates repairs and assignments of divisional equipment.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Assistant Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Inspects work in progress and completed for compliance with County and department policies and procedures, standards of quality and safety, and all applicable local, State and Federal laws, regulations and guidelines.
- Prepares estimates of labor, materials and equipment required for proposed activities.
- Requisitions necessary tools, supplies, materials, and equipment and maintains inventory and records.
- Assists in processing and issuing a variety of permits, including Transportation Permits.
- Receives and responds to inquiries, requests for assistance, concerns and complaints regarding areas of responsibility.
- Provides support to outside agencies during emergencies, including fires, floods, accidents, and disasters and serves as first contact person with the Sheriff's Department dispatch.
- Prepares, reviews, and completes various reports, including Board of Supervisors agenda reports and division-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a liaison for the assigned division to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Assistant Director and Public Works Director; develops and reviews staff reports related to assigned activities and services; may present information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to public works maintenance and operations programs, policies, and procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance and operations; researches emerging products and enhancements and their applicability to County needs.

- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to road maintenance, engineering and land development projects.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Modern record keeping principles and procedures.
- 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 by effectively dealing with the public, vendors, contractors, and County staff.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- 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.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Theories, principles, techniques, materials and equipment used in the maintenance and repair of roads, bridges, and drainage structures, and related public works projects.
- Theories, principles, techniques and tools used in the maintenance of the County's fleet, including on and off-road equipment.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of proper operation and routine maintenance of light and heavy equipment.
- Safe work practices.
- Business letter and report writing.
- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.

- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Use English 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

Equivalent to a high school diploma or GED and three (5) years of progressively responsible experience performing road construction, repair and maintenance, and fleet management experience or a two year degree with major coursework in civil engineering or a related engineer/construction field and (3) years of supervisory experience in road maintenance and/or other related public works operations.

Licenses and Certifications:
- Possession of a California driver's license and a satisfactory driving record.
- Possession of a California Class "A" driver's license with a tank vehicle endorsement is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County streets, storm drains, and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various County and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around public works infrastructure and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, 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.

WORKING CONDITIONS

May be required to work outside of regular working hours.

~~FEBRUARY~~JUNE 2023~~JUNE 2018~~
FLSA: EXEMPT
UNIT: MANAGEMENT

SUPERINTENDENT – ROADS AND FLEET~~ROAD SUPERINTENDENT~~ SERVICES

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the maintenance of County roads and bridges and related public works projects and programs, including assisting with long- and short-term project planning, overseeing the design, construction, maintenance, and operations of a wide variety of road maintenance projects, and other programs; coordinates assigned activities with other County departments and outside agencies; oversees the management of Fleet Services; provides complex and responsible support to the Public Works~~Community Resources Agency~~ Director~~–~~ and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director~~ Engineering Manager~~. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification that manages the operations, maintenance, and repair of the County's road, storm drainage systems, and related facilities, as well as the management of Fleet Services. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the roads division, including participating in short- and long-term capital improvement planning, and development and administration of Federal, State, and local funds for capital improvements, expansions, and various other projects and studies. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other County departments and public agencies. This class is distinguished from~~ Engineering Manager~~ Public Works Director in that the latter has overall responsibility for multiple functions within the agency including Engineering, Airports, Roads, Fleet Services, ~~Roads or Fleet Services~~Solid Waste, Surveying and GIS.

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.

- Plans, manages, and oversees the daily functions, operations, and activities of work crews engaged in road and bridge maintenance and support services.
- Plans, manages, and oversees the daily functions, operations, and activities of Fleet Services staff engaged fleet maintenance.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

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- Participates in the development and administration of and oversees division budgets.
- Assists with the planning and designing of ~~-~~a wide variety of public works projects, including the preparation of maps, plans, charts, and diagrams; prepares work specifications, cost estimates and technical reports; may act as field construction manager for larger construction projects, monitoring and preparing change orders, progress reports and recommending progress payments.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns; enforces County ordinances and policies e~~i~~nsuring quality control in the areas of road engineering services.
- Responds to and resolves various issues with residents, other department's representatives, and outside agencies, including roads, slope and drainage, storm drain, channel rehabilitation, and flood zones.
- Serves as a liaison for the assigned function to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Reviews requests for new equipment/software providing justification analysis to purchase and coordinates repairs and assignments of divisional equipment.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Assistant ~~Deputy~~ Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Inspects work in progress and completed for compliance with County and department policies and procedures, standards of quality and safety, and all applicable local, S~~s~~tate and F~~f~~ederal laws, regulations and guidelines.
- Prepares estimates of labor, materials and equipment required for proposed activities.
- Requisitions necessary tools, supplies, materials, and equipment and maintains inventory and records.
- Assists in processing and issuing a variety of permits, including Transportation Permits.
- Receives and responds to inquiries, requests for assistance, concerns and complaints regarding areas of responsibility.
- Provides support to outside agencies during emergencies, including fires, floods, accidents, and disasters and serves as first contact person with the Sheriff's Department dispatch.
- Prepares, reviews, and completes various reports, including Board of Supervisors agenda reports and division-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a liaison for the assigned division to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the ~~Deputy~~ Assistant Director and Public Works Director; develops and reviews staff reports related to assigned activities and services; may present information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to public works maintenance and operations programs, policies, and procedures.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance and operations; researches emerging products and enhancements and their applicability to County needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to road maintenance, engineering and land development projects.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Modern record keeping principles and procedures.
- 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 by effectively dealing with the public, vendors, contractors, and County staff.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- 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.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Theories, principles, techniques, materials and equipment used in the maintenance and repair of roads, bridges, and drainage structures, and related public works projects.
- Theories, principles, techniques and tools used in the maintenance of the County's fleet, including on and off-road equipment.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of proper operation and routine maintenance of light and heavy equipment.
- Safe work practices.
- Business letter and report writing.
- 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:

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- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Use English 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

Equivalent to a high school diploma or GED and three (5~~3~~) years of progressively responsible experience performing road construction, repair and maintenance, and fleet management experience or a two year degree with major coursework in civil engineering or a related engineer/construction field and (3) years of supervisory experience in road maintenance and/or other related public works operations.

Licenses and Certifications:

- Possession of a California driver's license and a satisfactory driving record.
- Possession of a California Class "A" driver's license with a tank vehicle endorsement is highly desirable.
- ~~Possession of a certified pesticide applicators license within twelve (12) months of employment.~~

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County streets, storm drains, and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various County and meeting sites; vision to read printed materials and a computer screen;

color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around public works infrastructure and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, 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.

WORKING CONDITIONS

May be required to work outside of regular working hours.

JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

SUPERVISING DISTRICT ATTORNEY'S INVESTIGATOR

DEFINITION

Under general direction, plans, organizes, supervises, oversees, coordinates and reviews the work of investigations staff; investigates difficult and complex criminal cases for the District Attorney's Office; obtains and processes information and evidence required to prepare cases for prosecutors; assists local law enforcement jurisdictions with criminal investigations; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Attorney. Exercises direct and general supervision over assigned investigations staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the District Attorney Investigators series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of the investigations staff. Incumbents are expected to independently perform the full range of District Attorney investigation duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification functions as a peace officer in accordance with the provisions of Section 830.1 of the California Penal Code.

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.

- Assists in the development and administration of the division budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary
- Manages citizen complaints and internal disciplinary actions.
- Oversees and reviews the Internal Affairs and formal complaint investigation process for employees within the Office of the District Attorneys; provides recommendations to the District Attorney
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the division; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Works collaboratively with partnering County agencies and programs, community agencies, law enforcement, state and federal agencies, and other organizations to develop, modify, and promote law enforcement programs and services.
- Serves as a liaison for the major section or division to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to and serves as member on multidisciplinary and community teams, committees, and task forces, as necessary.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; researches emerging products and enhancements and their applicability to County needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; negotiates and resolves significant and controversial issues.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for performing investigations for the District Attorney's Office.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Monitors operations and activities of assigned function; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvement.
- Determines and recommends equipment, materials, and staffing needs for assigned function; monitors, controls and orders supplies and equipment.
- Manages the most complex or highly sensitive cases thorough investigations of suspected criminal and civil violations, including grand jury, major fraud, homicide, child abduction, sexual assault and other issues.

  Monitors, supports and participates in key criminal investigations by other agencies at the request of the District Attorney; determines and recommends Department of Justice involvement.
- Reviews and approves reports and other documentation prepared by staff; prepares comprehensive reports and documentation to support and facilitate legal prosecution.
- Collects and analyzes evidence and information to obtain an accurate account of the events, participants and properties involved in an assigned case; locates and interviews victims, witnesses and others, and interrogates suspects.
- Prepares facts and documentation to obtain warrants and develop a case; obtains and serves subpoenas, arrests, and search warrants.
- Logs and maintains court exhibits.
- May arrest criminal suspect(s) during the course of an investigation.
- Provides expert witness testimony in court as required.
- Conducts criminal and employment background investigations as necessary or requested.
- Arranges protective custody or other protective measures for crime victims as necessary.
- Works closely with the District Attorney and staff, other departments, and agencies in identifying, investigating, and preparing cases and related activities.
- Evaluates assigned operations and activities; recommends modifications in policies and/or procedures to ensure maximum effectiveness and safety.
- Participates in establishing the budget for assigned function; monitors expenditures and prepares related records and reports.
- Maintains assigned equipment and vehicle.
- Responds to and resolves inquiries, complaints and requests for assistance in areas of responsibility.
- Performs general administrative and clerical duties as necessary, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, answering the telephone, sending and receiving faxes, and ordering supplies.
- Attends training to maintain and improve job knowledge, skills and certifications; maintains proficiency in the use and care of firearms.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices of police science, administration, and organization; modern law enforcement methods and procedures, including patrol; crime prevention, traffic control and bailiff and courthouse functions; criminal investigation methods and techniques; laws of pursuit, apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Principles and practices of budget development and administration.
- 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.
- Organization and management practices as applied to the development, analysis, and evaluation of law enforcement programs, policies, and operational needs.
- Practices of researching law enforcement operations and services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to law enforcement programs and services.
- Proper and effective methods of deploying law enforcement personnel.
- Proper use and care of department authorized firearm.
- Federal, state, and local laws, codes, ordinances, regulations, and standards affecting District Attorney Investigation operations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State and County laws, codes, ordinances, regulations and standards affecting assigned operations.
- Principles, practices, techniques and equipment used in in-depth criminal investigation, pursuit, and apprehension of suspects, and arrest and custody of prisoners.
- Laws, codes, regulations and court rules governing suspect and prisoner rights, search and seizure, and rules of evidence.
- Grand jury procedures and requirements pertaining to investigative work.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation and prosecution of criminal cases.
- Safety practices and precautions pertaining to law enforcement and investigative work.
- Locations and characteristics of various neighborhoods.
- Modern office procedures, practices and technology, including the use of computers in data and word processing.
- Report preparation methods.
- Principles and practices of records and file management.
- Basic mathematics.
- Modern office procedures, practices and technology related to the work, including the use of computers in data and word processing.
- 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:

- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Organize, implement, and direct investigation program and activities.

- Identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solution.
- Interpret, analyze and apply pertinent federal, State and local laws, rules and regulations.
- Analyze complex criminal investigation problems, develop alternatives and adopt effective courses of action.
- Keep abreast of trends, technology, and requirements in law enforcement and investigative operations.
- Evaluate assigned functions and operations and develop recommendations to improve service and efficiency.
- Assess emergency circumstances and develop, implement, and direct appropriate response strategies.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Use and care for firearms.
- Deal courteously, yet firmly and effectively, with the public in law enforcement situations.
- Observe and accurately recall places, names, descriptive characteristics and facts of incidents.
- Maintain accurate records and prepare clear and concise reports and other written materials.
- Use computer programs for record-keeping and reporting purposes.
- Make required calculations accurately as required.
- 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^{th}) grade, supplemented by 15 college semester hours in police science, criminal justice, or a related field and two (2) years of field experience in criminal investigations as a DA Investigator in Tuolumne County or one (1) year of lead or supervisory experience in law enforcement.

Licenses and Certifications:

- Possession of a valid California driver's license and a satisfactory driving record.
- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.)
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is desirable.
- Possession and maintenance of firearms qualification.

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 to perform investigations and surveillance, transport suspects and evidence, and visit various County and meeting sites; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to investigate crimes. Finger dexterity

is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 60 pounds as necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed 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 principal 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 on a call-in basis, and on evenings, weekends, and holidays. Must have internet access at home residence.

~~NOVEMBER 2015~~JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

SUPERVISING DISTRICT ATTORNEY'S INVESTIGATOR

DEFINITION

Under general direction, plans, organizes, supervises, oversees, coordinates and reviews the work of investigations staff; ~~-~~investigates difficult and complex criminal cases for the District Attorney's Office; obtains and processes information and evidence required to prepare cases for prosecutors; assists local law enforcement jurisdictions with criminal investigations; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Attorney. Exercises direct and general supervision over assigned investigations staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the District Attorney Investigators series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of the investigations staff. Incumbents are expected to independently perform the full range of District Attorney investigation duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification functions as a peace officer in accordance with the provisions of Section 830.1 of the California Penal Code.

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.

- Assists in the development and administration of the division budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary
- Manages citizen complaints and internal disciplinary actions.
- Oversees and reviews the Internal Affairs and formal complaint investigation process for employees within the ~~department~~Office of the District Attorneys; provides recommendations to the District Attorney
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the division; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Works collaboratively with partnering County agencies and programs, community agencies, law enforcement, state and federal agencies, and other organizations to develop, modify, and promote law enforcement programs and services.
- Serves as a liaison for the major section or division to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to and serves as member on multidisciplinary and community teams, committees, and task forces, as necessary.

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- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; researches emerging products and enhancements and their applicability to County needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; negotiates and resolves significant and controversial issues.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for performing investigations for the District Attorney's Office.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Monitors operations and activities of assigned function; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvement.
- Determines and recommends equipment, materials, and staffing needs for assigned function; monitors, controls and orders supplies and equipment.
- Manages the most complex or highly sensitive cases thorough investigations of suspected criminal and civil violations, including grand jury, major fraud, homicide, child abduction, sexual assault and other issues.
- Monitors, supports and participates in key criminal investigations by other agencies at the request of the District Attorney; determines and recommends Department of Justice involvement.
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- Reviews and approves reports and other documentation prepared by staff; prepares comprehensive reports and documentation to support and facilitate legal prosecution.
- Collects and analyzes evidence and information to obtain an accurate account of the events, participants and properties involved in an assigned case; locates and interviews victims, witnesses and others, and interrogates suspects.
- Prepares facts and documentation to obtain warrants and develop a case; obtains and serves subpoenas, arrests, and search warrants.
- Logs and maintains court exhibits.
- May arrest criminal suspect(s) during the course of an investigation.
- Provides expert witness testimony in court as required.
- Conducts criminal and employment background investigations as necessary or requested.
- Arranges protective custody or other protective measures for crime victims as necessary.
- Works closely with the District Attorney and staff, other departments, and agencies in identifying, investigating, and preparing cases and related activities.
- Evaluates assigned operations and activities; recommends modifications in policies and/or procedures to ensure maximum effectiveness and safety.
- Participates in establishing the budget for assigned function; monitors expenditures and prepares related records and reports.
- Maintains assigned equipment and vehicle.
- Responds to and resolves inquiries, complaints and requests for assistance in areas of responsibility.
- Performs general administrative and clerical duties as necessary, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, answering the telephone, sending and receiving faxes, and ordering supplies.
- Attends training to maintain and improve job knowledge, skills and certifications; maintains proficiency in the use and care of firearms.
- Performs related duties as required.

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QUALIFICATIONS

Knowledge of:

- Administrative principles and practices of police science, administration, and organization; modern law enforcement methods and procedures, including patrol; crime prevention, traffic control and bailiff and courthouse functions; criminal investigation methods and techniques; laws of pursuit, apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Principles and practices of budget development and administration.
- ~~O~~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.
- Organization and management practices as applied to the development, analysis, and evaluation of law enforcement programs, policies, and operational needs.
- Practices of researching law enforcement operations and services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to law enforcement programs and services.
- Proper and effective methods of deploying law enforcement personnel.
- Proper use and care of department authorized firearm.
- Federal, state, and local laws, codes, ordinances, regulations, and standards affecting District Attorney Investigation operations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State and County laws, codes, ordinances, regulations and standards affecting assigned operations.
- Principles, practices, techniques and equipment used in in-depth criminal investigation, pursuit, and apprehension of suspects, and arrest and custody of prisoners.
- Laws, codes, regulations and court rules governing suspect and prisoner rights, search and seizure, and rules of evidence.
- Grand jury procedures and requirements pertaining to investigative work.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation and prosecution of criminal cases.
- Safety practices and precautions pertaining to law enforcement and investigative work.
- Locations and characteristics of various neighborhoods.
- Modern office procedures, practices and technology, including the use of computers in data and word processing.
- Report preparation methods.
- Principles and practices of records and file management.
- Basic mathematics.
- Modern office procedures, practices and technology related to the work, including the use of computers in data and word processing.
- 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:

- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Organize, implement, and direct investigation program and activities.

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- Identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solution.
- Interpret, analyze and apply pertinent federal, State and local laws, rules and regulations.
- Analyze complex criminal investigation problems, develop alternatives and adopt effective courses of action.
- Keep abreast of trends, technology, and requirements in law enforcement and investigative operations.
- Evaluate assigned functions and operations and develop recommendations to improve service and efficiency.
- Assess emergency circumstances and develop, implement, and direct appropriate response strategies.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Use and care for firearms.
- Deal courteously, yet firmly and effectively, with the public in law enforcement situations.
- Observe and accurately recall places, names, descriptive characteristics and facts of incidents.
- Maintain accurate records and prepare clear and concise reports and other written materials.
- Use computer programs for record-keeping and reporting purposes.
- Make required calculations accurately as required.
- 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^{th}) grade, supplemented by 15 college semester hours in police science, criminal justice, or a related field and two (2) years of field experience in criminal investigations ~~at a level equivalent to~~as a ~~Sheriff's Investigator~~ DA Investigator in Tuolumne County ~~and~~ or ~~two (2)~~one (1) year~~s~~ of lead or supervisory experience in law enforcement. ~~Experience in law enforcement is desirable.~~

Licenses and Certifications:

- Possession of a valid California driver's license and a satisfactory driving record.
- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.)
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is desirable.
- Possession and maintenance of firearms qualification.

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 to perform investigations and surveillance, transport suspects and evidence, and visit various County and meeting sites; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent

walking on uneven terrain, and climbing and descending structures to investigate crimes. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 60 pounds as necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed 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 principal 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 on a call-in basis, and on evenings, weekends, and holidays. Must have internet access at home residence.

JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

SUPERVISING PROBATION OFFICER

DEFINITION

Under general direction, supervises, organizes, oversees, coordinates, and reviews the work of staff performing case management of adult and/or juvenile probationers, conducting investigations, and preparing reports and recommendations to the court related to sentencing of adult offenders and disposition of juvenile offenders; provides responsible support to assigned Probation Division Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Probation Division Manager. Exercises direct and general supervision over assigned probation staff.

CLASS CHARACTERISTICS

This is the first-line full supervisory-level classification in the Deputy Probation Officer series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of probation staff involved in managing cases, investigations, and reports. Incumbents are expected to independently perform the full range of deputy probation officer duties, but generally they spend at least half of their time in the performance of supervisor duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Probation Division Manager in that the latter has broad management responsibility for the Adult Probation Unit or Juvenile Probation Unit, and the Supervising Probation Officers are responsible for smaller units within the Adult and Juvenile Probation Units. Supervising Probation Officers provide direct supervision to deputy probation officers assigned to specialized units, such as Adult Field Supervision, Adult Court Services, Juvenile Placement and Court Services, or act as the Department's assigned training manager for sworn staff.

This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.5 and 832 and may be required to carry a firearm as required by the Chief Probation Officer.

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.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for performing case management services including supervising, counseling, and monitoring adult and juvenile offenders on probation, Post Release Community Supervision (PRCS), and Mandatory Supervision, conducting investigations and field searches; and preparing various court and case reports; reviews reports, risk assessments, and court orders and determines case assignments to deputy probation officers.

- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Monitors operations and activities of assigned program/function; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for the assigned programs and activities; monitors, controls, and orders supplies and equipment.
- Manages the most complex and/or highly sensitive cases; conducts the more difficult, unusual, or sensitive investigations and recommends appropriate course of action to the courts; processes paperwork for interstate transfers to probationers.
- Reviews and approves assessments, reports, and other documentation prepared by staff.
- Coordinates Probation Department training program for all staff including tracking requirements, identifying training classes, scheduling and enrolling staff, and maintaining records.
- Assists managers conducting internal investigations and may assist with certain aspects of formal Internal Affairs investigations.
- Supervises assigned probation-related programs including electronic monitoring programs, pretrial services, juvenile placements, sex offender treatment, officer field training programs, Work Release services, the Juvenile Work Program, vehicle fleet maintenance, and the department canine program; reviews and evaluates program services and implements recommendations for improvements.
- Provides staff assistance to assigned Probation Division Manager; prepares and presents reports and correspondence.
- Supervises the preparation and maintenance of reports, records, and files; ensures the proper documentation of activities.
- Receives and responds to inquiries, concerns, and complaints regarding assigned programs, activities, and staff; investigates complaints; recommends corrective actions to resolve issues.
- Works collaboratively with partnering County agencies and programs, schools, treatment providers, community agencies, law enforcement, District Attorney and staff, client attorneys, other legal representation, and others during the course of client probation.
- Reviews current developments related to legal codes and regulations and probation operations, conducts research, evaluates implications for the County, develops procedures and recommendations, and assists in planning and management of the department operations.
- Attends and participates in professional, committee, and partner agency meetings; stays abreast of new trends and innovations in the field of probation and other services as they relate to the area of assignment.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of adult and juvenile probation work including best practices including Evidence Based Practices.
- Principles and techniques of interviewing and investigation.
- Principles and theories of applied psychology and/or sociology.
- General community resources necessary to assist in crime and delinquency control.
- Case planning and management including intervention and diversion programs and adjunct therapies.
- Court procedures and operations.

- Safety practices and equipment related to the work.
- Federal, state, and local laws, ordinances and policies applicable to adult and juvenile custody and probation.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping principles and procedures.
- 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:

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct probation programs and activities.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Supervise the development and implementation of and evaluate effective case management strategies, including involvement of appropriate adjunct services and therapies.
- Supervise and conduct investigations and evaluations of juvenile and adult criminal and other situations including social history, nature of crime or situation, aggravating/mitigating circumstances, and related factors of evaluation.
- Analyze case-related documents and make appropriate deductions and recommendations.
- Review and prepare comprehensive reports and recommendations related to probation.
- Supervise and monitor an adult and/or juvenile caseload, including enforcing terms of probation, facilitating progress, search and seizure, and recommending revocation of probation.
- Plan and make effective presentations to authoritative groups such as courts; testify in court.
- Make quick, sound, and independent decisions based on facts.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Prepare clear, concise and accurate reports, records, and other correspondence and documents.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Graduation from a four-year college or university with major coursework in psychology, sociology, criminal justice, or a related field and five (5) years of probation experience, including at least one (1) year of lead or supervisory experience.

Must complete and pass Standards and Training for Corrections (STC) Supervisor Core Course (80 hours of instruction) within one (1) year of appointment.

Licenses and Certifications:

- Possession of a valid California Driver's License and satisfactory driving record.
- Possession of a valid California Penal Code 832 certificate, for appointment as a peace officer.
- If assigned to carry a firearm while on duty, must possess a valid certificate of firearms training per California Penal Code Section 832 and maintain firearm qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a vehicle to various County and meeting sites; maintain California Board of Corrections physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification (if assigned) and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds as necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed 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 emergencies and on evenings, weekends, and holidays. Must be willing to be subject to call-in on a rotating basis. Must have internet access at home residence. Must meet minimum standards as described in California Government Code Sections 1029 and 1031. Must meet physical standards established by the California Board of Corrections and any other pre-employment as well as ongoing peace officer requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals.

~~FEBRUARY~~JUNE~~JUNE~~ 2023~~15~~
FLSA: ~~NON-~~Exempt~~XEMPT~~
Unit: Management

SUPERVISING PROBATION OFFICER

DEFINITION

Under general direction, supervises, organizes, oversees, coordinates, and reviews the work of staff performing case management of adult and/or juvenile probationers, conducting investigations, and preparing reports and recommendations to the court related to sentencing of adult offenders and disposition of juvenile offenders; provides responsible support to assigned Probation Division Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Probation Division Manager. Exercises direct and general supervision over assigned probation staff.

CLASS CHARACTERISTICS

This is the first-line full supervisory-level classification in the Deputy Probation Officer series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of probation staff involved in managing cases, investigations, and reports. Incumbents are expected to independently perform the full range of deputy probation officer duties, but generally they spend at least half of their time in the performance of supervisor duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Probation Division Manager in that the latter ~~is a management classification and~~ has broad management responsibility for the Adult Probation Unit or Juvenile Probation Unit, and the Supervising Probation Officers are responsible for smaller units within the Adult and Juvenile Probation Units. Supervising Probation Officers provide direct supervision to deputy probation officers assigned to specialized units, such as Adult Field Supervision, Adult Court Services, Juvenile Placement and Court Services, or act as the Department's assigned training manager for sworn staff.

This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.5 and 832 and may be required to carry a firearm as required by the Chief Probation Officer.

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.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for performing case management services including supervising, counseling, and monitoring adult and juvenile offenders on probation, Post Release Community Supervision (PRCS), and Mandatory Supervision, conducting investigations and field searches; and preparing various court and case reports; reviews reports, risk assessments, and court orders and determines case assignments to deputy probation officers.

- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Monitors operations and activities of assigned program/function; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for the assigned programs and activities; monitors, controls, and orders supplies and equipment.
- Manages the most complex and/or highly sensitive cases; conducts the more difficult, unusual, or sensitive investigations and recommends appropriate course of action to the courts; processes paperwork for interstate transfers to probationers.
- Reviews and approves assessments, reports, and other documentation prepared by staff.
- Coordinates Probation Department training program for all staff including tracking requirements, identifying training classes, scheduling and enrolling staff, and maintaining records.
- Assists managers conducting internal investigations and may assist with certain aspects of formal Internal Affairs investigations.
- Supervises assigned probation-related programs including ~~day treatment, banked driving under the influence (DUI), and~~ electronic monitoring programs, pretrial services, juvenile placements, sex offender treatment, officer field training programs, Work Release services, the Juvenile Work Program, vehicle fleet maintenance, and the department canine program; reviews and evaluates program services and implements recommendations for improvements.
- Provides staff assistance to assigned Probation Division Manager; prepares and presents reports and correspondence.
- Supervises the preparation and maintenance of reports, records, and files; ensures the proper documentation of activities.
- Receives and responds to inquiries, concerns, and complaints regarding assigned programs, activities, and staff; investigates complaints; recommends corrective actions to resolve issues.
- Works collaboratively with partnering County agencies and programs, schools, treatment providers, community agencies, law enforcement, District Attorney and staff, client attorneys, other legal representation, and others during the course of client probation.
- Reviews current developments related to legal codes and regulations and probation operations, conducts research, evaluates implications for the County, develops procedures and recommendations, and assists in planning and management of the department operations.
- Attends and participates in professional, committee, and partner agency meetings; stays abreast of new trends and innovations in the field of probation and other services as they relate to the area of assignment.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of adult and juvenile probation work including best practices including Evidence Based Practices.
- Principles and techniques of interviewing and investigation.
- Principles and theories of applied psychology and/or sociology.
- General community resources necessary to assist in crime and delinquency control.
- Case planning and management including intervention and diversion programs and adjunct therapies.

- Court procedures and operations.
- Safety practices and equipment related to the work.
- Federal, state, and local laws, ordinances and policies applicable to adult and juvenile custody and probation.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping principles and procedures.
- 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:

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct probation programs and activities.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Supervise the development and implementation of and evaluate effective case management strategies, including involvement of appropriate adjunct services and therapies.
- Supervise and conduct investigations and evaluations of juvenile and adult criminal and other situations including social history, nature of crime or situation, aggravating/mitigating circumstances, and related factors of evaluation.
- Analyze case-related documents and make appropriate deductions and recommendations.
- Review and prepare comprehensive reports and recommendations related to probation.
- Supervise and monitor an adult and/or juvenile caseload, including enforcing terms of probation, facilitating progress, search and seizure, and recommending revocation of probation.
- Plan and make effective presentations to authoritative groups such as courts; testify in court.
- Make quick, sound, and independent decisions based on facts.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Prepare clear, concise and accurate reports, records, and other correspondence and documents.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Graduation from a four-year college or university with major coursework in psychology, sociology, criminal justice, or a related field and five (5) years of probation experience, including at least one (1) year of lead or supervisory experience.

Must complete and pass Standards and Training for Corrections (STC) Supervisor Core Course (80 hours of instruction) within one (1) year of appointment.

Licenses and Certifications:

- Possession of a valid California Driver's License and satisfactory driving record.
- Possession of a valid California Penal Code 832 certificate, for appointment as a peace officer.
- If assigned to carry a firearm while on duty, must possess a valid certificate of firearms training per California Penal Code Section 832 and maintain firearm qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a vehicle to various County and meeting sites; maintain California Board of Corrections physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification (if assigned) and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds as necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed 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 emergencies and on evenings, weekends, and holidays. Must be willing to be subject to call-in on a rotating basis. Must have internet access at home residence. Must meet minimum standards as described in California Government Code Sections 1029 and 1031. Must meet physical standards established by the California Board of Corrections and any other pre-employment as well as ongoing peace officer requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals.

FUND	DEPARTMENT	ACTION	EFF. DATE	DESCRIPTION	FTE Change	Meet & Confer Complete as of 6/15/23	NEW POSITION PAY RATE STEP 1
General Fund							
Included in Budget							
0001	IT	Delete	07/01/23	Fiscal Tech	-1	NO	
0001	IT	Add	07/01/23	Staff Services Analyst I/II/Senior	1		
0001	Public Defender	Delete	07/01/23	Deputy Public Defender IV	-1		
0001	Public Defender	Add	07/01/23	Assistant Public Defender	1	YES	$61.1973
0001	Recreation	Delete	07/01/23	Library and Recreation Manager	-1	NO	
0001	Recreation	Add	07/01/23	Library and Recration Director	1		$41.6816
0001	Animal Control	Delete	07/01/23	Animal Control Manager	-1	NO	
0001	Animal Control	Add	07/01/23	Animal Control Director	1		$38.72
0001	Animal Control	Delete	07/01/23	Animal Control Officer II	-1	NO	
0001	Animal Control	Add	07/01/23	Supervising Animal Control Officer	1		
0001	Probation	Delete	07/01/23	Administrative Assistant	-1	YES	
0001	Probation	Add	07/01/23	Legal Assistant II	1		
0001	CDD	Delete	07/01/23	Business Manager	-1	YES	
0001	CDD	Add	07/01/23	Business and Housing Program Manager	1		
0001	Surveyor/GIS	Delete	07/01/23	GIS Technician	-1	NO	
0001	Surveyor/GIS	Add	07/01/23	GIS Analyst	1		
0001	VW Adv/Outreach	Delete	07/01/23	Fiscal Tech (GF)	-1	NO	
0001	VW Adv/Outreach	Delete	07/01/23	Victim Witness Advocate (GF)	-1	NO	
0001	CDD	Convert	07/01/23	Land Use Tech to Planner I	2	NO	
Included in Budget with Offsetting Revenue							
0001	Probation	Add	09/01/23	Probation Mental Health Clinician	1	NO	
0001	MLRJDF	Add	09/01/23	Probation Mental Health Clinician	1	NO	
0001	OES	Delete	07/01/23	OES Coordinator	-1	YES	

FUND	DEPARTMENT	ACTION	EFF. DATE	DESCRIPTION	FTE Change	Meet & Confer Complete as of 6/15/23	NEW POSITION PAY RATE STEP 1
0001	OES	Add	07/01/23	OES Assistant Director	1		$53.2679
0001	OES	Add	07/01/23	Admin Analyst I/II/Sr	1	YES	
0001	CAO	Delete	07/01/23	Administrative Analyst I/I/Sr	-1	YES	
0001	CAO	Add	07/01/23	Deputy County Administrator	1		
0001	Probation	Delete	07/01/23	Senior Office Assistant	-1	YES	
0001	Probation	Add	07/01/23	Legal Assistant II	1		
0001	Jail	Delete	07/01/23	Fiscal Tech	-1	NO	
0001	Jail	Add	07/01/23	Staff Services Analyst	1		
1150	DSS	Delete	07/01/23	HHSA Personnel Assistant	-1	NO	
0001	Human Resources	Add	07/01/23	Senior HR Tech	1		
				Non-General Fund			
				Included in Budget			
1101	PW Admin	Delete	07/01/23	Engineer I	-1	NO	
1101	PW Admin	Delete	07/01/23	Supervising Engineer	-1	NO	
1101	PW Admin	Add	07/01/23	Assistant PW Director	1	CTMA-NO	$ 60.6231
	PW	Delete	07/01/23	Road Superintendent	-1		
	PW	Add	07/01/23	Road & Fleet Superintendent	1	YES	$ 41.2905
1107	Fire	Add	07/01/23	Supervising Fire Inspector	1	NO	
1107	Fire	Delete	07/01/23	Assistant to Dept Head	-1	NO	
1107	Fire	Add	07/01/23	Staff Services Analyst	1		
				Health and Human Services			
1150	Social Services	Add	7/2/2023	Social Worker I/II/III - Homeless/Housing Services	1	NO	
1150	Social Services	Add	01/01/24	Social Worker I/II/III - Public Guardian/CARE Court	1	NO	
1150	Social Services	Add	07/02/23	Social Worker Assistant - Visit Coaching**	1	NO	

FUND	DEPARTMENT	ACTION	EFF. DATE	DESCRIPTION	FTE Change	Meet & Confer Complete as of 6/15/23	NEW POSITION PAY RATE STEP 1
1150	Social Services	Add	07/02/23	Supervising Staff Services Analyst	1	NO	
1150	Social Services	Add	01/01/24	Senior Staff Services Analyst	1	NO	
1150	Social Services	Delete	07/02/23	Office Assistant	-1	NO	
1150	Social Services	Add	07/02/23	Senior Office Assistant	1		
1150	Social Services	Delete	07/16/23	HSA Personnel Assistant Confidential	-1	NO	
1150	Social Services	Add	07/16/23	Administrative Assistant	1		
1150	Social Services	Delete	07/02/23	HSA Personnel Assistant - Confidential	-1	NO	
1145	Behavioral Health	Add	09/01/23	Clinical Psychologist (Care Court & IST)	1	NO	
1145	Behavioral Health	Add	09/01/23	Forensic Program Specialist (Care Court)	1	NO	
1145	Behavioral Health	Add	09/01/23	Behavioral Health Peer Specialist III (certified) (Care Court)	1	NO	
1145	Behavioral Health	Add	09/01/23	Legal Assistant I/II (Care Court)	1	NO	
1145	Behavioral Health	Add	09/01/23	Administrative Technician	1	NO	
1145	Behavioral Health	Reclass	07/02/23	Staff Services Analyst II to Sr. SSA	1	NO	
1145	Behavioral Health	Add	07/02/23	Sr. BH Worker	1	NO	
1140	Public Health/WIC	Convert	10/08/23	Health Program Technician	-1	NO	
1140	Public Health/WIC	Add	10/08/23	Senior Health Program Tech	1		
1140	Public Health/WIC	Reclass - working out	07/02/23	Sr. Health Program Technician to Program Specialist	1	NO	
1140	Public Health	Delete	07/30/23	Community Health Worker	-1	NO	
1140	Public Health	Delete	07/02/23	Staff Services Analyst	-1	NO	
1140	Public Health	Convert	07/02/23	Grant-funded Program Supervisor to Program Supervisor	1	YES	
1140	Public Health	Delete	07/02/23	Grant-funded Program Specialist	-1	NO	

FUND	DEPARTMENT	ACTION	EFF. DATE	DESCRIPTION	FTE Change	Meet & Confer Complete as of 6/15/23	NEW POSITION PAY RATE STEP 1
1140	Public Health	Delete	07/02/23	Grant-funded Program Specialist	-1	NO	
1140	Public Health	Delete	07/02/23	Grant-funded Health Program Technician	-1	NO	
1140	Public Health	Delete	07/02/23	Grant-funded Senior Staff Services Analyst	-1	NO	

Allocated Positions by Activity and Department
Adopted Budget
Fiscal Year 2023-24

	Adopted FY 20/21	Final FY 20/21	Adopted FY 21/22	Final FY 21/22	Adopted FY 22/23	Final FY 22/23	Adopted FY 23/24
GENERAL BUDGETS							
Board of Supervisors - 101100							
Board Clerk I/II	1.00	1.00	1.00	1.00	-	-	-
Board Clerk I/II/Senior					1.00	1.00	1.00
Chief Deputy Clerk of The Board	-	-	-	-	-	-	-
County Supervisor	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Executive Clerk - Confidential	-	-	1.00	1.00	1.00	1.00	1.00
Total Board of Supervisors:	**6.00**	**6.00**	**7.00**	**7.00**	**7.00**	**7.00**	**7.00**
County Administrative Office - 101300							
Assistant County Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
County Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy County Administrator	1.00	1.00	-	-	-	-	1.00
Executive Assistant / Deputy Clerk of the Board	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Administrative Analyst				2.00	-	-	-
Administrative Analyst I/II/Senior	2.00	2.00	2.00		4.00	2.00	1.00
Total County Administrative Office:	**6.00**	**6.00**	**5.00**	**5.00**	**7.00**	**5.00**	**5.00**
CAO Emergency Services - 101315							
Administrative Analyst I/II/Senior GF	1.00	1.00	1.00	1.00	2.00	2.00	3.00
Executive Clerk - Confidential	1.00	1.00	-	-	-	-	
OES Assistant Director	-	-	-	-	-	-	1.00
OES Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	-
Senior Administrative Analyst	-	-	-	-	-	-	-
Total CAO Emergency Services:	**3.00**	**3.00**	**2.00**	**2.00**	**3.00**	**3.00**	**4.00**
OES Tree Mortality - 101320							
Administrative Analyst I/II	-	-	-	-	-	-	-
Administrative Assistant	-	-	-	-	-	-	-
Administrative Technician	-	-	-	-	-	-	-
Total OES Tree Mortality:	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Master Stewardship Agreement - 101345							
Administrative Analyst I/II	-	-	1.00	1.00	2.00	-	-
Administrative Analyst I/II/Senior						2.00	2.00
Total Master Stewardship Agreement:	**-**	**-**	**1.00**	**1.00**	**2.00**	**2.00**	**2.00**
National Disaster Resiliency Grant - 101400							
Capital Project Director	-	-	1.00	(1.00)	-	-	-
Total National Disaster Resiliency Grant:	**-**	**-**	**1.00**	**(1.00)**	**-**	**-**	
Auditor - Controller - 102100							
Account Clerk I/II	-	-	-	-	-	-	-
Account Clerk I/II/Senior	-	-	-	-	-	-	1.00
Assistant Auditor-Controller	1.00	1.00	1.00	1.00	2.00	1.00	1.00
Chief Deputy Assistant Auditor-Controller	-	-	-	-	-	1.00	1.00
Clerk/ Auditor-Controller	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Auditor-Controller	1.00	1.00	1.00	1.00	1.00	1.00	1.00

	Fiscal Technician	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Payroll Technician I/II	1.00	1.00	1.00	1.00	1.00	1.00	
	Payroll Technician I/II/Senior	-	-	-		-	-	2.00
	Property Tax Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00	-
	Senior Payroll Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
	Special Projects Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Total Auditor Controller:	**12.00**	**12.00**	**12.00**	**12.00**	**13.00**	**13.00**	**13.00**
Treasurer - Tax Collector - 102200								
	Accountant I/II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Account Clerk I/II/Senior	-	-	-	-	-	-	1.00
	Assistant Treasurer-Tax Collector	-	-	-	-	1.00	1.00	1.00
	Fiscal Technician	1.00	1.00	1.00	1.00	2.00	2.00	2.00
	Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00	-
	Senior Accountant	1.00	1.00	1.00	1.00	-	-	-
	Treasurer-Tax Collector	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total Treasure Tax Collector:	**5.00**	**5.00**	**5.00**	**5.00**	**6.00**	**6.00**	**6.00**
Assessor - Recorder - 102300								
	Appraiser I/II	1.00	1.00	1.00	1.00	1.00	-	
	Appraiser I/II/Senior	-	-	-	-	-	3.00	3.00
	Assessment Services Program Manager	-	-	-	-	-	1.00	1.00
	Assessment Technician I/II	1.00	1.00	1.00	2.00	2.00	-	-
	Assessment Technician I/II/Senior	-	-	-	-	-	-	
	Assessment Recording Technician I/II/Senior	-	-	-	-	-	3.00	3.00
	Assessor-Recorder	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Assistant Assessor	-	-	-	-	-	-	-
	Assistant Assessor-Recorder	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Assistant Recorder	-	-	-	-	-	-	-
	Auditor-Appraiser I/II	1.00	1.00	1.00	1.00	1.00	-	-
	Auditor-Appraiser I/II/Senior	-	-	-	-	-	-	-
	Cadastral GIS Tech I/II/Senior	-	-	-	-	-	1.00	1.00
	Office Assistant	-	-	1.00	-	-	-	-
	Recordable Documents Examiner I/II	1.00	1.00	1.00	1.00	1.00	-	
	Recordable Documents Examiner I/II/Senior	-	-	-	-	-	2.00	2.00
	Recording Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Senior Appraiser	2.00	2.00	2.00	2.00	2.00	-	-
	Senior Assessment Technician	1.00	1.00	1.00	1.00	1.00	-	-
	Senior Cadastral GIS Technician	1.00	1.00	1.00	1.00	1.00	-	-
	Senior Recordable Documents Examiner	1.00	1.00	1.00	1.00	1.00	-	-
	Transfer Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total Assessor-Recorder:	**13.00**	**13.00**	**14.00**	**14.00**	**14.00**	**14.00**	**14.00**
Archives - 102335								
	Records Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total Archives:	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**
Revenue Recovery - 102400								
	Collections Officer I/II	2.00	2.00	2.00	2.00	2.00	2.00	-
	Collections Officer I/II/Senior	-	-	-	-	-	-	3.00
	Office Assistant/Senior Office Assistant	1.00	1.00	1.00	1.00	1.00	1.00	-
	Revenue Recovery Manager	-	-	-	-	-	-	-

	Revenue Recovery Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Senior Collections Officer	1.00	1.00	1.00	1.00	1.00	1.00	-
	Total Revenue Recovery:	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**	**4.00**
County Counsel - 103100								
	Assistant to County Counsel	1.00	-	-	-	-	-	-
	County Counsel	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	County Counsel Attorney Assistant	1.00	1.00	1.00	1.00	-	-	-
	Deputy County Counsel I/II/III/IV	3.00	3.00	3.00	3.00	4.00	4.00	4.00
	Executive Legal Assistant	-	1.00	1.00	1.00	2.00	2.00	-
	Executive Legal Assistant I/II/Senior	-	-	-	-	-	-	2.00
	Total County Counsel:	**6.00**	**6.00**	**6.00**	**6.00**	**7.00**	**7.00**	**7.00**
Human Resources - Risk Mgmt - 104100								
	Confidential Clerk	-	-	-	-	-	-	-
	Human Resources Analyst I/II/Senior	1.00	1.00	1.00	1.00	4.00	4.00	3.00
	Human Resources Director/Risk Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Human Resources Manager	-	-	-	-	-	1.00	1.00
	Human Resources Technician I/II	1.00	1.00	1.00	1.00	-	-	-
	Human Resources Technician I/II/Senior	-	-	-	-	-	-	2.00
	Risk Management Analyst I/II	1.00	1.00	1.00	1.00	1.00	-	-
	Risk Management Analyst I/II/Senior	-	-	-	-	-	1.00	1.00
	Senior Human Resources Analyst	1.00	1.00	1.00	2.00	-	-	-
	Senior Human Resources Technician	-	-	-	-	1.00	1.00	-
	Workforce Plan & Emp Dev Off	-	-	-	1.00	1.00	-	-
	Total Human Resources:	**5.00**	**5.00**	**5.00**	**7.00**	**8.00**	**8.00**	**8.00**
Employee Development and Recognition								
	Director of Employee Development	-	-	1.00	(1.00)	-	-	-
	Total Employee Development and Recognition:	**-**	**-**	**1.00**	**(1.00)**	**-**	**-**	**-**
Elections - 105100								
	Assistant County Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	County Clerk-Elections Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total Elections:	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**
Facilities Management - 107100								
	Facilities Maintenance Supervisor	-	-	1.00	1.00	1.00	1.00	1.00
	Facilities Maintenance Worker I/II	5.00	5.00	5.00	5.00	6.00	6.00	-
	Facilities Maintenance Worker I/II/Senior	-	-	-	-	-	-	8.00
	Facilities Manager	1.00	1.00	1.00	1.00	-	-	-
	Facilities Director	-	-	-	-	1.00	1.00	1.00
	Groundskeeper I/II	1.00	1.00	2.00	2.00	3.00	3.00	3.00
	Housekeeping Worker	6.00	6.00	6.00	6.00	6.00	6.00	6.00
	Lead Housekeeping Worker	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Senior Facilities Maintenance Worker	2.00	2.00	2.00	2.00	2.00	2.00	-
	Staff Services Analyst I/II	1.00	1.00	1.00	1.00	1.00	1.00	
	Staff Services Analyst I/II/Senior	-	-	-	-	-	-	1.00
	Supervising Housekeeper	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total Facilities Management:	**18.00**	**18.00**	**20.00**	**20.00**	**22.00**	**22.00**	**22.00**
County Capital - 108100								
	Capital Projects Director	-	-	-	1.00	1.00	1.00	1.00
	Total Capital Projects:	**-**	**-**	**-**	**1.00**	**1.00**	**1.00**	**1.00**
Information Technology - 110500								

	Fiscal Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
	IT Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	IT Project Manager GF	-	-	-	1.00	1.00	1.00	-
	IT Project Manager	-	-	-	-	-	-	1.00
	IT Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	IT Supervisor/Data Base Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	IT Technician I/II	3.00	3.00	4.00	4.00	5.00	5.00	-
	IT Technician I/II/Senior	-	-	-	-	-	-	6.00
	Network Analyst I/II	3.00	3.00	2.00	2.00	3.00	3.00	3.00
	Sr. IT Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
	IT Security Administrator	-	-	1.00	1.00	-	-	-
	Staff Services Analyst I/II/Senior	-	-	-	-	-	-	1.00
	Systems Analyst I/II	4.00	4.00	4.00	4.00	4.00	4.00	4.00
	Total Information Technology:	**16.00**	**16.00**	**17.00**	**18.00**	**19.00**	**19.00**	**19.00**
Business Assistance and Innovation - 109300								
	Administrative Analyst I/II/Senior	-	-	-	-	-	1.00	1.00
	Director of Innovation & Business Assistance	1.00	1.00	1.00	1.00	(1.00)	-	-
	Total Business Assistance and Innovation:	**1.00**	**1.00**	**1.00**	**1.00**	**(1.00)**	**1.00**	**1.00**
Tuolumne County Water Agency - 109500								
	Administrative Analyst I/II/Senior	-	-	-	-	-	1.00	1.00
	Total Tuolumne County Water Agency:	**-**	**-**	**-**	**-**	**-**	**1.00**	**1.00**
Homeless Advocacy and Outreach - 506220								
	Homeless Advocate & Outreach Coordinator	1.00	1.00	-	-	-	-	-
	Homeless Services Program Coordinator	-	-	1.00	-	-	-	-
	Homeless Services Coordinator				1.00	1.00	1.00	1.00
	Social Worker	-	-	1.00	1.00	1.00	1.00	-
	Total Homeless Advocacy and Outreach:	**1.00**	**1.00**	**2.00**	**2.00**	**2.00**	**2.00**	**1.00**
Radio Communications - 304200								
	Communications Analyst I/II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total Radio Communications:	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**
	TOTAL GENERAL	**101.00**	**101.00**	**108.00**	**108.00**	**119.00**	**118.00**	**119.00**
PUBLIC PROTECTION BUDGETS								
District Attorney - 201200								
	Assistant District Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Assistant to Department Head	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Business Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Deputy District Attorney I/II/III/IV	5.00	5.00	5.00	5.00	5.00	5.00	5.00
	District Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	District Attorney Investigator (1 FTE partially GF)	-	-	2.00	2.00	2.00	2.00	2.00
	Legal Assistant I/II	5.00	5.00	5.00	5.00	5.00	5.00	-
	Legal Assistant I/II/Senior	-	-	-	-	-	-	5.00
	Office Assistant	-	-	0.50	0.50	0.50	0.50	0.50
	Supervising DA Investigator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total:	**15.00**	**15.00**	**17.50**	**17.50**	**17.50**	**17.50**	**17.50**
DA Victim Witness - 201210								
	Senior Office Assistant	1.00	1.00	-	-	-	-	-
	Victim Witness Advocate	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Victim Witness Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00

	Total:	**5.00**	**5.00**	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**
DA Victim Witness Outreach & Advocacy - 201225								
Fiscal Technician GF		1.00	1.00	1.00	1.00	1.00	1.00	-
Victim Witness Advocate GF		2.00	2.00	2.00	2.00	2.00	2.00	1.00
	Total:	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**	**1.00**
DA Child Advocacy - 201215								
Administrative Assistant GF		1.00	1.00	1.00	1.00	1.00	1.00	-
Administrative Technician I/II GF		-	-	-	-	-	-	1.00
Victim Witness Advocate GF		1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total:	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**
Public Defender - 201400								
Administrative Assistant		1.00	1.00	1.00	1.00	1.00	1.00	-
Administrative Technician I/II		-	-	-	-	-	-	1.00
Assistant Public Defender		-	-	-	-	-	-	1.00
Deputy Public Defender I/II/III/IV		3.00	3.00	4.00	4.00	4.00	4.00	3.00
Legal Assistant I/II GF		1.00	1.00	1.00	1.00	-	-	-
Legal Assistant I/II		-	-	-	-	1.00	1.00	-
Legal Assistant I/II/Senior		-	-	-	-	-	-	1.00
Legal Office Manager		-	1.00	1.00	1.00	1.00	1.00	1.00
Public Defender		1.00	1.00	1.00	1.00	1.00	1.00	1.00
Public Defender Investigator		1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total:	**7.00**	**8.00**	**9.00**	**9.00**	**9.00**	**9.00**	**9.00**
Conflict Counsel - 201700								
Chief Conflict Counsel		2.00	2.00	2.00	2.00	2.00	2.00	2.00
Legal Assistant I/II		-	-	-	-	0.50	0.50	-
Office Assistant		-	-	-	-	-	-	0.50
	Total:	**2.00**	**2.00**	**2.00**	**2.00**	**2.50**	**2.50**	**2.50**
Sheriff - Coroner - 202100								
Account Clerk I/II/Senior		-	-	-	-	-	-	1.00
Assistant to Department Head		1.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Officer I/II		2.00	2.00	2.00	3.00	3.00	3.00	3.00
Deputy Sheriff Corporal		5.00	5.00	5.00	5.00	4.00	4.00	4.00
Deputy Sheriff		43.00	43.00	43.00	43.00	43.00	43.00	43.00
Senior Account Clerk		1.00	1.00	1.00	1.00	1.00	1.00	-
Senior Accountant		1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Sheriff's Clerk		3.00	3.00	3.00	3.00	3.00	3.00	-
Sheriff's Records Supervisor		-	-	-	-	1.00	1.00	1.00
Sheriff-Coroner		1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sherriff's Captain					2.00	2.00	2.00	2.00
Sheriff's Clerk I/II		1.00	1.00	2.00	2.00	1.00	1.00	-
Sheriff's Clerk I/II/Senior		-	-	-	-	-	-	3.00
Sheriff's Lieutenant		3.00	3.00	3.00	2.00	2.00	2.00	2.00
Sheriff's Sergeant		10.00	10.00	10.00	10.00	11.00	11.00	11.00
Staff Services Analyst I/II/Senior (30% GF)		-	-	-	-	-	-	1.00
Undersheriff		1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total:	**72.00**	**72.00**	**73.00**	**75.00**	**75.00**	**75.00**	**75.00**
Sheriff - Communications - 202200								
Communications Supervisor		1.00	1.00	-	-	1.00	1.00	1.00
Sheriff's Dispatcher		8.00	8.00	8.00	8.00	8.00	8.00	8.00

	Sheriff's Lead Dispatcher	4.00	4.00	5.00	5.00	4.00	4.00	4.00
	Total:	**13.00**	**13.00**	**13.00**	**13.00**	**13.00**	**13.00**	**13.00**
Jail - 203100								
	Custody Support Technician	9.00	9.00	9.00	8.00	9.00	9.00	9.00
	Fiscal Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Fiscal Technician GF			1.00	1.00	1.00	1.00	1.00
	Jail Commander	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Jail Deputy Sheriff Corporal	4.00	4.00	4.00	4.00	4.00	4.00	4.00
	Jail Deputy Sheriff	35.00	35.00	36.00	36.00	36.00	36.00	36.00
	Jail Deputy Sheriff GF	1.00	1.00	1.00	1.00	1.00	2.00	2.00
	Jail Sergeant	6.00	6.00	6.00	6.00	6.00	6.00	6.00
	Jail Work Crew Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Lead Custody Support Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Sheriff's Lieutenant	-	-	1.00	-	-	-	-
	Total:	**59.00**	**59.00**	**62.00**	**60.00**	**61.00**	**62.00**	**62.00**
Probation - 203200								
	Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	-
	Assistant Chief Probation Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Business Manager	0.90	0.90	1.00	1.00	1.00	1.00	1.00
	Chief Probation Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Deputy Chief Probation Officer	-	-	-	-	-	-	-
	Deputy Probation Officer I/II	12.00	12.00	12.00	12.00	13.00	13.00	-
	Deputy Probation Officer I/II/Senior	-	-	-	-	-	-	15.00
	Legal Assistant I/II	3.00	3.00	3.00	3.00	3.00	3.00	-
	Legal Assistant I/II/Senior	-	-	-	-	-	-	6.00
	Probation Division Manager	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Probation Mental Health Clinician I/II/III	-	-	-	-	-	-	1.00
	Probation Technician - GF	2.00	2.00	2.00	2.00	-	-	-
	Senior Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	-
	Senior Office Assistant	1.00	1.00	1.00	1.00	1.00	1.00	-
	Senior Probation Officer	2.00	2.00	2.00	2.00	2.00	2.00	-
	Senior Work Release Site Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	-
	Staff Services Analyst I/II	1.00	1.00	1.00	1.00	1.00	1.00	-
	Staff Services Analyst I/II/Senior	-	-	-	-	-	-	1.00
	Supervising Probation Officer	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Work Release Site Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	-
	Work Release Site Coordinator/Senior Work Release Site Coordinator	-	-	-	-	-	-	2.00
	Total:	**32.90**	**32.90**	**33.00**	**33.00**	**32.00**	**32.00**	**33.00**
Probation - Juvenile Hall - 203220								
	Juvenile Corrections Officer I/II	7.00	7.00	8.00	8.00	8.00	8.00	-
	Juvenile Corrections Officer I/II/Senior	-	-	-	-	-	-	12.00
	Probation Aide	2.00	2.00	1.00	1.00	1.00	1.00	1.00
	Probation Mental Health Clinician I/II/III	-	-	-	-	-	-	1.00
	Senior Juvenile Correctional Officer	4.00	4.00	3.00	3.00	4.00	4.00	-
	Supervising Juvenile Correctional Officer	1.00	1.00	2.00	2.00	2.00	2.00	2.00
	Total:	**14.00**	**14.00**	**14.00**	**14.00**	**15.00**	**15.00**	**16.00**
County Fire - 204100								
	Administrative Assistant	1.00	1.00	1.00	1.00	-	-	-

	Assistant to Department Head	-	-	-	-	1.00	1.00	-
	Fire Prevention Inspector I/II	1.00	1.00	2.00	2.00	2.00	2.00	-
	Fire Prevention Inspector Recruit/I/II/Senior	-	-	-	-	-	-	3.00
	Senior Fire Prevention Inspector	1.00	1.00	1.00	1.00	1.00	1.00	-
	Staff Services Analyst I/II/Senior	-	-	-	-	-	-	1.00
	Supervising Fire Prevention Inspector	-	-	-	-	-	-	1.00
	Total:	**3.00**	**3.00**	**4.00**	**4.00**	**4.00**	**4.00**	**5.00**
Ag Comm/Air Poll/Wts & Meas - 206100								
	Administrative Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
	Administrative Technician I/II	-	-	-	-	-	-	1.00
	Agricultural Biologist I/II	1.00	1.00	1.00	1.00	1.00	1.00	-
	Agricultural Biologist I/II/Senior	-	-	-	-	-	-	2.00
	Agriculture Commissioner/Air Pollution Control Of	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Deputy Agriculture Commissioner	-	-	1.00	1.00	1.00	1.00	1.00
	Senior Agriculture Biologist	1.00	1.00	1.00	1.00	1.00	1.00	-
	Supervising Agricultural Biologist	1.00	1.00	-	-	-	-	-
	Total:	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**
Community Development Department - 207100								
	Administrative Assistant	3.00	2.00	2.00	2.00	1.00	1.00	-
	Administrative Technician	-	1.00	1.00	1.00	2.00	2.00	-
	Administrative Technician I/II	-	-	-	-	-	-	3.00
	Assistant Community Development Director	-	-	-	-	1.00	1.00	1.00
	Building Inspector I/II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Business Manager	-	1.00	1.00	1.00	1.00	1.00	-
	Business and Housing Program Manager	-	-	-	-	-	-	1.00
	Chief Building Official	1.00	1.00	1.00	1.00	-	-	-
	Code Compliance Investigator I/II	1.00	1.00	1.00	1.00	1.00	1.00	3.00
	Code Compliance Investigator I/II GF	-	-	2.00	2.00	2.00	2.00	-
	Community and Housing Program Manager	1.00	-	-	-	-	-	-
	Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	County Surveyor	-	-	-	-	-	-	-
	Director Of Environmental Health	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Environmental Health Manager				1.00	-	-	-
	Environmental Health Spec I/II	3.00	3.00	1.00	1.00	2.00	2.00	-
	Environmental Health Spec I/II/Senior	-	-	-	-	-	-	4.00
	Environmental Health Technician	-	-	-	-	-	-	-
	Fiscal Technician	-	-	1.00	1.00	1.00	1.00	1.00
	GIS Analyst I/II	-	-	-	-	-	-	-
	GIS Technician I/II	-	-	-	-	-	-	-
	Housing Development Specialist GF					1.00	1.00	-
	Housing Development Specialist	-	-	-	-	-	-	1.00
	Land Surveyor I/II	-	-	-	-	-	-	-
	Land Use Coordinator	1.00	1.00	3.00	3.00	3.00	2.00	-
	Land Use Technician	2.00	2.00	-	-	-	-	-
	Permit Technician I/II	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Planner I/II	-	-	-	-	-	1.00	3.00
	Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Plans Examiner I/II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Principal Plans Examiner	-	-	1.00	1.00	1.00	1.00	1.00

	Principal Environmental Health Specialist					1.00	1.00	1.00
	Senior Building Inspector	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Senior Environmental Health Specialist	1.00	1.00	3.00	3.00	2.00	2.00	-
	Senior Planner	-	-	1.00	1.00	1.00	1.00	1.00
	Senior Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total:	**24.00**	**24.00**	**29.00**	**30.00**	**31.00**	**31.00**	**31.00**
Animal Control - 207300								
	Animal Care Technician/Senior Animal Care Technician	-	-	-	-	-	-	3.00
	Animal Control Director	-	-	-	-	-	-	1.00
	Animal Control Manager	1.00	1.00	1.00	1.00	1.00	1.00	-
	Animal Control Officer Recruit/I/II	4.00	4.00	4.00	4.00	4.00	4.00	-
	Animal Control Officer I/II/Senior	-	-	-	-	-	-	3.00
	Animal Shelter Attendant	3.00	3.00	3.00	3.00	3.00	3.00	-
	Animal Shelter Supervisor	-	-	1.00	1.00	1.00	1.00	-
	Office Assistant	-	-	1.00	1.00	1.00	1.00	1.00
	Registered Veterinary Technician	1.00	1.00	-	-	-	-	1.00
	Supervising Animal Control Officer	1.00	1.00	1.00	1.00	1.00	1.00	2.00
	Total:	**10.00**	**10.00**	**11.00**	**11.00**	**11.00**	**11.00**	**11.00**
	TOTAL PUBLIC PROTECTION	**266.90**	**267.90**	**281.50**	**282.50**	**285.00**	**286.00**	**287.00**
Public Ways and Facilities								
Public Works Road Admin/Engineering - 301100								
	Accountant I/II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	-	-	-	-
	Administrative Technician	-	1.00	1.00	1.00	1.00	1.00	-
	Administrative Technician I/II	-	-	-	-	-	-	1.00
	Agency Fiscal Officer	1.00	1.00	1.00	-	-	-	-
	Assistant to Department Head	-	-	-	1.00	1.00	1.00	1.00
	Assistant Public Works Director	-	-	-	-	-	-	1.00
	Associate Engineer	1.00	-	-	-	-	-	-
	Business Manager	-	-	-	1.00	1.00	1.00	1.00
	Engineer I/II	-	3.00	3.00	3.00	3.00	3.00	-
	Engineer III	-	1.00	1.00	1.00	1.00	1.00	-
	Engineer I/II/III	-	-	-	-	-	-	3.00
	Engineering Manager	-	-	-	-	-	-	-
	Engineering Technician I/II	3.00	2.00	2.00	2.00	2.00	2.00	2.00
	Environmental Analyst	-	-	-	-	-	-	-
	Junior/Assistant Engineer	3.00	-	-	-	-	-	-
	Permit Technician I/II	0.50	-	-	-	-	-	-
	Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Senior Engineering Technician	1.00	2.00	2.00	2.00	2.00	2.00	2.00
	Staff Services Analyst I/II	1.00	1.00	1.00	1.00	-	-	-
	Supervising Engineer	1.00	1.00	1.00	1.00	1.00	1.00	-
	Total:	**14.50**	**15.00**	**15.00**	**15.00**	**14.00**	**14.00**	**13.00**
Public Works - Fleet Services - 304100								
	Equipment Technician Apprentice/Equipment Technician/Senior Equipment Technician	4.00	4.00	4.00	4.00	4.00	4.00	4.00
	Fleet Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00

	Total:	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**
Public Works-Road Maintenance - 301200								
	Construction Support Services Tech	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Road Crew Leadworker	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Road Crew Supervisor	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Road Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Road Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	-
	Road Worker/Senior Road Worker	20.00	20.00	20.00	20.00	20.00	20.00	20.00
	Superintendent of Roads and Fleet Services	-	-	-	-	-	-	1.00
	Total:	**29.00**	**29.00**	**29.00**	**29.00**	**29.00**	**29.00**	**29.00**
Survey & GIS - 110600								
	County Surveyor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	GIS Analyst I/II	1.00	1.00	-	-	-	-	1.00
	GIS Coordinator	-	-	1.00	1.00	1.00	1.00	1.00
	GIS Technician I/II	1.00	1.00	1.00	1.00	1.00	1.00	-
	GIS Technician I/II/Senior	-	-	-	-	-	-	-
	Land Surveyor I/II	1.00	1.00	1.00	1.00	1.00	1.00	-
	Surveyor/Land Surveyor	-	-	-	-	-	-	1.00
	Total:	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**
CRA - Special District - Administration - 301450								
	Engineering Technician I/II	-	-	-	-	-	-	-
	Total:	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	TOTAL PUBLIC WAYS & FACILS	**52.50**	**53.00**	**53.00**	**53.00**	**52.00**	**52.00**	**51.00**
HEALTH & SANITATION BUDGETS								
Health - 401100								
	Accountant I/II	-	1.00	1.00	1.00	1.00	1.00	1.00
	Administrative Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
	Administrative Technician I/II	-	-	-	-	-	-	1.00
	Admitting Clerk/Medical Receipt	-	-	-	-	-	-	-
	Agency Fiscal Officer	1.00	1.00	1.00	1.00	-	-	-
	Agency/Program Manager	-	-	-	-	1.00	1.00	1.00
	Clinic RN	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Community Health Worker	2.00	2.00	2.00	2.00	2.00	2.00	1.00
	Deputy Director	-	1.00	1.00	1.00	1.00	1.00	1.00
	Director Of Public Health	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Director Of Public Health Nurs	-	-	-	-	-	-	-
	Emergency Medical Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Emergency Medical Services Coordinator GF	-	1.00	-	-	-	-	-
	Fiscal Technician	1.00	-	-	-	-	-	-
	Health Officer	1.00	1.00	1.00	-	-	-	-
	Health Officer/Director of EMS	-	-	-	1.00	1.00	1.00	1.00
	Health Program Technician I/II	1.00	1.00	1.00	1.00	1.00	1.00	-
	Health Program Technician I/II GF	-	3.00	3.00	4.00	4.00	4.00	-
	Health Program Technician I/II/Senior	-	-	-	-	-	-	2.00
	Health Program Technician I/II/Senior GF	-	-	-	-	-	-	3.00
	Health Program Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	2.00
	Health Program Supervisor GF	-	1.00	1.00	1.00	1.00	1.00	-
	HHSA Fiscal Officer	-	-	-	-	1.00	1.00	1.00

	Infection Preventionist GF	-	-	1.00	1.00	-	-	-
	Infection Preventionist	-	-	-	-	1.00	1.00	1.00
	Medical Office Assistant	0.80	0.80	0.80	0.80	-	-	-
	Office Assistant	-	-	-	-	1.00	1.00	1.00
	Program Specialist	3.60	3.60	3.60	4.60	4.60	6.60	6.60
	Program Specialist GF	-	2.00	2.00	5.00	5.00	5.00	3.00
	Public Health Nurse I/II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Public Health Nurse III	3.00	2.00	2.00	2.00	2.00	2.00	2.00
	Public Health Programs & Svcs Manager	1.00	-	-	-	-	-	-
	Senior Accountant	-	-	-	-	-	-	-
	Senior Health Program Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
	Senior Staff Services Analyst GF	1.00	2.00	2.00	2.00	1.00	1.00	-
	Senior Staff Services Analyst	-	-	-	-	1.00	1.00	-
	Staff Services Analyst I/II/Senior	-	-	-	-	-	-	2.00
	Staff Services Analyst I/II/Senior GF	-	-	-	-	-	-	-
	Staff Services Analyst I/II	1.00	1.00	1.00	1.00	2.00	2.00	-
	Staff Services Analyst I/II GF				1.00	-	-	-
	Supervising Public Health Nurse	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total:	**24.40**	**31.40**	**31.40**	**37.40**	**38.60**	**40.60**	**34.60**
Tobacco Control Program - 401130								
	Health Program Technician I/II/Senior	-	-	-	-	-	-	1.00
	Program Specialist	2.00	2.00	2.00	1.00	1.00	1.00	1.00
	Senior Health Program Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
	Total:	**3.00**	**3.00**	**3.00**	**2.00**	**2.00**	**2.00**	**2.00**
Women, Infants & Children - 501300								
	Community Health Worker	-	-	-	-	1.00	1.00	1.00
	Health Program Technician I/II	2.00	2.00	2.00	2.00	2.00	2.00	-
	Health Program Technician I/II/Senior	-	-	-	-	-	-	2.00
	Nutrition Assistant I/II	-	-	-	-	-	-	-
	Nutritionist	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Program Specialist	-	-	-	-	-	-	1.00
	Senior Health Program Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
	Senior Nutrition Assistant	-	-	-	-	-	-	-
	Senior Office Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total:	**4.50**	**4.50**	**4.50**	**4.50**	**4.50**	**5.50**	**5.50**
Behavioral Health - 401308								
	Accountant I/II	-	-	-	-	-	-	-
	Account Clerk I/II/Senior	-	-	-	-	-	-	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00	-	-	-
	Administrative Technician	-	-	-	-	2.00	2.00	-
	Administrative Technician I/II	-	-	-	-	-	-	3.00
	Admitting Clerk/Medical Receipt	-	-	-	-	-	-	-
	Agency Manager	-	2.00	2.00	2.00	2.00	2.00	2.00
	Behavioral Health Clinical Psychologist	-	-	-	-	-	-	1.00
	Behavioral Health Clinical Manager	1.00	-	-	-	-	-	-
	Behavioral Health Clinician I	-	-	-	-	-	-	-
	Behavioral Health Clinician I/II/III	16.00	16.00	14.00	14.00	14.00	14.00	14.00
	Behavioral Health Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Behavioral Health Peer Specialist III	-	-	-	-	2.00	2.00	3.00

	Behavioral Health Program Supervisor	5.00	5.00	5.00	5.00	-	-	-
	Behavioral Health Program Supervisor I/II	-	-	-	-	5.00	5.00	5.00
	Behavioral Health Rec Counselor II	3.00	3.00	3.00	3.00	3.00	3.00	-
	Behavioral Health Rec Counselor I/II/Senior	-	-	-	-	-	-	3.00
	Behavioral Health Worker I/II	13.00	13.00	13.00	13.00	12.00	12.00	12.00
	Behavioral Health Transportation Coordinator	-	-	-	-	1.00	1.00	1.00
	Clinic Registered Nurse	-	-	-	-	1.00	1.00	1.00
	Compliance & Information Manager	1.00	-	-	-	-	-	-
	Deputy Director	-	2.00	3.00	3.00	2.00	2.00	2.00
	Deputy Director, Clinical & Community Programs	-	-	-	-	1.00	1.00	1.00
	Fiscal Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Forensic Program Specialist	-	-	-	-	-	-	1.00
	HSA Fleet Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Legal Assistant I/II/Senior	-	-	-	-	-	-	1.00
	LVN II	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Medical Office Assistant	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Medical Records & Billing Supervisor	1.00	-	-	-	-	-	-
	Medical Records & Billing Technician I/II	2.00	2.00	2.00	2.00	2.00	2.00	-
	Medical Records & Billing Technician I/II/Senior	-	-	-	-	-	-	2.00
	MHSA Coordinator	1.00	1.00	-	-	-	-	-
	Program Specialist	2.90	2.90	2.00	2.00	2.00	2.00	2.00
	Quality Improvement Coordinator	1.00	-	-	-	-	-	-
	Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00	-
	Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Senior Behavioral Health Rec Counselor	-	-	-	-	-	-	-
	Senior Behavioral Health Worker	1.00	1.00	3.00	3.00	3.00	3.00	4.00
	Senior Medical Records & Billing Technician	1.00	1.00	-	-	-	-	-
	Staff Services Analyst I/II/Senior	-	-	-	-	-	-	4.00
	Staff Services Analyst I/II	1.00	1.00	3.00	3.00	4.00	4.00	-
	Transportation Officer	2.00	2.00	1.00	1.00	-	-	-
	Total:	**63.90**	**63.90**	**63.00**	**63.00**	**67.00**	**67.00**	**73.00**
Air Pollution Control - 206200								
	Air Pollution Control Specialist I/II	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Deputy Air Pollution Cont Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Total:	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**
	TOTAL HEALTH & SANITATION	**98.80**	**105.80**	**104.90**	**109.90**	**115.10**	**118.10**	**118.10**
PUBLIC ASSISTANCE BUDGETS								
Social Services - 501100								
	Accountant I/II	1.00	1.00	2.00	2.00	2.00	2.00	2.00
	Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	2.00
	Agency/Program Manager	-	-	-	-	1.00	1.00	-
	Assistant Human Services Director	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Assistant to Department Head	-	1.00	1.00	1.00	1.00	1.00	1.00
	Department of Social Services Director	-	-	1.00	-	-	-	-
	Deputy Director Social Services	2.00	4.00	3.00	3.00	2.00	2.00	2.00
	DSS Helpdesk Technician II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Eligibility Screener	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Eligibility Specialist Supervisor	6.00	5.00	6.00	6.00	5.00	5.00	5.00

	Eligibility Specialist Supervisor GF	-	1.00	-	-	-	-	-
	Eligibility Specialist Trainee/I/II/III	33.00	32.00	32.00	31.00	-	-	-
	Fiscal Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	H.S.A. Chief Financial Officer	-	-	-	-	-	-	-
	H.S.A. Personnel Assistant	1.00	1.00	-	-	-	-	-
	H.S.A. Personnel Assistant - Confidential	-	-	1.00	1.00	2.00	2.00	-
	Human Services Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Integrated Case Worker I/II	-	-	-		21.00	21.00	21.00
	Integrated Case Worker III	-	-	-	-	8.00	8.00	8.00
	Legal Assistant I/II	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Office Assistant I/II	4.00	4.00	4.00	4.00	4.00	4.00	3.00
	Personal Care Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Program Manager	2.00	-	-	-	-	-	-
	Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Senior Office Assistant	2.00	2.00	2.00	2.00	2.00	2.00	3.00
	Services Support Assistant	2.00	2.00	2.00	2.00	1.00	1.00	1.00
	Social Services Director	-	-	-	1.00	1.00	1.00	1.00
	Social Services Supervisor I	4.00	4.00	4.00	4.00	5.00	5.00	5.00
	Social Services Supervisor II	2.00	2.00	3.00	3.00	3.00	3.00	3.00
	Social Services Supervisor II GF	1.00	1.00	-	-	-	-	-
	Social Worker Assistant	3.00	3.00	3.00	3.00	4.00	4.00	5.00
	Social Worker I/II	2.00	2.00	3.00	3.00	7.00	7.00	9.00
	Social Worker III	18.50	18.50	18.50	18.50	18.50	18.50	18.50
	Social Worker IV	6.00	6.00	7.00	7.00	7.00	7.00	7.00
	Social Worker IV GF	1.00	1.00	-	-	-	-	-
	Staff Services Analyst I/II	3.00	2.00	-	1.00	2.00	2.00	2.00
	Staff Services Analyst III (Senior - GF)	-	1.00	-	-	-	-	-
	Staff Services Analyst III (Senior)	-	1.00	4.00	4.00	3.00	3.00	4.00
	Staff Services Manager	1.00	-	-	-	-	-	-
	Supervising Staff Services Analyst	-	-	-	-	1.00	1.00	2.00
	Welfare Program/Agency Manager	-	4.00	4.00	4.00	4.00	4.00	5.00
	Total:	**108.50**	**112.50**	**114.50**	**114.50**	**118.50**	**118.50**	**122.50**
Veterans Services - 505100								
	Office Assistant I/II	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Senior Veterans Service Rep	1.00	1.00	1.00	1.00	1.00	1.00	-
	Veteran Services Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Veteran Services Representative I/II	-	-	-	-	1.00	1.00	-
	Veteran Services Representative I/II/Senior	-	-	-	-	-	-	2.00
	Total:	**2.50**	**2.50**	**2.50**	**2.50**	**3.50**	**3.50**	**3.50**
	TOTAL PUBLIC ASSISTANCE	**111.00**	**115.00**	**117.00**	**117.00**	**122.00**	**122.00**	**126.00**
EDUCATION BUDGETS								
Library - 602100								
	Librarian I/II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Library Assistant I/II	2.00	2.00	5.00	5.00	5.00	5.00	5.00
	Library Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Office Assistant	1.00	1.00	-	-	-	-	-
	Senior Library Assistant	0.50	0.50	3.00	3.00	3.00	3.00	3.00
	Total:	**5.50**	**5.50**	**10.00**	**10.00**	**10.00**	**10.00**	**10.00**

	TOTAL EDUCATION		**5.50**	**5.50**	**10.00**	**10.00**	**10.00**	**10.00**	**10.00**
RECREATION BUDGETS									
Boat Patrol - 202500									
	Deputy Sheriff		2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Sheriff's Sergeant		1.00	1.00	1.00	1.00	1.00	1.00	1.00
		Total:	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**
Recreation - 701100									
	Activity Coordinator - Recreation		1.00	1.00	1.00	-	-	-	-
	Administrative Assistant		1.00	1.00	1.00	1.00	1.00	1.00	-
	Administrative Technician I/II		-	-	-	-	-	-	1.00
	Director of Library and Recreation Services		-	-	-	-	-	-	1.00
	Recreation and Library Manager		1.00	1.00	1.00	1.00	1.00	1.00	-
	Recreation Supervisor		1.00	1.00	1.00	2.00	2.00	2.00	2.00
		Total:	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**
Standard Park - 701300									
	Groundskeeper I/II		1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Activity Coordinator		-	-	-	-	1.00	1.00	1.00
	Recreation Supervisor		-	-	-		-	-	-
		Total:	**1.00**	**1.00**	**1.00**	**1.00**	**2.00**	**2.00**	**2.00**
Youth Centers - 701400									
	Youth Center Coordinator		3.00	3.00	3.00	3.00	3.00	3.00	3.00
		Total:	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**
	TOTAL RECREATION		**11.00**	**11.00**	**11.00**	**11.00**	**12.00**	**12.00**	**12.00**
ENTERPRISE & INTERNAL SERVICE BUDGETS									
Columbia Airport - 302100									
	Administrative Assistant		1.00	1.00	1.00	1.00	-	-	-
	Administrative Technician		-	-	-	-	1.00	1.00	-
	Administrative Technician I/II		-	-	-	-	-	-	1.00
	Airport Manager		1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Airport Technician/Senior Airport Technician		2.00	2.00	2.00	2.00	2.00	2.00	2.00
		Total:	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**
Purchasing - 102500									
	Senior Administrative Analyst		-	-	1.00	-	-	-	-
	County Courier		-	-	-	-	-	-	-
	Purchasing & Contracts Analyst					1.00	1.00	1.00	1.00
	Purchasing Assistant					1.00	1.00	1.00	1.00
	Purchasing Clerk		1.00	1.00	1.00	-	-	-	-
		Total:	**1.00**	**1.00**	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**
Solid Waste - 404100									
	Administrative Assistant		1.00	1.00	1.00	1.00	1.00	1.00	-
	Administrative Technician I/II		-	-	-	-	-	-	1.00
	Solid Waste Director		-	1.00	1.00	1.00	1.00	1.00	1.00
	Solid Waste Manager		1.00	-	-	-	-	-	-
	Solid Waste Specialist		1.00	1.00	1.00	1.00	1.00	1.00	-
	Solid Waste Specialist I/II		-	-	-	-	-	-	1.00
	Solid Waste Technician I/II		2.00	2.00	2.00	2.00	2.00	2.00	2.00
		Total:	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**

Ambulance - 402100								
	Ambulance Billing Technician I/II	1.00	1.00	1.00	1.00	1.00	1.00	-
	Ambulance Billing Technician I/II/Senior	-	-	-	-	-	-	2.00
	Senior Ambulance Billing Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
	Total:	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**
	TOTAL ENTERPRISE & ISF	**12.00**	**12.00**	**13.00**	**13.00**	**13.00**	**13.00**	**13.00**
	GRAND TOTAL	**658.70**	**671.20**	**698.40**	**704.40**	**728.10**	**731.10**	**736.10**

HUMAN RESOURCES & RISK MANAGEMENT

TRACIE RIGGS
County Administrator/Personnel Officer

KAREN MCGETTIGAN
Deputy County Administrator/ Human Resources & Risk Management

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HR Technician
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June 20, 2023

TO: Board of Supervisors

FROM: Karen McGettigan, Deputy CAO/HR & Risk Mgmt.
Deborah Schoeman, Human Resources Manager

SUBJECT: Approval of class specification changes, new class specifications, assignment of bargaining units, and associated pay rates.

Staff is recommending the approval of new class specifications including assignment of bargaining unit and associated salaries, as well as technical changes to existing class specifications. All meet and confer obligations have been completed.

NEW CLASS SPECIFICATIONS AND SALARY GRADE

Assistant Public Defender:
Staff recommends approval of an assistant department head level classification within the Public Defender's Office. This executive level position will assume a portion of the day-to-day executive leadership responsibility and can step in as the Public Defender as needed.
Salary: $61.1973-$74.3857 hr. Unit: Executive/Confidential

Business and Housing Program Manager
Staff recommends the approval of this exempt-level classification to support Community Development business and housing programs. This classification will allow for broader responsibility as a marriage of the department's business administration duties and oversight of housing programs.
Salary: $38.1273-$46.3440 hr. Unit: CTMA

Office of Emergency Services (OES) Assistant Director
Staff recommends the approval of this exempt-level classification to support the County Administrator's Office in the management of emergency services operations.
Salary: $53.2679-$64.7475 hr. Unit: Executive/Confidential

Superintendent of Road & Fleet Services
Staff recommends the approval of this exempt-level classification. The Public Works Director identified the need for the restructure of management responsibility due to impending retirements.
Salary: $41.2905-50.1889 hr. Unit: CTMA

Assistant Director of Public Works
Staff recommends the approval of this assistant department head classification to assist in the oversight of multitude of Public Works divisions and programs.
Salary: $60.6231- $73.6877 Unit: Executive/Confidential

Director of Animal Control
Staff recommends the approval of this Board-appointed Department Head classification. This classification will assume all Department Head level responsibilities previously placed with the Ag Commissioner/Sealer of Weights & Measurers/Air Pollution Control Officer.
Salary: $38.7022 - $47.0427 Unit: Executive Confidential

Director of Library & Recreation Services
Staff recommends the approval of this exempt-level classification to support the County Administrator's Office in the management and oversight of the Library and Recreation Departments.
Salary: $41.6816 - $50.6643 hr. Unit: Executive/Confidential

CLASSIFICATION UNIT MODIFICATION & COMPACTION

Staff recommends a bargaining unit modification to the below classifications that will bring them into alignment with similar supervisory positions and appropriately transfer the classifications from the Deputy Sheriff's Association to the Management Association. Per the Management Association MOU, compaction rules apply to these positions and require a salary adjustment.

Supervising District Attorney Investigator
Salary: $44.6700 - $54.2967 hr. Unit: CTMA

Supervising Deputy Probation Officer
Salary: $38.9242 - $47.3126 hr. Unit: CTMA

REVISED CLASS SPECIFICATIONS - TECHNICAL

Staff recommends the approval of technical changes to the following job descriptions to reflect appropriate job duties, minimum qualifications, and reporting structures.

Airport Manager: Change to reporting structure, replacing the Deputy County Administrator with Director of Public Works or designee. No change to salary or bargaining unit.

Deputy County Counsel I/II/III/IV: Technical changes to job description to allow for increased learning opportunities that will better prepare staff to promote into leadership roles within the department. No change to salary or compensation plan.

Fleet Manager: Change to reporting structure, replacing Director of Public Works with Superintendent of Road and Fleet Services. No change to salary or bargaining unit.

G.I.S. Coordinator: Change to reporting structure, replacing Community Resources Agency Director with Director of Public Works. Minor technical changes to job duties. No change to salary or bargaining unit.

REVISED CLASS SPECIFICATIONS – SERIES CHANGES

Combining of existing series
Staff recommends the approval of combining series levels into a single flexibly staffed job description for the below classifications. The combination will allow for career advancement opportunities for our employees and greater flexibility within department assignments.

Human Resources Technician I/II/Senior – Combination of I/II and Senior Levels
No change to salary or bargaining unit.

Payroll Technician I/II/Senior – Combination of I/II and Senior Levels
No change to salary or bargaining unit.

Addition of existing series

Executive Legal Assistant I/II/Senior – Addition of Senior Level
Staff recommends the addition of a senior level to the Executive Legal Assistant series to provide career advancement to employees, the ability for the department to assign tasks requiring greater responsibility, and to be consistent in the series structure of our classifications.
Senior Salary: $32.8255-$39.8996 hr. Unit: Executive/Confidential

Recommendations:
It is recommended that your Board approve:

1) The newly created class specification for Assistant Public Defender, assignment to the Executive Confidential compensation plan with a salary range of $61.1973-$74.3857 hr.
2) The newly created class specification for Business & Housing Program Manager, assignment to the County of Tuolumne Management Association with a salary range of $38.1273-$46.3440 hr.
3) The newly created class specification for Emergency Services Assistant Director, assignment to the Executive Confidential compensation plan with a salary range of $53.2679-$64.7475 hr.

4) The newly created class specification for Superintendent of Road & Fleet Services, assignment to the County of Tuolumne Management Association with a salary range of $41.2905-$50.1889 hr.
5) The newly created class specification for Assistant Director of Public Works, assignment to the Executive/Confidential compensation plan with a salary range of $60.6231- $73.6877 hr.
6) The newly created class specification for Director of Animal Control, assignment to the Executive/Confidential compensation plan with a salary range of $38.7022 - $47.0427 hr.
7) The newly created class specification for Director of Library and Recreation Services, assignment to the Executive/Confidential compensation plan with a salary range of $41.6816 - $50.6643 hr.
8) The unit modification for Supervising Deputy Probation Officer, assignment to the County of Tuolumne Management Association with a salary of $38.9242 - $47.3126 hr.
9) The unit modification for Supervising District Attorney Investigator, assignment to the County of Tuolumne Management Association with a salary of $44.6700 - $54.2967 hr.
10) The updated class specification for Airport Manager
11) The updated class specification for Deputy County Counsel I/II/III/IV
12) The updated class specification for Fleet Manager
13) The updated class specification for G.I.S. Coordinator
14) The updated class specification for Human Resources Technician I/II/Senior
15) The updated class specification for Payroll Technician I/II/Senior
16) The updated class specification for Executive Legal Assistant I/II and add new senior level and assignment to the Executive Confidential compensation plan with a salary range of: $32.8255-$39.8996 hr.

Attachments:
Lined and unlined versions of each class specification

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF.

ANIMAL CONTROL DIRECTOR

DEFINITION

Under general direction, administers and manages animal care and control operations. Manages animal control personnel; establishes and ensures implementation of shelter disease prevention strategies; ensures the humane treatment of animals within the facility; oversees the licensing, impounding, adoption and euthanasia of animals; oversees the enforcement of State animal control laws and county ordinances; prepares and administers the department budget; identifies potential revenue sources; develops policies, procedures and short and long-range plans; works collaboratively with partner organizations; develops and oversees programs designed to meet the needs of pet owners and the general public; performs related duties as related;; provides complex and responsible support to the Agricultural Commissioner/Sealer of Weights and Measures/Air Pollution Control Officer and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Agricultural Commissioner/Sealer of Weights and Measures/Air Pollution Control Officer. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification that manages the programs, operations, and services of the Animal Control Division. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other County divisions, departments, and public agencies. This class is distinguished from the Agricultural Commissioner/Sealer of Weights and Measures/Air Pollution Control Officer/Animal Control Director in that the latter has overall management responsibility for all Department programs, functions, and activities, and for developing, implementing, and interpreting public policy.

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 Department; establishes, within County policy, appropriate service and staffing levels.

Oversees animal care and control operations, hiring, supervision, evaluations, and proper training of Department staff; establishes and ensures implementation of shelter disease prevention and safety strategies, including quarantines and vaccinations; develops protocol for ensuring the humane treatment of

animals within the facility; ensures the proper enforcement of State regulations and county ordinances; interprets, enforces and recommends changes in County animal ordinances; collaborates with local enforcement agencies to investigate animal cruelty; collaborates with local enforcement agencies to investigate animal cruelty; coordinates the development of improved electronic record-keeping systems; ensures the timely preparation and maintenance of State mandated animal control program records and statistics; prepares and administers the department budget; identifies and implements revenue-generating activities; prepares and administers grants; develops policies, procedures and long-range strategic plans; researches best practices employed by other animal care and control organizations and develops recommendations for change; prepares and presents oral and written reports; mediates complaints from the public; ensures the coordination of volunteer efforts; implements team-building strategies to support positive relations between and among staff and volunteers; manages and maintains volunteer disaster service worker information for the division; works collaboratively with partner organizations to expand and improve animal care and control services to the public; develops and implements proactive public relations strategies; serves as the primary spokesperson for the County's Animal Control Program; responds to inquiries from the public, citizens groups, other agencies and County Officials; performs miscellaneous work in absence of Animal Control Officers - including cleaning kennels, performing euthanasia, assisting citizens, and processing licenses; performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- All federal, state and county laws, codes, rules, regulations and standards relating to the licensing, adoption, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- Proper methods of cleaning, disinfecting and maintaining an animal shelter.
- Common disease of animals, their symptoms and care.
- Basic methods of animal collection and restraint.
- General law enforcement functions and procedures.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.
- Computers and software applications related to animal control work.
- Budget preparation and expenditure control.
- Strategic long-range planning techniques.
- Grant development and administration
- Conflict resolution and team-building strategies.
- Public relations techniques.
- Principles of government administration, personnel management, and employee supervision, and training.

Ability to:

- Plan, organize, supervise, and manage the functions of the Animal Control Department.
- Formulate and implement countywide animal control and enforcement programs.
- Develop and administer the Department budget.
- Identify potential revenue sources, and implement revenue-generating strategies.
- Obtain and administer grants.
- Establish and maintain cooperative working relationships.
- Manage human and animal behavior in crisis situations.

- Motivate and train employees.
- Research best practices and formulate recommendations for change.
- Develop both short and long-range operating plans.
- Work well under pressure and impending deadlines.
- Care for animals in the shelter including sick and injured animals.
- Read, interpret and enforce animal control laws, ordinances, and regulations.
- Exercise good judgment in handling potentially hostile individuals and situations.
- Euthanize animals.
- Direct the preparation and prepare clear, concise handwritten and computer generated reports and other necessary documents.
- Deal tactfully and courteously with the public when providing information and carrying out enforcement activities.
- Effectively speak and represent the County's animal control and enforcement functions with the public, community organizations, and other governmental agencies.
- Develop and implement public relations strategies.
- Respond to unexpected emergencies during and outside of normal operating hours.

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 a four-year college or university with major coursework in zoology, biology, or related field and five (5) years of increasingly responsible experience involving the enforcement and communication of animal control laws, codes, and ordinances and the humane care and handling of animals including three (3) years of supervisory experience in animal control and care services equivalent to a Supervising Animal Control Officer.

Licenses and Certifications:

- Possession of a valid California Driver's License and satisfactory driving record.
- Possession of a valid certificate of training in powers of arrest and search and seizure procedures per California Penal Code Section 832.
- Possession of, or ability to obtain euthanasia training outlined in Section 2039 of the California Code of Regulations within six months of employment.
- Willingness to receive pre-exposure rabies vaccination.

PHYSICAL DEMANDS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort for a substantial period of time; ability to climb, stoop, crouch and kneel; ability to walk on various types of terrain indoors and outdoors; lift and move objects weighing up to 75 pounds without assistance; may capture and restrain animals to assist officers, kennel attendants and the general public; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an animal control facility with exposure to loud noise levels and may be exposed to animal hair, dust, and potentially hazardous physical substances. Work involves potential exposure to wild, dangerous, and/or diseased animals, animals known to cause allergies, animal waste, and animal bites. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

PUBLIC WORKS ASSISTANT DIRECTOR

DEFINITION

Under administrative direction of the Public Works Director, Director, assists in planning, organizing, managing and providing administrative direction and oversight for all activities and functions for the Engineering and Airport divisions within the Public Works Department; fosters cooperative working relationships among County departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Public Works Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a single incumbent classification that oversees, directs, and participates in major activities and programs of the Public Works Department. This classification is responsible for providing professional-level support to the Public Works Director in a variety of areas, and assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires knowledge of public policy, fiscal management, applicable laws, codes, regulations, and ordinances, and the ability to develop, oversee, and implement projects and programs in multiple areas. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Public Works Director in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

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.

- Manages and participates in the development and implementation of department goals,

objectives, policies, procedures and work standards for the Public Works Director.

- Plans, organizes, directs, and evaluates the programs and activities of the Public Works Department to ensure the provision of effective and efficient services to the community.
- Assists in managing and participates in the development and administration of the department'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.
- Participates in the preparation of grant applications for Federal and State funding; identifies new grant opportunities and insures appropriate Federal and State funding is claimed; monitors post award funding activities.
- Selects, trains, provides staff development and directs department 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; makes discipline recommendations to the Public Works Director; responds to staff questions and concerns.
- Monitors changes in laws, regulations, and technology that may affect County or department operations; implements policy and procedural changes as required.
- Contributes to the overall quality of the department's service by participating in the development, review, and implementation of policies and procedures to meet legal and regulatory requirements and County needs; continuously monitors 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 and makes recommendations to the Public Works Director; implements change upon approval.
- Represents the Public Works Department to State and Federal Agencies, other County departments, elected officials, and outside agencies; provides staff support to and serves as member on multi-disciplinary and community teams, committees, and task forces, as necessary.
- Conducts or directs a variety of analytical studies on department-related functions; recommends modifications to programs, policies and procedures as appropriate.
- Makes presentations to the Board of Supervisors and a variety of boards; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of road and bridge construction, road and bridge maintenance, airport requirements, improvements and maintenance, land development conditioning, and code enforcement related to Public Works.
- Performs special assignments for the Public Works Department.
- Serves as the Public Works Director in the Director's absence.
- Performs other 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 budget development, contract administration, 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 Public Works Department.
- Organizational and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs.
- 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.
- Record keeping principles and procedures.
- Comprehension of statistical analysis and reporting; basic mathematics and arithmetic.
- 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 providing a high level of customer service to the public, vendors, contractors, and County staff, in person and over the telephone.

Ability to:

- Assist in the development and implementation of goals, objectives, policies, procedures, work standards, and internal controls for the Public Works Department and assigned program areas.
- Assist in preparing 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, provide staff development and evaluate the work of staff and training staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- 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 Public Works Department 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:

Graduation from an accredited four-year college or university with major coursework in civil engineering or related field and two (2) years of increasingly responsible management level experience in engineering. A Master's degree in civil engineering, public administration, business administration or related field is highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record.
- Registration as a Civil Engineer with the California State Board of Registration for Professional Engineers.

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 to visit various County work 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 a primarily a sedentary office classification with occasional field work which may require standing for long periods of time or extensive walking over uneven ground. 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 file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, and occasionally in the field where they may be exposed to loud noise levels, site hazards,

hazardous physical substances, exposure to odors, chemicals and bacteria, cold and hot temperatures, and inclement weather conditions.

WORKING CONDITIONS

May be required to attend meetings outside of regular working hours.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

DIRECTOR OF LIBRARY AND RECREATION SERVICES

DEFINITION

Under administrative direction, plans, organizes, manages and provides direction and oversight for all activities and functions of the County Library and Recreation Services 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. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This class provides assistance to the County Administrator or designee in a variety of administrative capacities. Successful performance of the work requires an extensive professional background as well as ability to coordinate departmental work with that of other departments and outside agencies.

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.

- Establishes and achieves strategic and operational goals for the library and recreation system in alignment with community and organizational needs.
- Develops, directs and coordinates the implementation and evaluation of, objectives, policies, procedures, work standards for the Library and Recreation Departments and establishes, within County policy, appropriate service and staffing levels.
- Plans, develops, organizes, directs, and evaluates the programs and activities of the Recreation Department to ensure the provision of effective and efficient services to meet the needs of the community and its diverse population.
- Plans, organizes, directs, and evaluates the day-to-day work of the library systems, its branches, employees and volunteers in order to achieve established goals.
- Manages and participates in the development and monitoring of the Library and Recreation Department budgets; ensures the assigned areas of responsibility are operating within budget under sound fiscal control; monitor revenue and expenditures to assure sound fiscal control; performs cost control activities; forecasts 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.
- Researches, adopts, and utilizes changing information technology to provide connectivity to the community in a wide variety of formats.
- Oversees ongoing library services, including collection development and management, acquisition, cataloging, youth and reference services, circulation, as well as electronic resources and technology development.
- 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.
- Plans, coordinates and directs a diversified recreation program including management of community centers and municipal swimming pool, and various fields, parks and open spaces.
- Serves as a community partner 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 visitors 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.

JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

AIRPORT MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the County's airport maintenance and operations functional areas, including assisting with long- and short-term project planning, overseeing the design, construction, maintenance, and operations of a wide variety of airport infrastructure, and other programs; coordinates assigned activities with other County departments and outside agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works or designee. Exercises general direction and supervision over assigned supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a single position management classification with overall responsibility for the two County airports. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the County's airports, including participating in short- and long-term capital improvement planning, and development and administration of Federal, State, and local funds for capital improvements, expansions, and various other projects and studies. The incumbent is accountable for accomplishing divisional goals and objectives, and for furthering County goals and objectives within general policy guidelines. The Airport Manager works closely with airport-based businesses and is responsible for projecting a positive image of the airports to the flying public.

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.

- Plans, manages, and oversees the daily functions, operations, and activities of the County's airports.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Manages and participates in the development and administration of the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.

- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Directs airports personnel in maintaining the Airport in a safe and efficient condition and in compliance with FAA and Caltrans requirements.
- Prepares grant applications for state and federal grant funding.
- Prepares capital improvement requests.
- Files Notices to Airmen (NOTAMs) as required to notify airmen of special airport conditions.
- Oversees Airport leases, prepares new leases, and negotiates new lease terms with new lessees.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of airport security, systems, maintenance, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Deputy County Administrator.
- Ensures the maintenance of systems and records that provide for proper documentation, control and evaluation of operations.
- Monitors legislation and other developments related to airport matters; evaluates their impact upon County operations, and recommends policy and procedural improvements, including security and maintenance.
- Works to foster community relationships and demonstrate the value of the airports as public and community assets; projects a positive image of the County airports at all public appearances.
- Coordinates all special events held at County airports.
- Provides highly complex staff assistance to the Deputy County Administrator and Airport Committee; develops and reviews staff reports related to assigned activities and services; may present information to Board of Supervisors and various commissions, committees, and boards.
- Performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies, including studies on airport security, systems, maintenance and related functions; develops and reviews reports of findings, alternatives and recommendations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of airport maintenance and operations; researches emerging products and enhancements and their applicability to County needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- 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.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles, practices and methods of aeronautical procedures and regulations.
- Federal Aviation Administration and pilot procedures.
- General methods of capital improvement planning, construction and maintenance as applied to airports.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods of grant writing and administration.
- Methods of business letter and report preparation.
- English usage, spelling, grammar and punctuation; basic mathematics.
- Modern office procedures, practices and technology.
- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Represent the County effectively in meetings with others and make presentations to various groups.
- Communicate effectively both orally and in writing.
- Prepare, verify, analyze and reconcile complex aeronautical regulations, reports and recommendations.
- Prepare, review and present reports, recommendations and other correspondence and communications in a clear and concise manner.
- Perform mathematical computations.
- 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 completion of twelfth (12^{th}) grade and college coursework in business, public administration, aviation management or a related field and five (5) years of increasingly responsible experience in airport operation or related field such as management of a major facility including at least two (2) years at a supervisor or management level. A bachelor's degree is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of Airport Executive certification through the American Association of Airport Executives and possession of a valid private pilot's license are desirable.

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.

~~NOVEMBER 2015~~JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

AIRPORT MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the County's airport maintenance and operations functional areas, including assisting with long- and short-term project planning, overseeing the design, construction, maintenance, and operations of a wide variety of airport infrastructure, and other programs; coordinates assigned activities with other County departments and outside agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Deputy County Administrator~~Director of Public Works or designee. Exercises general direction and supervision over assigned supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a single position management classification with overall responsibility for the two County airports. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the County's airports, including participating in short- and long-term capital improvement planning, and development and administration of Federal, State, and local funds for capital improvements, expansions, and various other projects and studies. The incumbent is accountable for accomplishing divisional goals and objectives, and for furthering County goals and objectives within general policy guidelines. The Airport Manager works closely with airport-based businesses and is responsible for projecting a positive image of the airports to the flying public.

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.

- Plans, manages, and oversees the daily functions, operations, and activities of the County's airports.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Manages and participates in the development and administration of the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.

- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Directs airports personnel in maintaining the Airport in a safe and efficient condition and in compliance with FAA and Caltrans requirements.
- Prepares grant applications for state and federal grant funding.
- Prepares capital improvement requests.
- Files Notices to Airmen (NOTAMs) as required to notify airmen of special airport conditions.
- Oversees Airport leases, prepares new leases, and negotiates new lease terms with new lessees.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of airport security, systems, maintenance, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Deputy County Administrator.
- Ensures the maintenance of systems and records that provide for proper documentation, control and evaluation of operations.
- Monitors legislation and other developments related to airport matters; evaluates their impact upon County operations, and recommends policy and procedural improvements, including security and maintenance.
- Works to foster community relationships and demonstrate the value of the airports as public and community assets; projects a positive image of the County airports at all public appearances.
- Coordinates all special events held at County airports.
- Provides highly complex staff assistance to the Deputy County Administrator and Airport Committee; develops and reviews staff reports related to assigned activities and services; may present information to Board of Supervisors and various commissions, committees, and boards.
- Performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies, including studies on airport security, systems, maintenance and related functions; develops and reviews reports of findings, alternatives and recommendations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of airport maintenance and operations; researches emerging products and enhancements and their applicability to County needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- 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.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles, practices and methods of aeronautical procedures and regulations.
- Federal Aviation Administration and pilot procedures.
- General methods of capital improvement planning, construction and maintenance as applied to airports.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods of grant writing and administration.
- Methods of business letter and report preparation.
- English usage, spelling, grammar and punctuation; basic mathematics.
- Modern office procedures, practices and technology.
- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Represent the County effectively in meetings with others and make presentations to various groups.
- Communicate effectively both orally and in writing.
- Prepare, verify, analyze and reconcile complex aeronautical regulations, reports and recommendations.
- Prepare, review and present reports, recommendations and other correspondence and communications in a clear and concise manner.
- Perform mathematical computations.
- 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 completion of twelfth (12th) grade and college coursework in business, public administration, aviation management or a related field and five (5) years of increasingly responsible experience in airport operation or related field such as management of a major facility including at least two (2) years at a supervisor or management level. A bachelor's degree is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of Airport Executive certification through the American Association of Airport Executives and possession of a valid private pilot's license are desirable.

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.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

ASSISTANT PUBLIC DEFENDER

DEFINITION

Under general direction, to assist in the management of the Public Defender's Office; to plan, organize and supervise the work of professional and clerical staff; to assist in budgeting, conducting special studies and related administrative activities; to defend selected cases; act for the Public Defender in his/her absence; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Defender. Exercises general supervision and direction over professional and administrative support staff.

CLASS CHARACTERISTICS

This single-position classification supervises professional and clerical staff assigned to the Public Defender's Office; oversees, directs, and participates in all major activities and programs of the office; assists the Public Defender in various departmental management and administrative activities. This class is distinguished from the next higher level of Public Defender, which is a department head with overall executive responsibility for the functions of the 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.*

- Selects, trains, motivates and evaluates the work of department personnel, provides direction and/or coordinates staff training and professional development as needed, works with employees to correct deficiencies and implements discipline and termination procedures as required.
- Assists in the development of the department's annual budget; develops cost estimates for new or revised department programs; assists in monitoring and processing of grant claims and compliance.
- Conducts a studies and prepares reports related to operations, strategy and direction of the department; prepares correspondence and other written materials.
- Manages the department in the absence of the Public Defender.
- Assigns felony, misdemeanor, juvenile, and other cases to Deputy Public Defenders when appropriate; reviews casework of Deputy Public Defenders to evaluate effectiveness and to recommend strategy for settlement or litigation.
- Plans, develops, and implements defense strategies; consults with legal staff on the conduct of cases in progress; provides technical expertise and assistance to legal staff.
- May personally carry a caseload and appear in court as defense attorney; including cases of higher consequence or involving higher risk, skill or visibility, and other cases as needed, including indigent adults and juveniles charged with criminal violations in all phases of misdemeanor or felony cases (including arraignments, bail hearings, pretrial settlement and readiness conferences, motion hearings, court trials, jury trials, sentencing, restitution hearings, and post-conviction matter includings preservation of appeal rights, violations of supervision, and restencings).

- Provides effective assistance of counsel, including: investigation; complex legal research; preparation of motions; consult with experts; effectively communicate with, counsel, and advise clients; negotiate settlements; maintain appropriate file; develop and implement defense strategies.
- Responds to and resolves difficult and sensitive inquiries and complaints related to departmental procedures, personnel, or cases.
- Coordinates department activities with those of other departments and outside agencies and organizations as necessary.
- Attends and participates in professional groups and committees; attends trainings in order to maintain license, knowledge and skills.
- Personally reviews requests for investigations, experts, and other services, and court hearing transcripts.
- Communicates and collaborates with related agencies, the Courts, and County administrators to provide and obtain information concerning complex cases and legal issues.
- Confers with judges, expert witnesses, and the prosecution regarding legal issues, settlements and related matters.
- Reviews selected outgoing correspondence, completed files on closed cases, reports of completed investigations, referrals of cases to higher courts, and other materials as necessary.
- Receives and responds to difficult and sensitive client or community concerns and complaints.
- Monitors changes in laws, regulations, and technology that may affect the County or departmental operations; implements policy and procedural changes as required.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Applicable Federal, State and County laws, statutes, ordinances and regulations.
- Duties, powers, limitations and responsibilities of the Public Defender's Office.
- Current principles and best practices of criminal and juvenile law, and related areas.
- Complex principles of criminal law trial practice and procedures; rules of evidence and their application; courtroom and judicial procedures and processes.
- Functions and authorties of criminal justice organizations.
- Methods and techniques of legal research; Methods of conducting sensitive investigations.
- Public speaking and trial advocacy techniques and principles.
- Established precedents, case law and sources of legal reference applicable to the Public Defender's office activities.
- Management of media relations in routine and sensitive situations.
- Best practices related to organization, time-management, and record keeping.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Techniques for creating a solid attorney-client relationship and managing difficult clients.

Ability to:

- Organize, interpret and apply legal principles and knowledge to complex legal problems.
- Prepare for and present difficult cases in court and present statements of law, fact and arguments clearly and logically.
- Conduct effective and efficient legal research using professional professional technques.
- Read, interpret, apply, explain and make decisions in accordance with Federal, State, and local laws, regulations, rules, policies and procedures.
- Interact effectively with news media while maintaining confidentiality and protecting defense interests.

- Select, train, motivate, and evaluate the work of staff and train staff in work procedures; plan, organize, direct, and coordinate the work of professional, and technical personnel; delegate authority and responsibility.
- Provide effective assistance of counsel in criminal, juvenile, conservatorship cases, including complex and specialty cases.
- Gain cooperation through discussion and persuasion.
- Appraise situations and people accurately and quickly and adopt an effective course of action.
- Perform duties under the pressure of very high expectations for exemplary and non-erring leadership, lawyering, management, and professionalism.
- Represent the department and the County in communication with other County departments, elected officials, and outside agencies; Serve as member on multi-disciplinary and community teams; Make formal presentations to various groups.
- Prepare clear and concise legal motions, reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment including computer equipment and software applications / programs.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- 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 possession of a Juris Doctorate degree from an accredited school of law and three (3) years of increasingly responsible experience at a level equivalent to Deputy Public Defender II within the Tuolumne County Public Defender Office, as well as significant trial experience.

Licenses and Certifications:

- Must be an active member in good standing of the California State Bar Association.
- Must possess a California driver's license and have a 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 and walking between work areas may be required, including at court. 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 file information.

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 upset clients, staff, and/or public and private representatives in interpreting and enforcing departmental policies and procedures and will read and discuss serious and traumatic conditions and/or events.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

BUSINESS AND HOUSING PROGRAM MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and performs the work related to business services functions of assigned department, including accounting, financial management, grants, purchasing and contracts administration, information technology, and general administrative support; coordinates assigned activities with other County departments and outside agencies; performs difficult and complex administrative duties related to the County's affordable housing, Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) programs; provides public information to review and evaluate housing program regulations and assists with special projects; provides highly responsible and complex administrative support to assigned department head and others in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Department head. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for all activities related to the administrative support and business functions of the department and planning, preparing, implementing, and monitoring of housing program and project activities. The Incumbent is primarily responsible for the planning, development, administration, and performance assessment activities for all housing and community development programs and funding opportunities for use in developing county housing solutions. Responsibilities include performing diverse, specialized, and complex work requiring significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the department head in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other County divisions, departments, and external agencies. This class is distinguished from the department head in that the latter has management responsibility for all departmental programs, functions, and activities, and for developing, implementing, and interpreting public policy.

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.

- Plans, manages, and oversees the daily functions, operations, and activities of the administrative support and business functions of the department including budget development and administration, accounting and financial management, management analysis, information technology, purchasing and contracts administration, and administrative support programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Interprets, explains, and applies provisions of law, rules, and regulations related to assigned activities; develops, recommends modifications, and administers policies and procedures while ensuring that County, departmental, regulatory, and legal requirements are met.
- Develops and administers the department's operating and capital budgets which may include multiple units and cost centers within a department; calculates cost distribution and provides forecasting of funds needed for staffing, equipment, materials, and supplies; monitors expenditures; directs and implements adjustments as necessary.
- Manages and participates in all activities related to the department's accounting and finance functions including payroll, revenue allocation and recovery, claims and invoice processing, and accounting systems; analyzes financial information; prepares financial and statistical reports; and maintains accurate, complete, and complex accounting records.
- Plans, organizes, administers and coordinates the activities of a variety of housing programs within the County including first time homebuyer, housing rehabilitation, rental assistance, housing development, and other similar programs in collaboration with County departments, private developers and other agencies.
- Develops scopes of work and conducts procurement of consultants as needed.
- Develops and administers functions related to the County Inclusionary Ordinance.
- Administers the County Mobilehome Rent Control Ordinance and responds to complaints from the mobilehome community.
- Manages projects/programs selected by the Board of Supervisors including housing rehabilitation, public service projects and economic development programs. Performs loan monitoring and servicing including annual monitoring, short sales, foreclosures and reconveyances.
- Prepares loan and regulatory documents for project loans and down payment assistance loans; performs escrow closings and coordinates closings with real estate agents, mortgage lenders, state agencies, borrowers, and escrow officers.
- Serves as an advocate and resource for low income families seeking housing opportunities.
- Identifies, pursues, and monitors grants, low interest loans, public-private housing partnerships and other types of affordable housing assistance.
- Assists in identifying, educating, creating and marketing housing program development opportunities to private developers, realtors, and non-profit organizations.
- Builds and maintains positive working relationships with Housing and Community Development staff, co-workers, other County employees/departments and the community.
- Researches grant opportunities and writes grant applications in coordination with departmental staff; prepares grant budgets; oversees the submission of grant applications; monitors post award funding activities; prepares grant monitoring reports for submission to funding agencies.
- Participates in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine County needs and requirements for contractual services; administers contracts and agreements after award.
- Coordinates departmental information technology issues with the central Information Technology Department; researches and resolved system problems; evaluates system modifications and software and implements changes as necessary.
- Serves as a liaison for the assigned unit to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to and serves as member on multi-disciplinary and community teams, committees, and task forces, as necessary.
- Provides highly complex staff assistance to assigned department director; conducts a variety of organizational studies, investigations, and operational studies; develops and reviews reports related to assigned programs, activities, and services.

- Presents information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned area of responsibility; researches emerging products and enhancements and their applicability to County needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; negotiates and resolves significant and controversial issues.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal Housing and Urban Development and California Housing and Community Development program rules and regulations as they relate to CDBG, HOME, CalHome and other Federal and State Programs.
- Mobilehome Park regulations and programs.
- Procurement and contracting procedures, CEQA and NEPA rules and regulations, labor standards, fair housing and equal opportunity standards, relocation and acquisition rules.
- Affordable housing finance and programs including development, rehabilitation and other related programs.
- Grant and funding application and administration processes; funding sources; residential rehabilitation, affordable housing financing programs; principles of real estate financing, low interest loans and eligibility criteria.
- Principles and practices of policy development and implementation.
- Loan underwriting, packaging and closing including mechanics of loan packaging, program and state guidelines, and packaging documents. Loan monitoring and servicing.
- Affordable housing and community development specialty areas including Housing Rehabilitation, First Time Homebuyers, Tenant-Based Rental Assistance, Emergency Housing Assistance Program, business revolving loans, over-the-counter business loans, infrastructure projects, community facilities and public services.
- Data gathering and assessment techniques related to housing needs, market conditions and development costs.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of public agency finance, general and governmental accounting, auditing, and reporting functions, budget development and administration, contracts administration, grants management, and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to assigned programs and services.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Facilitate the activities necessary to enhance the number of affordable housing units available to County residents through the creative application of development, rehabilitation, HOME, CDBG and other programs.
- Research, secure, monitor and administer grants and other funding.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical and staff reports.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various 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.
- 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

Equivalent to graduation from an accredited four-year college or university with major coursework in business, public administration, accounting, housing, planning, community or urban development ,or closely related field and three (3) years of increasingly responsible administrative or supervisory experience in financial management, housing programs, planning, or economic development/redevelopment, preferably in the public sector.

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 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 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.

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.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

DEPUTY COUNTY COUNSEL I/II/III/IV

DEFINITION:

Under direction, provides professional legal services and representation, advice and assistance to County departments, employees, the Board of Supervisors and various committees and commissions; represents county governmental jurisdictions in legal and business matters; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Deputy County Counsel I/II/III
Receives direction from the County Counsel. No supervision is exercised. May exercise technical and functional direction over assigned lower-level Counsel and para-legal and clerical support staff.

Deputy County Counsel IV
Receives direction from the County Counsel. May exercise supervision of lower-level Deputy County Counsels and para-legal and clerical support staff on an as needed basis.

CLASS CHARACTERISTICS:

Deputy County Counsel I is the entry level within this flexible series. Initially under close supervision, incumbents learn and perform the less difficult and less-controversial assignments in the County Counsel's office under the direction and guidance of County Counsel or more senior attorneys. Incumbents normally advance to the level of Deputy County Counsel II after gaining experience, achieving proficiency, and demonstrating ability to perform tasks which meet the requirements for Deputy County Counsel II.

Deputy County Counsel II is the journey- level class within this flexible series. Under general direction, through formal and informal work review, incumbents perform the full scope of generalist duties and are assigned specific county departments to represent in legal matters. Projects assigned at this level are more difficult and complex and receive a lesser degree of supervision.

Deputy County Counsel III is the advanced-level class within the flexible series. Incumbents work on complex and difficult legal matters and controversial professional duties and assignments that require a high level of independence of action and limited direction from County Counsel, particularly on matters involving monetary settlement and appeal decisions.

Deputy County Counsel IV is the most experienced level class in the Deputy County Counsel series and is the senior level within this flexible series. Incumbents work on complex and sensitive legal assignments requiring a high degree of independent judgment and discretion, are fully experienced in procedures related to assigned area of responsibility and may provide day-to-day assistance to less experienced staff attorneys.

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 a variety of professional legal services to County departments and jurisdictions, advises and/or represents County departments, commissions, special districts, and jurisdictions.
- Reviews, researches and/or writes contracts for County Department purchases or services.
- Researches, drafts opinions, and presents legal briefs, petitions, ordinances, memorandums, opinions, resolutions, court orders and related correspondence and documents, and, researches and writes legal opinions for the Board of Supervisors and County departments, commissions, special districts, and jurisdictions.
- Provides work direction to paralegal, secretarial, clerical and related office support staff and informally reviews and evaluates their work product.
- Reviews charging allegations and advises social workers on dependency petitions, represents social workers in juvenile dependency proceedings, and may present evidence and arguments in juvenile dependency proceedings.
- Represents the County in litigation including interpretation and applying legal authorities in the preparation of pleadings, briefs and other litigation documents, case preparation, court appearances, and motion practice; partners with and supports outside counsel representing the County.
- Interviews and prepares witnesses for testimony.
- Provides legal advice and represents county departments and jurisdictions in a variety of issues including general liability and tax related claims, and appeals for assessment of property; provides training to departments on legal issues and responsibilities.
- Reviews and interprets current legislation and litigation relevant to County services and/or administration; advises county personnel and Board of Supervisors on relevancy of such legislation and litigation.
- Reviews a variety of contracts to ensure compliance with payment and legal implications.
- Reviews a variety of subdivisions maps, plans, codes and procedures to ensure compliance with state and local rules, regulations and laws.
- Prepares probate, conservatorship and accounting petitions and presents evidence and arguments on behalf of the Public Guardian.
- Represents and advises County personnel in labor and employment matters, including disciplinary appeals and grievance proceedings.
- Makes presentations before the Board of Supervisors; represents the County in meetings with representatives of governmental agencies, professional, business and community organizations. Assists Department Heads and staff in establishing operational policies by developing and applying legal points and procedures; recommends changes to department policies and procedures to meet changing legal requirements.
- Meets and negotiates with outside parties in matters arising out of claims, property transactions, and other County business.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal law; researches emerging products and enhancements and their applicability to County needs.
- Maintains accurate files, databases, and records; prepares a variety of written reports, memoranda, and correspondence.
- Performs related duties as assigned.

Deputy County Counsel IV: (In addition to the above)

- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participate in the selection of staff; provide or coordinate staff training; assist in conducting performance evaluations.
- May assist County Counsel in supervising the daily operations of the office, including caseload assignment, progress monitoring and support services.

- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.

QUALIFICATIONS

Knowledge of:

Deputy County Counsel I:

- Basic principles of civil, constitutional and administrative law and their application.
- Basic practices, principles, and methods of legal principles, statutory law and legal research.
- Trial and administrative hearing procedures and the rules of evidence.
- 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.

Deputy County Counsel II (In addition to the above):

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic pre- trial, trial and administrative hearing rules and procedures.
- Legal principles, facts, evidence and precedents to common government agency legal problems.

Deputy County Counsel III (In addition to the above):

- Advanced legal research methods.
- Established precedents and sources of legal reference applicable to County activities.
- Pertinent federal, state and county laws and regulations.
- Comprehensive pre-trial, trial and administrative hearing rules and procedures.
- Complex legal principles, facts and evidence related to legal problems common to government agencies.
- Organization, duties, powers, limitations and authority of the County Counsel's Office.

Deputy County Counsel IV (In addition to the above):

- Legal principles, practices and procedure for civil, criminal, constitutional and administrative law.
- Current principles and practices of governmental and municipal law and their application at a comprehensive level of understanding.
- Principles and practices of supervision, including work planning, assignment and review; training principles and practices, and job mentoring.

Ability to:

Deputy County Counsel I:

- Learn to research, analyze and apply legal principles, facts, evidence and precedents to legal problems found in a government agency practice.
- Learn to analyze and appraise a variety of legal documents and instruments.
- Learn to present statements of fact, law and argument clearly and logically in written form.
- Present law, facts and arguments clearly and logically in written and oral form.
- 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.

Deputy County Counsel II-III (In addition to the above):

- Conduct effective negotiations and effectively represent the County and the department in meetings with governmental agencies, businesses, professionals, and regulatory and legislative organizations.
- Analyze and apply complex legal principles, facts and evidence to legal problems.
- Follow pre-trial, trial and administrative hearing rules and procedures.
- Analyze and draft ordinances, resolutions, contracts and other legal documents.
- Analyze, investigate, explain and write reports on legal matters.
- Interview and prepare witnesses for testimony.
- Make recommendations and/or determinations concerning the advisability to prosecute, compromise or dismiss civil litigation.

Deputy County Counsel IV (In addition to the above)

- Assist in the selection and supervision of staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction on an as needed basis
- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.

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 possession of a Juris Doctorate degree from an accredited school of law and:

Deputy County Counsel II: Two (2) years of professional legal experience at a level equivalent to the Deputy County Counsel I level with the County of Tuolumne;

Deputy County Counsel III: Four (4) years of professional legal experience which has included at least two years at a level equivalent to the Deputy County Counsel II with the County of Tuolumne;

Deputy County Counsel IV: Six (6) years of professional legal experience which included at least two (2) years at a level equivalent to the Deputy County Counsel III with the County of Tuolumne.

Licenses and Certifications:

- Must possess and maintain active membership in the California State Bar Association.
- Must possess a California driver's license and maintain a 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 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 15 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 upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

~~NOVEMBER 2015~~JUNE2023
FLSA: EXEMPT
UNIT: EXEC/CONF

DEPUTY COUNTY COUNSEL I/II/III/IV

DEFINITION:

Under direction, provides professional legal services and representation, advice and assistance to County departments, employees, the Board of Supervisors and various committees and commissions; represents county governmental jurisdictions in legal and business matters; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Deputy County Counsel I/II/III
Receives direction from the County Counsel. No supervision is exercised. May exercise technical and functional direction over assigned lower-~~-~~level Counsel and para-legal and clerical support staff.

Deputy County Counsel IV
Receives direction from the County Counsel. May exercise supervision of lower-level Deputy County Counsels and para-legal and clerical support staff on an as needed basis.

CLASS CHARACTERISTICS:

Deputy County Counsel I is the entry level within this flexible series. Initially under close supervision, incumbents learn and perform the less difficult and less-controversial assignments in the County Counsel's office under the direction and guidance of County Counsel or more senior attorneys. Incumbents normally advance to the level of Deputy County Counsel II after gaining experience, achieving proficiency, and demonstrating ability to perform tasks which meet the requirements for Deputy County Counsel II.

Deputy County Counsel II is the journey-~~second~~ level class within this flexible series. Under general direction, through formal and informal work review, incumbents perform the full scope of generalist duties and are assigned specific county departments to represent in legal matters. Projects assigned at this level are more difficult and complex and receive a lesser degree of supervision.

Deputy County Counsel III is the ~~third~~ advanced-level class within the flexible series. Incumbents work on complex and difficult legal matters and controversial professional duties and assignments that require a high level of independence of action and limited direction from County Counsel, particularly on matters involving monetary settlement and appeal decisions.

Deputy County Counsel IV is the ~~advanced journey~~most experienced level class in the Deputy County Counsel series and is the senior level within this flexible series. Incumbents work on complex and sensitive legal assignments requiring a high degree of independent judgment and discretion, are fully experienced in procedures related to assigned area of responsibility and may provide day-to-day assistance to less experienced staff attorneys.

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 a variety of professional legal services to County departments and jurisdictions, advises and/or represents County departments, commissions, special districts, and jurisdictions.
- Reviews, researches and/or writes contracts for County Department purchases or services.
- Researches, drafts opinions, and presents legal briefs, petitions, ordinances, memorandums, opinions, resolutions, court orders and related correspondence and documents, and, researches and writes legal opinions for the Board of Supervisors and County departments, commissions, special districts, and jurisdictions.

- Provides work direction to paralegal, secretarial, clerical and related office support staff and informally reviews and evaluates their work product.
- Reviews charging allegations and advises social workers on dependency petitions, represents social workers in juvenile dependency proceedings, and may present evidence and arguments in juvenile dependency proceedings.
- Represents the County in litigation including interpretation and applying legal authorities in the preparation of pleadings, briefs and other litigation documents, case preparation, court appearances, and motion practice; partners with and supports outside counsel representing the County.
- Interviews and prepares witnesses for testimony.
- Provides legal advice and represents county departments and jurisdictions in a variety of issues including general liability and tax related claims, and appeals for assessment of property; provides training to departments on legal issues and responsibilities.
- Reviews and interprets current legislation and litigation relevant to County services and/or administration; advises county personnel and Board of Supervisors on relevancy of such legislation and litigation.
- Reviews a variety of contracts to ensure compliance with payment and legal implications.
- Reviews a variety of subdivisions maps, plans, codes and procedures to ensure compliance with state and local rules, regulations and laws.
- Prepares probate, conservatorship and accounting petitions and presents evidence and arguments on behalf of the Public Guardian.
- Represents and advises County personnel in labor and employment matters, including disciplinary appeals and grievance proceedings.
- Makes presentations before the Board of Supervisors; represents the County in meetings with representatives of governmental agencies, professional, business and community organizations. Assists Department Heads and staff in establishing operational policies by developing and applying legal points and procedures; recommends changes to department policies and procedures to meet changing legal requirements.
- Meets and negotiates with outside parties in matters arising out of claims, property transactions, and other County business.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal law; researches emerging products and enhancements and their applicability to County needs.
- Maintains accurate files, databases, and records; prepares a variety of written reports, memoranda, and correspondence.
- Performs related duties as assigned.

Deputy County Counsel IV: (In addition to the above)

- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participate in the selection of staff; provide or coordinate staff training; assist in conducting performance evaluations.

- May assist County Counsel in supervising the daily operations of the office, including caseload assignment, progress monitoring and support services.
- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.

QUALIFICATIONS

Knowledge of:

~~Level~~ Deputy County Counsel I:

- Basic principles of civil, constitutional and administrative law and their application.
- Basic practices, principles, and methods of legal principles, statutory law and legal research.
- Trial and administrative hearing procedures and the rules of evidence.
- 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.

~~Level~~ Deputy County Counsel II (In addition to the ~~requirements of Level I~~above):

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic pre- trial, trial and administrative hearing rules and procedures.
- Legal principles, facts, evidence and precedents to common government agency legal problems.

~~Level~~ Deputy County Counsel III (In addition to the ~~requirements of Level I and II~~above):

- Advanced legal research methods.
- Established precedents and sources of legal reference applicable to County activities.
- Pertinent federal, state and county laws and regulations.
- Comprehensive pre-trial, trial and administrative hearing rules and procedures.
- Complex legal principles, facts and evidence related to legal problems common to government agencies.
- Organization, duties, powers, limitations and authority of the County Counsel's Office.

~~Level~~
Deputy County Counsel IV (In addition to the ~~requirements of Level I, II and III~~above):

- Legal principles, practices and procedure for civil, criminal, constitutional and administrative law.
- Current principles and practices of governmental and municipal law and their application at a comprehensive level of understanding.
- Principles and practices of supervision, including work planning, assignment and review; training principles and practices, and job mentoring.

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Ability to:

Deputy County Counsel~~Level~~ I:

- Learn to research, analyze and apply legal principles, facts, evidence and precedents to legal problems found in a government agency practice.
- Learn to analyze and appraise a variety of legal documents and instruments.

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- Learn to present statements of fact, law and argument clearly and logically in written form.
- Present law, facts and arguments clearly and logically in written and oral form.
- 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.

~~Level~~ **Deputy County Counsel II-III~~IV~~** (In addition to the ~~requirements of the Level I~~above):

- Conduct effective negotiations and effectively represent the County and the department in meetings with governmental agencies, businesses, professionals, and regulatory and legislative organizations.
- Analyze and apply complex legal principles, facts and evidence to legal problems.
- Follow pre-trial, trial and administrative hearing rules and procedures.
- Analyze and draft ordinances, resolutions, contracts and other legal documents.
- Analyze, investigate, explain and write reports on legal matters.
- Interview and prepare witnesses for testimony.
- Make recommendations and/or determinations concerning the advisability to prosecute, compromise or dismiss civil litigation.

Deputy County Counsel IV (In addition to the above)

- Assist in the selection and supervision of staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction on an as needed basis
- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.

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 possession of a Juris Doctorate degree from an accredited school of law and:

Deputy County Counsel II: Two (2) years of professional legal experience at a level equivalent to the Deputy County Counsel I level with the County of Tuolumne;

Deputy County Counsel III: Four (4) years of professional legal experience which has included at least two years at a level equivalent to the Deputy County Counsel II with the County of Tuolumne;

Deputy County Counsel IV: Six (6) years of professional legal experience which included at least two (2) years at a level equivalent to the Deputy County Counsel III with the County of Tuolumne.

Licenses and Certifications:

- Must possess and maintain active membership in the California State Bar Association.
- Must possess a California driver's license and maintain a satisfactory driving record.

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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 15 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 upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

EXECUTIVE LEGAL ASSISTANT I/II/SENIOR

DEFINITION

Executive Legal Assistant I/II
Under general supervision, performs complex and difficult administrative, secretarial, paralegal, and office support duties requiring thorough knowledge of a legal department, its procedures, and operational details; provides administrative support to management and departmental staff; drafts a variety of legal documents and pleadings, composes and prepares correspondence using judgment in content and style; performs skilled word processing, data entry, and typing; provides information to the public and staff requiring knowledge of department services, policies, and procedures; provides assistance for a wide variety of confidential assignments; provides lead direction and training to other legal assistants as assigned; and performs related duties as assigned.

Senior Executive Legal Assistant
Under limited supervision, leads, trains, and performs the most complex, difficult, and sensitive administrative, secretarial, paralegal, and office support duties requiring extensive knowledge of a legal department, its procedures, and operational details, including assisting in the development and management of the department budget. Positions at this level are distinguished from lower classes by the level of responsibility assumed, complexity and sensitivity of the duties assigned, independence of action taken, by the amount of time spent performing the duties and by the nature of the public contact made. May provide technical and functional supervision to staff.

SUPERVISION RECEIVED AND EXERCISED

Executive Legal Assistant I/II
Receives general direction from attorneys and oversight from the County Counsel.

Senior Executive Legal Assistant
Receives limited direction from attorneys and oversight from the County Counsel. Exercises technical and functional direction over and provides training to interns, volunteers, and support staff.

CLASS CHARACTERISTICS

Executive Legal Assistant I: This is the entry-level class in the series. Incumbents in this classification perform basic and complex duties to support the County Counsel and the successful handling of legal cases as well as general office administration duties. This class is distinguished from other clerical classes, which may also provide office support in a legal setting, by the criticality and difficulty of the work performed and its impact on the successful handling of cases. It is distinguished from the Executive Legal Assistant II classification in that the latter performs the full range of administrative duties and paralegal work.

Executive Legal Assistant II: This is the journey-level class in the series. Incumbents in this classification perform complex and difficult administrative and paralegal duties to support the County Counsel and the successful handling of legal cases; prepares or drafts a variety of legal documents and pleadings, performs

legal research and writing, drafts and analyzes legal documents, interviews clients, and provides information to the public and County staff regarding department services, policies, and procedures.

Senior Executive Legal Assistant: This is the advanced journey-level class in the series. Incumbents in this classification perform the most difficult, complex, specialized and/or sensitive administrative and paralegal duties to support the County Counsel and the successful handling of legal cases. Employees at this level are required to be fully trained and experienced in all procedures related to the 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.

Executive Legal Assistant I/II

- Provides administrative support by assisting with duties of a complex and confidential nature related to County legal activities; acts as a liaison between the department and other staff or the public, coordinating resolutions when appropriate.
- Tracks and maintains litigation calendars, including recording follow-up trial dates, action dates, and disposition of cases; schedules and confirms dates for preliminary hearings, trials, arraignments and other actions with court calendaring staff; enters calendaring information into central calendar book and notifies involved parties of court dates.
- Performs basic financial and accounting related duties, including billing invoices, receiving payments and reconciling them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase orders and expenditure requests including office supplies; authorizes payment of invoices. Screens calls, visitors, and incoming mail; provides information to the public by phone or in person requiring an understanding of department services and County policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate.
- Communicates with other County staff, court personnel, officials, staff of other agencies, and the general public as appropriate to obtain and relay information including maintaining the department website; schedule appointments, and coordinate activities.
- Compiles information and data for administrative, statistical, and financial reports; checks and tabulates statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Gathers, assembles, updates, and distributes a variety of department or Agency specific information, forms, records, and data as requested, including updating the website.
- Provides technical and functional direction to support staff; reviews quality of work; trains employees in work methods and processes.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Researches case materials, laws / codes / statutes, legal opinions, prior judgments and other resources to obtain information to support assigned legal cases.
- Performs legal research, discovery and legal writing on a wide variety of legal matters.
- Coordinates and participates in the preparation of department budget; monitors budget expenditures and revenues, including participating in meetings, gathering data and presenting on budget related topics to other departments and the Board of Supervisors.
- Organize exhibits and other documents for hearings, summarizes deposition and hearing transcripts. Requests certified copies of legal documents and case records from other jurisdictions.

- Receives requests for information; releases information to the public, attorneys and defendants according to established guidelines; maintains logs of discovery materials provided.
- Composes, types, edits, proofreads, and transmits a variety of complex documents, including forms, memos, legal documents, court orders, agreements, ordinances, real property documents, administrative, statistical, and staff reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Receives and screens legal documents for required actions; distributes and retrieves to and from appropriate courts, agencies or individuals; obtains signatures and/or ensures proof of service; ensures that appropriate documents are filed to case files.
- Establishes, maintains, controls and closes out case files; ensures proper sign-out of materials.
- Develops and implements file, index, tracking, and record-keeping systems; maintains law library materials; researches records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries.
- Attends various meetings and training as required.
- Performs related duties as assigned.

Executive Legal Assistant II (in addition to the above)
- Researches case law, codes, statutes, legal opinions, prior judgments and other resources
- Drafts or assists in preparing motions, judgments, affidavits, decisions, orders, petitions, answers, declarations, interrogatories, responses to discovery, procedures and correspondence.
- Assists with handling claims against or on behalf of the County.
- Attends hearings to provide information and to identify additional actions to be taken if requested by an attorney.
- Interviews clients, conducts fact gathering and retrieving information.
- Performs related duties as assigned.

Senior Executive Legal Assistant (In addition to the above)
- Provide direction, training, and oversight to staff on policies, procedures, methods and format; serve as technical expert receiving and responding to staff questions.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.
- Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods related to supporting attorneys within the County Counsel's Office; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Respond to the most difficult and complex inquiries and requests for information from the public and County staff.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Participate in special projects and/or assignments in an effort to improve processes, procedures and workflow.

QUALIFICATIONS

Executive Legal Assistant I/II

Knowledge of:

- County and department policies and procedures.
- Laws, codes and regulations governing operations of the department to which assigned.
- Record-keeping, report preparation and filing systems and methods.
- Basic financial record-keeping.
- Basic business arithmetic.
- Business letter writing techniques.
- Legal terminology and formats for preparing legal documents.
- Techniques and sources for researching legal codes and rulings.
- Basic functional responsibilities of criminal justice agencies.
- 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.

Senior Executive Legal Assistant (In addition to the above)

- Principles and practices of lead supervision and training.
- Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable.
- Practices and techniques of automated accounting and financial record keeping and report preparation.
- Principles and practices of auditing and reconciling a variety of financial and accounting documents and records.
-

Ability to:

- Understand, interpret, explain, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards.
- Provide responsible and difficult legal clerical support to professional staff.
- Process a variety of legal forms and documents in accordance with strict requirements.
- Research statutory and case law materials and citations, and related information.
- Analyze office administration and clerical problems, evaluate alternatives and recommend solutions.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal direction.
- Type accurately at speeds necessary for successful job performance.
- Maintain accurate records and files.
- 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.

Senior Executive Legal Assistant (in addition to the above)

- Serve as technical and /or functional lead, providing training and oversight to staff on an ongoing basis or related to specific policies and procedures.
- Perform highly technical duties with accuracy, attention to detail, and a high level of concentration.
- Provide technical expertise and information regarding department procedures and legal requirements.
- Analyze difficult and sensitive situations accurately and adopt an effective course of action.

- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimum of direction.
- Understand and follow difficult, complex and confidential oral and written instructions.
- Prepare a variety of complex financial, accounting and statistical reports, journals and ledgers.
- Audit and reconcile financial, accounting and budgetary documents and records.

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 the twelfth (12^{th}) grade supplemented by specialized coursework in legal terminology and document format; and

Executive Legal Assistant I:
Two years of increasingly responsible legal clerical experience in a law office or equivalent.

Executive Legal Assistant II:
Two years of responsible legal clerical experience equivalent to an Executive Legal Assistant I.

Senior Executive Legal Assistant:
Four years of journey-level legal clerical experience equivalent to an Executive Legal Assistant II. An Associates degree in paralegal studies or equivalent may forgive two years of the required experience.

Licenses and Certifications:

- Possession of a valid paralegal certificate is desired
- Must possess a California driver's license and have a 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 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.

~~June~~ JUNE ~~2022~~2023
FLSA: ~~Exempt~~EXEMPT
~~Unit: Exec Conf~~UNIT: EXEC/CONF

EXECUTIVE LEGAL ASSISTANT I/II/SENIOR

DEFINITION

Executive Legal Assistant I/II
Under general supervision, ~~leads, trains, and~~ performs ~~the more~~ complex and difficult administrative, secretarial, paralegal, and office support duties requiring thorough knowledge of a legal department, its procedures, and operational details; provides administrative support to management and departmental staff; drafts a variety of legal documents and pleadings, composes and prepares correspondence using judgment in content and style; performs skilled word processing, data entry, and typing; provides information to the public and staff requiring knowledge of department services, policies, and procedures; provides assistance for a wide variety of confidential assignments; provides lead direction and training to other legal assistants as assigned; and performs related duties as assigned.

Senior Executive Legal Assistant
Under limited supervision, leads, trains, and performs the most complex, difficult, and sensitive administrative, secretarial, paralegal, and office support duties requiring extensive knowledge of a legal department, its procedures, and operational details, including assisting in the development and management of the department budget. Positions at this level are distinguished from lower classes by the level of responsibility assumed, complexity and sensitivity of the duties assigned, independence of action taken, by the amount of time spent performing the duties and by the nature of the public contact made. May provide technical and functional supervision to staff.

SUPERVISION RECEIVED AND EXERCISED

Executive Legal Assistant I/II
Receives general direction from attorneys and oversight from the County Counsel. ~~Exercises technical and functional direction over and provides training to interns, volunteers and support staff.~~

Senior Executive Legal Assistant
Receives limited direction from attorneys and oversight from the County Counsel. Exercises technical and functional direction over and provides training to interns, ~~volunteers~~volunteers, and support staff.

CLASS CHARACTERISTICS

Executive Legal Assistant I: This is the entry-level class in the series. Incumbents in this classification perform basic and complex ~~and difficult~~ duties to support the County Counsel and the successful handling of legal cases as well as general office administration duties. This class is distinguished from other clerical classes, which may also provide office support in a legal setting, by the criticality and difficulty of the work performed and its impact on the successful handling of cases. It is distinguished from the Executive Legal Assistant II classification in that the latter ~~has lead~~performs the full range of administrative ~~responsibilities~~ duties and ~~performs certified~~ paralegal work.

Executive Legal Assistant II: This is the journey-level class in the series. Incumbents in this classification perform ~~the most~~ complex and difficult administrative and paralegal duties to support the County Counsel

and the successful handling of legal cases; prepares or drafts a variety of legal documents and pleadings, performs legal research and writing, drafts and analyzes legal documents, interviews clients, and provides information to the public and County staff regarding department services, policies, and procedures.

Senior Executive Legal Assistant: This is the advanced journey-level class in the series. Incumbents in this classification perform the most difficult, complex, specialized and/or sensitive administrative and paralegal duties to support the County Counsel and the successful handling of legal cases. Employees at this level are required to be fully trained and experienced in all procedures related to the 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.

Executive Legal Assistant I/II

- Provides administrative support by assisting with duties of a complex and confidential nature related to County legal activities; acts as a liaison between the department and other staff or the public, coordinating resolutions when appropriate.
- Tracks and maintains litigation calendars, including recording follow-up trial dates, action dates, and disposition of cases; schedules and confirms dates for preliminary hearings, trials, arraignments and other actions with court calendaring staff; enters calendaring information into central calendar book and notifies involved parties of court dates.
- Performs basic financial and accounting related duties, including billing invoices, receiving payments and reconciling them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase orders and expenditure requests including office supplies; authorizes payment of invoices. Screens calls, visitors, and incoming mail; provides information to the public by phone or in person requiring an understanding of department services and County policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate.
- Communicates with other County staff, court personnel, officials, staff of other agencies, and the general public as appropriate to obtain and relay information including maintaining the department website; schedule appointments, and coordinate activities.
- Compiles information and data for administrative, statistical, and financial reports; checks and tabulates statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Gathers, assembles, updates, and distributes a variety of department or Agency specific information, forms, records, and data as requested, including updating the website.
- Provides technical and functional direction to support staff; reviews quality of work; trains employees in work methods and processes.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Researches case materials, laws / codes / statutes, legal opinions, prior judgments and other resources to obtain information to support assigned legal cases.
- Performs legal research, discovery and legal writing on a wide variety of legal matters.
- Coordinates and participates in the preparation of department budget; monitors budget expenditures and revenues, including participating in meetings, gathering data and presenting on budget related topics to other departments and the Board of Supervisors.

- Organize exhibits and other documents for hearings, summarizes deposition and hearing transcripts. Requests certified copies of legal documents and case records from other jurisdictions.
- Receives requests for information; releases information to the public, attorneys and defendants according to established guidelines; maintains logs of discovery materials provided.
- Composes, types, edits, proofreads, and transmits a variety of complex documents, including forms, memos, legal documents, court orders, agreements, ordinances, real property documents, administrative, statistical, and staff reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Receives and screens legal documents for required actions; distributes and retrieves to and from appropriate courts, agencies or individuals; obtains signatures and/or ensures proof of service; ensures that appropriate documents are filed to case files.
- Establishes, maintains, controls and closes out case files; ensures proper sign-out of materials.
- Develops and implements file, index, tracking, and record-keeping systems; maintains law library materials; researches records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries.
- Attends various meetings and training as required.
- Performs related duties as assigned.

Executive Legal Assistant II (in addition to the above)

- Researches case law, codes, statutes, legal opinions, prior judgments and other resources
- Drafts or assists in preparing motions, judgments, affidavits, decisions, orders, petitions, answers, declarations, interrogatories, responses to discovery, procedures and correspondence.
- Assists with handling claims against or on behalf of the County.
- Attends hearings to provide information and to identify additional actions to be taken if requested by an attorney.
- Interviews clients, conducts fact gathering and retrieving information.
- Performs related duties as assigned.

Senior Executive Legal Assistant (In addition to the above)

- Provide direction, training and oversight to staff on policies, procedures, methods and format; serve as technical expert receiving and responding to staff questions.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.
- Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods related to supporting attorneys within the County Counsel's Office; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Respond to the most difficult and complex inquiries and requests for information from the public and County staff.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Participate in special projects and/or assignments in an effort to improve processes, procedures and workflow.

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QUALIFICATIONS

Executive Legal Assistant I/II

Knowledge of:

- County and department policies and procedures.
- Laws, codes and regulations governing operations of the department to which assigned.
- Record-keeping, report preparation and filing systems and methods.
- Basic financial record-keeping.
- Basic business arithmetic.
- Business letter writing techniques.
- Legal terminology and formats for preparing legal documents.
- Techniques and sources for researching legal codes and rulings.
- Basic functional responsibilities of criminal justice agencies.
- 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.

Senior Executive Legal Assistant (In addition to the above)

- Principles and practices of lead supervision and training.
- Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable.
- Practices and techniques of automated accounting and financial record keeping and report preparation.
- Principles and practices of auditing and reconciling a variety of financial and accounting documents and records.
-

Ability to:

- Understand, interpret, explain, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards.
- Provide responsible and difficult legal clerical support to professional staff.
- Process a variety of legal forms and documents in accordance with strict requirements.
- Research statutory and case law materials and citations, and related information.
- Analyze office administration and clerical problems, evaluate alternatives and recommend solutions.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal direction.
- Type accurately at speeds necessary for successful job performance.
- Maintain accurate records and files.
- 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.

Senior Executive Legal Assistant (in addition to the above)

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- Serve as technical and /or functional lead, providing training and oversight to staff on an ongoing basis or related to specific policies and procedures.
- Perform highly technical duties with accuracy, attention to detail, and a high level of concentration.
- Provide technical expertise and information regarding department procedures and legal requirements.
- Analyze difficult and sensitive situations accurately and adopt an effective course of action.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimum of direction.
- Understand and follow difficult, complex and confidential oral and written instructions.
- Prepare a variety of complex financial, accounting and statistical reports, journals and ledgers.
- Audit and reconcile financial, accounting and budgetary documents and records.

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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

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Equivalent to completion of the twelfth (12th) grade supplemented by specialized coursework in legal terminology and document format; and

Executive Legal Assistant I:
Two years of increasingly responsible legal clerical experience in a law office or equivalent.

Executive Legal Assistant II:
Two years of responsible legal clerical experience equivalent to an Executive Legal Assistant I.

Senior Executive Legal Assistant:
Four years of journey-level legal clerical experience equivalent to an Executive Legal Assistant II. An Associates degree in paralegal studies or equivalent may forgive two years of the required experience.

Licenses and Certifications:

- ~~Executive Legal Assistant II:~~ Possession of a valid paralegal certificate is desired~~.~~
- Must possess a California driver's license and have a 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 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.

JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

FLEET MANAGER

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of equipment technicians responsible for the maintenance, repair, and outfitting of vehicles and equipment; oversees the procurement of fleet maintenance supplies and materials and the replacement of vehicles and equipment as necessary; supervises, plans, and coordinates the maintenance and repair of County vehicles and equipment; administers, monitors, and provides technical input for assigned equipment maintenance, operations, and related projects and programs; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Superintendent – Roads and Fleet Services. Exercises direct and general supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the equipment maintenance class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of equipment maintenance staff either directly or through lead workers. Incumbents are expected to independently perform the full range of vehicle and equipment maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established 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.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the installation, maintenance, and repair of County vehicles and equipment; administers specialized projects and programs in the area of assignment.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the equipment maintenance and repair work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Oversees fleet maintenance safety programs and training; inspects work in progress and County vehicles and equipment for safety violations; ensures that safety procedures are followed and that safety equipment is worn; assists in action planning for safety programs; makes periodic safety presentations to assigned staff.
- Performs the most complex equipment maintenance and repair duties as necessary and provides technical assistance to crews.
- Maintains fuel inventory and charges fuel usage to appropriate budget; prepares fuel reconciliation sheets to comply with regulations.
- Compares and analyzes the costs and benefits of equipment replacement and equipment repair; prepares specifications for new vehicles and equipment and recommends purchases as appropriate.
- Coordinates the use of specialized equipment shared by multiple departments.
- Prepares accurate and complete division records and reports as required.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Responds to emergency situations as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of equipment maintenance and repair program development and administration.
- Principles, practices, equipment, tools, and materials of maintenance and repair of County vehicles and equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, practices, tools and materials used in the maintenance and repair of automobiles, light- and heavy-duty trucks and equipment, snow removal and other specialized equipment, including hydraulic and computer-controlled systems.
- Principles and methods used in a program of preventive maintenance for fleet vehicles and equipment.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.

- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mathematics.
- 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:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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 software programs.
- Use English 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

Equivalent to completion of twelfth (12^{th}) grade and two (2) years of responsible experience in heavy equipment maintenance at a level equivalent to the class of Senior Equipment Technician in Tuolumne County or five (5) years of increasingly responsible experience in performing automotive and light to heavy equipment maintenance and repair work.

Licenses and Certifications:

- Possession of a California Class "C" driver's license and a satisfactory driving record.
- Possession of a California Class "A" or "B" driver's license with a tank vehicle endorsement is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County the fleet services shop; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around fleet services facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, 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.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

~~NOVEMBER 2015~~JUNE 2023
FLSA: EXEMPT
~~Revised: February 14 May 5, 2021~~3
UNIT: MANAGEMENT

FLEET MANAGER

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of equipment technicians responsible for the maintenance, repair, and outfitting of vehicles and equipment; oversees the procurement of fleet maintenance supplies and materials and the replacement of vehicles and equipment as necessary; supervises, plans, and coordinates the maintenance and repair of County vehicles and equipment; administers, monitors, and provides technical input for assigned equipment maintenance, operations, and related projects and programs; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Superintendent – Roads and Fleet Services~~Public Work Director~~. Exercises direct and general supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the equipment maintenance class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of equipment maintenance staff either directly or through lead workers. Incumbents are expected to independently perform the full range of vehicle and equipment maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established 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.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the installation, maintenance, and repair of County vehicles and equipment; administers specialized projects and programs in the area of assignment.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the equipment maintenance and repair work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Oversees fleet maintenance safety programs and training; inspects work in progress and County vehicles and equipment for safety violations; ensures that safety procedures are followed and that safety equipment is worn; assists in action planning for safety programs; makes periodic safety presentations to assigned staff.
- Performs the most complex equipment maintenance and repair duties as necessary and provides technical assistance to crews.
- Maintains fuel inventory and charges fuel usage to appropriate budget; prepares fuel reconciliation sheets to comply with regulations.
- Compares and analyzes the costs and benefits of equipment replacement and equipment repair; prepares specifications for new vehicles and equipment and recommends purchases as appropriate.
- Coordinates the use of specialized equipment shared by multiple departments.
- Prepares accurate and complete division records and reports as required.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Responds to emergency situations as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of equipment maintenance and repair program development and administration.
- Principles, practices, equipment, tools, and materials of maintenance and repair of County vehicles and equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, practices, tools and materials used in the maintenance and repair of automobiles, light- and heavy-duty trucks and equipment, snow removal and other specialized equipment, including hydraulic and computer-controlled systems.
- Principles and methods used in a program of preventive maintenance for fleet vehicles and equipment.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.

- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mathematics.
- 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:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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 software programs.
- Use English 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

Equivalent to completion of twelfth (12^{th}) grade and two (2) years of responsible experience in heavy equipment maintenance at a level equivalent to the class of Senior Equipment Technician in Tuolumne County or five (5) years of increasingly responsible experience in performing automotive and light to heavy equipment maintenance and repair work.

Licenses and Certifications:

- Possession of a California Class "C" driver's license and a satisfactory driving record.
- Possession of a California Class "A" or "B" driver's license with a tank vehicle endorsement is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County the fleet services shop; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around fleet services facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, 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.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

JUNE 2023
FLSA: EXEMPT
UNIT: MANGEMENT

GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR

DEFINITION

Under general direction, plans, coordinates, and oversees the County-wide Geographic Information System (GIS) division; evaluates and personally participates in the functions necessary to implement and sustain the creation, maintenance, and use of the GIS databases and applications; applies an advanced knowledge of GIS and the principles of geography, cartography and geo-spatial analysis to provide staff and the public with access to computerized information; ensures the expansion and maximization of GIS technology; plans and develops methods to automate spatial and other data recordation, management, and delivery in order to provide customer service improvements for County staff and the public; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises direct and general supervision over assigned staff and contract consultants on a program or project basis.

CLASS CHARACTERISTICS

This is a single-position classification responsible for managing the entire GIS Division within the Department of Public Works, as well as providing expert support for GIS services within various other County departments and the general public. The incumbent performs the full range of duties, and must have the ability to work independently and to exercise initiative and judgment. Successful performance of the work requires thorough knowledge and extensive experience with various technologies related to GIS and concepts of computer-based cartography and management of related databases, as well as, skill in coordinating the work of the assigned function with other departments. This class is distinguished from other GIS related classes by the performance of supervisory responsibilities, the level of specialized technical knowledge of geography, cartography and geo-spatial analysis required, and emphasis on managing the County-wide application of contemporary GIS hardware and software applications.

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.*

- Plans, organizes, assigns, coordinates, and reviews all activities of the County's GIS programs, including coordinating with County departments to identify, develop, and plan GIS projects and staffing needs.
- Plans, coordinates, and leads the implementation and usage of GIS technology and spatially-relatable data throughout the County and by the Public; oversees and manages data maintenance and updating, data storage and distribution, and access to all users.
- Participates in the development and implementation of goals, objectives, policies, and priorities for GIS; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
- Prepares and administers the division's annual budget.

- Plans, organizes, assigns, trains, and reviews the work of assigned staff.
- Monitors operations and activities of the GIS program; recommends improvements and modifications; and prepares various reports on operations and activities.
- Works with elected officials and executive-level staff in the formulation of management policies concerning the compilation of information and coordination of data through the County's GIS program; coordinates and oversees the implementation of such policies.
- Researches, plans, and prepares County-wide and department GIS implementation plans, including researching and determining equipment and technology costs, reviewing GIS and IT technology for implementation, reviewing industry GIS implementations and projects for comparison and possible integration into a County GIS plan, and acting as County representative in various County and regional GIS coordinating meetings.
- Oversees the development and implementation of GIS data collection, storage, access, and distribution policies.
- Develops and designs standards and technical specifications for County-wide GIS systems; coordinates with other GIS and IT staff to develop information system solutions; designs technical GIS and data structures; and programs automated applications for GIS users.
- Performs a variety of professional-level work, including modeling applications, creating maps, preparing database environments, building applications, and developing graphic and related materials for internal and external clients.
- Serves as application administrator for GIS and Permit Tracking System; trouble-shoots and solves issues encountered by staff directly or through appropriate IT staff; interfaces between Community Resources Agency and IT.
- Serves as a technical resource to all County departments, including providing assistance and training in the proper use of GIS data and systems and recommending, troubleshooting, and providing support for GIS software, databases, and other related applications; receives and responds to inquiries, requests for assistance, and complaints regarding division projects, policies, and procedures.
- Manages Public Works' presence on the County website through training staff, designing of pages and documents, and controlling access via IT web master.
- Conducts studies and prepares reports on various technical or land use issues.
- Prepares a variety of written correspondence, reports, procedures, and other materials; oversees the documentation by GIS staff to ensure record of proper use and limitations of data or products.
- Attends meetings, conferences, workshops, and training sessions to become and remain current on principles, practices, and new developments in assigned work areas.
- Confers with and provides professional assistance to other agencies on GIS related matters; utilizes and leverages existing data from other agencies; receives and responds to data requests from other agencies and individuals.
- Monitors changes in GIS technology and applications, recommends improvements and upgrades, and implements changes after approval.
- Maintains accurate records and files related to the GIS function.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of employee supervision, including work planning and assignment, performance evaluation, and training.
- Principles, theories, and methods of GIS technology, programming, and data management.

- The function and role of developing and coordinating a broad-based GIS program with applications for County departments, public agencies, private clients, and the general public including ethical concerns related to the distribution and access of geospatial data.
- Technology, hardware and software, and current applications related to GIS systems, including database management, mapping, and report generation and desktop publishing systems Windows operating systems, ESRI/ArcGIS software, Autocad and related graphical applications.
- Principles and practices of identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Current developments, trends, and technologies within the GIS field.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Mapping, cartography, graphic design, and imaging techniques.
- Data management concepts and structures, implementation, access, and security.
- Basic budgetary and contract administration principles and practices in a public agency.
- Record keeping principles and procedures; particularly, the requirements of technical reporting associated with planning programs.
- Mathematics used in the creation of maps, tables and reports showing geographic and topographic information and to manipulate tabular and spatial data.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- 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 by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards. Develop, implement and interpret division goals, objectives, policies and procedures, and work standards.
- Supervise, train, assign, and review the work of staff.
- Organize, implement, and direct GIS programs; determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects.
- Analyze, interpret, apply, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform complex modeling, mapping, database maintenance, and other GIS professional-level tasks.
- Interpret and understand data in various forms, including GIS files, Autocad drawing files, database files, images and associated metadata, as well as printed maps of various types and sources.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized reports, logs, records, and files of work performed.
- Evaluate needs for materials, parts, supplies, tools, and equipment, and other inventory items.
- Make accurate mathematic calculations.
- Operate modern office equipment including computer equipment and software.
- 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.
- Represent the County effectively in meetings with others and make presentations to various groups.

- Prepare and administer a budget.
- Use English 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:

Equivalent to graduation from an accredited four-year college or university with major coursework in geographic information systems, computer science, geography, public or business administration, or a related field and five (5) years of increasingly responsible experience equivalent to a GIS Analyst II with Tuolumne County, including at least two (2) years serving in a lead capacity.

Licenses and Certifications:

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

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 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 weighing up to 40 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.

~~FEBRUARY~~JUNE 2023~~JUNE 2015~~
FLSA: EXEMPT
UNIT: MANGEMENT

GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR

DEFINITION

Under general direction, plans, coordinates, and oversees the County-wide Geographic Information System (GIS) division; evaluates and personally participates in the functions necessary to implement and sustain the creation, maintenance, and use of the GIS databases and applications; applies an advanced knowledge of GIS and the principles of geography, cartography and geo-spatial analysis to provide staff and the public with access to computerized information; ensures the expansion and maximization of GIS technology; plans and develops methods to automate spatial and other data recordation, management, and delivery in order to provide customer service improvements for County staff and the public; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Community Resources Agency~~Public Works Director. Exercises direct and general supervision over assigned staff and contract consultants on a program or project basis.

CLASS CHARACTERISTICS

This is a single-position classification responsible for managing the entire GIS Division within the ~~Community Resources Agency~~ Department of Public Works, as well as providing expert support for GIS services within various other County departments and the general public. The incumbent performs the full range of duties, and must have the ability to work independently and to exercise initiative and judgment. Successful performance of the work requires thorough knowledge and extensive experience with various technologies related to GIS and concepts of computer-based cartography and management of related databases, as well as, skill in coordinating the work of the assigned function with other departments. This class is distinguished from other GIS related classes by the performance of supervisory responsibilities, the level of specialized technical knowledge of geography, cartography and geo-spatial analysis required, and emphasis on managing the County-wide application of contemporary GIS hardware and software applications.

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.*

- Plans, organizes, assigns, coordinates, and reviews all activities of the County's GIS programs, including coordinating with County departments to identify, develop, and plan GIS projects and staffing needs.
- Plans, coordinates, and leads the implementation and usage of GIS technology and spatially-relatable data throughout the County and by the Public; oversees and manages data maintenance and updating, data storage and distribution, and access to all users.
- Participates in the development and implementation of goals, objectives, policies, and priorities for GIS; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.

- Prepares and administers the division's annual budget.
- Plans, organizes, assigns, trains, and reviews the work of assigned staff.
- Monitors operations and activities of the GIS program; recommends improvements and modifications; and prepares various reports on operations and activities.
- Works with elected officials and executive-level staff in the formulation of management policies concerning the compilation of information and coordination of data through the County's GIS program; coordinates and oversees the implementation of such policies.
- Researches, plans, and prepares County-wide and department GIS implementation plans, including researching and determining equipment and technology costs, reviewing GIS and IT technology for implementation, reviewing industry GIS implementations and projects for comparison and possible integration into a County GIS plan, and acting as County representative in various County and regional GIS coordinating meetings.
- Oversees the development and implementation of GIS data collection, storage, access, and distribution policies.
- Develops and designs standards and technical specifications for County-wide GIS systems; coordinates with other GIS and IT staff to develop information system solutions; designs technical GIS and data structures; and programs automated applications for GIS users.
- Performs a variety of professional-level work, including modeling applications, creating maps, preparing database environments, building applications, and developing graphic and related materials for internal and external clients.
- Serves as application administrator for GIS and Permit Tracking System; trouble-shoots and solves issues encountered by staff directly or through appropriate IT staff; interfaces between Community Resources Agency and IT.
- Serves as a technical resource to all County departments, including providing assistance and training in the proper use of GIS data and systems and recommending, troubleshooting, and providing support for GIS software, databases, and other related applications; receives and responds to inquiries, requests for assistance, and complaints regarding division projects, policies, and procedures.
- Manages ~~the~~ Public Works' ~~Community Resource Agency's~~ presence on the County website through training staff, designing of pages and documents, and controlling access via IT web master.
- Conducts studies and prepares reports on various technical or land use issues.
- Prepares a variety of written correspondence, reports, procedures, and other materials; oversees the documentation by GIS staff to ensure record of proper use and limitations of data or products.
- Attends meetings, conferences, workshops, and training sessions to become and remain current on principles, practices, and new developments in assigned work areas.
- Confers with and provides professional assistance to other agencies on GIS related matters; utilizes and leverages existing data from other agencies; receives and responds to data requests from other agencies and individuals.
- Monitors changes in GIS technology and applications, recommends improvements and upgrades, and implements changes after approval.
- Maintains accurate records and files related to the GIS function.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of employee supervision, including work planning and assignment, performance evaluation, and training.

- Principles, theories, and methods of GIS technology, programming, and data management.
- The function and role of developing and coordinating a broad-based GIS program with applications for County departments, public agencies, private clients, and the general public including ethical concerns related to the distribution and access of geospatial data.
- Technology, hardware and software, and current applications related to GIS systems, including database management, mapping, and report generation and desktop publishing systems Windows operating systems, ESRI/ArcGIS ~~ARC/INFO and Arcview~~ software, Autocad and related graphical applications.
- Principles and practices of identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Current developments, trends, and technologies within the GIS field.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Mapping, cartography, graphic design, and imaging techniques.
- Data management concepts and structures, implementation, access, and security.
- Basic budgetary and contract administration principles and practices in a public agency.
- Record keeping principles and procedures; particularly, the requirements of technical reporting associated with planning programs.
- Mathematics used in the creation of maps, tables and reports showing geographic and topographic information and to manipulate tabular and spatial data.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- 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 by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards. Develop, implement and interpret division goals, objectives, policies and procedures, and work standards.
- Supervise, train, assign, and review the work of staff.
- Organize, implement, and direct GIS programs; determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects.
- Analyze, interpret, apply, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform complex modeling, mapping, database maintenance, and other GIS professional-level tasks.
- Interpret and understand data in various forms, including GIS files, Autocad drawing files, database files, images and associated metadata, as well as printed maps of various types and sources.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized reports, logs, records, and files of work performed.
- Evaluate needs for materials, parts, supplies, tools, and equipment, and other inventory items.
- Make accurate mathematic calculations.
- Operate modern office equipment including computer equipment and software.

- 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.
- Represent the County effectively in meetings with others and make presentations to various groups.
- Prepare and administer a budget.
- Use English 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:

Equivalent to graduation from an accredited four-year college or university with major coursework in geographic information systems, computer science, geography, public or business administration, or a related field and five (5) years of increasingly responsible experience equivalent to a GIS Analyst II with Tuolumne County, including at least two (2) years serving in a lead capacity.

Licenses and Certifications:

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

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 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 weighing up to 40 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.

JUNE 2023
FLSA: NON-EXEMPT
UNIT: EXEC/CONF

HUMAN RESOURCES TECHNICIAN I / II/SENIOR

DEFINITION

Human Resources Technician I/II
Under general supervision, performs a variety of responsible paraprofessional, technical, and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, salary administration, insurance and benefit programs, and employee training and orientation; prepares, reviews, and distributes human resources information systems records; provides responsible technical and clerical support to professional staff in the Human Resources Department; assists in completing various human resources studies and reports; and performs related work as required.

Senior Human Resources Technician
Under direction, performs the most difficult and complex para-professional, technical, and office administrative human resources support functions involved in County recruitment, testing, and selection, employee relations, payroll, classification, salary administration, insurance and benefits programs, Worker's Compensation, disability, employee training, and orientation; provides responsible technical and clerical support to the Human Resources Management Department; assists in completing various human resources studies and reports; may provide lead direction and training for other staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Human Resources Technician I/II
Receives general supervision from the Director of Human Resources & Risk Management, or designee. Exercises no supervision of staff.

Senior Human Resources Technician
Receives general supervision from the Director of Human Resources & Risk Management, or designee. Exercises no direct supervision of staff. May exercise technical and functional supervision over lower-level and support staff.

CLASS CHARACTERISTICS

Human Resources Technician I: This is the entry-level class in this para-professional human resource technician series. Initially under close supervision, incumbents with basic clerical experience perform a variety of technical and complex clerical duties, and perform the less complex para-professional duties in a limited capacity. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Human Resources Technician II: This is the fully competent level class in this para-professional human resource technician series. Positions in this class perform the full range of technical and para-professional human resources duties in the following areas: recruitment, testing, and selection, classification,

compensation, and benefits administration, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and County activities, and extensive staff, public, and organizational contact. This class is distinguished from the Senior Human Resources Technician in that the latter performs the most complex para-professional technical work.

Senior Human Resources Technician: This is the senior level class in this para-professional human resource technician series. Positions in this class perform the most complex and advanced technical and para-professional human resources duties in the following areas: recruitment, testing, and selection, classification, compensation, and benefits administration, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities. Assignments are characterized by the exercise of comprehensive, authoritative understanding of one or more major functions and/or programs managed within the Human Resources / Risk Management Division. Incumbents work with a high level of independence within their area(s) of expertise while providing para-professional support and completing complex clerical assignments. Incumbents may provide lead direction and training of lower-level staff. This class is distinguished from the Human Resources Analyst class series in that the latter are professional-level classifications that require a four-year degree and regularly exercise judgment.

Positions in the Human Resources Technician class series are flexibly staffed and positions at the higher levels are normally filled by advancement from the lower classes

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.

Human Resources Technician I/II

- Participates in the recruitment, testing, screening and selection of employees, including preparing advertisements and recruitment job flyers, assisting in coordinating recruitment processes including scheduling, proctoring and coordinating written performance tests and interviews; advertises, posts, and mails job bulletins; maintains relevant communication with involved parties throughout process.
- Processes and enters payroll, benefits and personnel information and changes into computer.
- Conducts and coordinates orientations for newly hired employees and answers employee questions regarding benefits, open enrollment periods, and other information regarding employee benefits; photographs and creates employee identification cards.
- Performs administrative work related to multi-tiered employee benefits programs that include plans such as retirement, long-term disability, health, life, dental, vision, employee assistance program, and worker's compensation.
- Receives and responds to inquiries and requests from departments, County employees, and the public regarding personnel and employee relations policies, procedures and issues; interfaces with medical insurance providers and insurance representatives.
- May serve as liaison between County managers, staff, and third-party administrators for the Worker's Compensation and other insurance programs.
- Maintains contact with injured employees; reviews, processes and coordinates Worker's Compensation claims activity.
- Enters benefit enrollment and changes into related databases.

- Administers I-9 program, including issuing forms to new employees, verifying eligibility of employment, completing and signing off on forms, and maintaining accurate files.
- Responds to employee and retiree questions and complaints, and may interface with medical insurance providers and insurance representatives.
- Interprets and applies Federal, State, and local laws and regulations concerning human resources programs.
- Maintains employee handbooks and human resources policies and procedures, under the direction of supervisory and management staff.
- Prepares separation forms and information and conducts employee exit interviews as required.
- Assists with the preparation of salary, benefits, working condition, and related surveys and reports.
- Attends labor management meetings with management staff and takes notes.
- Establishes and maintains employee personnel and benefits files, volunteer, and risk management files; organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- Provides general administrative support to the Human Resources function, including preparing correspondence, memoranda, and reports, performing reception functions, processing mail, performing data entry, and maintaining schedules and records.
- Performs related work as required.

Senior Human Resources Technician

- Assists with risk management functions when needed.
- Prepares surveys and reports on salary, benefits, working conditions, and related topics.
- Conducts new hire orientation as needed

QUALIFICATIONS

Knowledge of:

Human Resources Technician I:

- Basic principles and practices of the human resources function in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Basic math, statistic, and accounting principles and procedures.
- 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.

Human Resources Technician II: (In addition to the above)

- Federal, state and county laws, rules and regulations pertaining to mandatory benefits and payroll within each departmental specialty area.
- Laws, rules and regulations governing personnel actions such as equal opportunity employment, considerations of job relatedness, Worker's Compensation, affirmative action, County merit system.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.

Senior Human Resources Technician: (In addition to the above)

- Basic principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.
- Practices, policies, and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Federal, State and local laws, rules and regulations pertaining to mandatory benefits and payroll within each departmental specialty area.

Ability to:

Human Resources Technician I:

- Learn and understand applicable policies, procedures, regulations, laws, rules and standards.
- Gather and compile information from a variety of sources.
- Review human resources documents for completeness and accuracy.
- Maintain accurate and confidential human resources records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Prepare clear, concise, and competent reports, correspondence and other written materials.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Make accurate arithmetic and statistical computations.
- 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.
- 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.

Human Resources Technician II: (In addition to the above)

- Interpret, apply, and explain policies, procedures, and practices of human resources administration.
- Administer effective recruitment, testing, and selection practices.
- Review and reconcile employee benefit records; maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.

Senior Human Resources Technician: (In addition to the above)

- Understand, interpret, explain, and apply policies, procedures, regulations, laws, rules and standards of human resources administration.
- Administer effective recruitment, testing, and selection practices.
- Perform difficult and complex para-professional work involving use of a considerable amount of judgment that requires speed and accuracy.
- Analyze situations accurately and adopt effective courses of action.

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 twelfth (12) grade, supplemented by college-level coursework in human resources, business administration or related field.

Human Resources Technician I:
Two (2) years of responsible administrative support experience.

Human Resources Technician II:
Two (2) years of technical personnel or human resources experience, preferably in the public sector, or two (2) years as a Human Resources Technician I in Tuolumne County.

Senior Human Resources Technician:
Four (4) years of technical personnel or human resources experience, preferably in the public sector, or two (2) years as a Human Resources Technician II in Tuolumne County.

Licenses and Certifications:

- None.

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 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.

~~NOVEMBER 2015~~JUNE 2023
FLSA: NON-EXEMPT
UNIT: EXEC/CONF

HUMAN RESOURCES TECHNICIAN I / II/SENIOR

DEFINITION

Human Resources Technician I/II
Under general supervision, performs a variety of responsible paraprofessional, technical, and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, salary administration, insurance and benefit programs, and employee training and orientation; prepares, reviews, and distributes human resources information systems records; provides responsible technical and clerical support to professional staff in the Human Resources Department; assists in completing various human resources studies and reports; and performs related work as required.

Senior Human Resources Technician
Under direction, performs the most difficult and complex para-professional, technical, and office administrative human resources support functions involved in County recruitment, testing, and selection, employee relations, payroll, classification, salary administration, insurance and benefits programs, Worker's Compensation, disability, employee training, and orientation; provides responsible technical and clerical support to the Human Resources Management Department; assists in completing various human resources studies and reports; may provide lead direction and training for other staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Human Resources Technician I/II
Receives general supervision from the Director of Human Resources & Risk Management, or designee ~~Manager~~. Exercises no supervision of staff.

Senior Human Resources Technician
Receives general supervision from the Director of Human Resources & Risk Management, or designee. Exercises no direct supervision of staff. May exercise technical and functional supervision over lower-level and support staff.

CLASS CHARACTERISTICS

Human Resources Technician I: This is the entry-level class in this para-professional human resource technician series. Initially under close supervision, incumbents with basic clerical experience perform a variety of technical and complex clerical duties, and perform the less complex para-professional duties in a limited capacity. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Human Resources Technician II: This is the fully competent level class in this para-professional human resource technician series. Positions in this class perform the full range of technical and para-professional human resources duties in the following areas: recruitment, testing, and selection, classification, compensation, and benefits administration, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and County activities, and extensive staff, public, and organizational contact. This class is distinguished from the Senior Human Resources Technician in that the latter performs the most complex para-professional technical work.

Senior Human Resources Technician: This is the senior level class in this para-professional human resource technician series. Positions in this class perform the most complex and advanced technical and para-professional human resources duties in the following areas: recruitment, testing, and selection, classification, compensation, and benefits administration, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities. Assignments are characterized by the exercise of comprehensive, authoritative understanding of one or more major functions and/or programs managed within the Human Resources / Risk Management Division. Incumbents work with a high level of independence within their area(s) of expertise while providing para-professional support and completing complex clerical assignments. Incumbents may provide lead direction and training of lower-level staff. This class is distinguished from the Human Resources Analyst class series in that the latter are professional-level classifications that require a four-year degree and regularly exercise judgment.

Positions in the Human Resources Technician class series are flexibly staffed and positions at the ~~II~~ higher levels are normally filled by advancement from the ~~I level requiring one (1) additional year of experience and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher level class.~~ lower classes ~~When filled from the outside, the employee is required to have two (2) years of prior related experience in technical human resources support.~~

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.

Human Resources Technician I/II

- Participates in the recruitment, testing, screening and selection of employees, including preparing advertisements and recruitment job flyers, assisting in coordinating recruitment processes including scheduling, proctoring and coordinating written performance tests and interviews; advertises, posts, and mails job bulletins; maintains relevant communication with involved parties throughout process.
- Processes and enters payroll, benefits and personnel information and changes into computer.
- Conducts and coordinates orientations for newly hired employees and answers employee questions regarding benefits, open enrollment periods, and other information regarding employee benefits; photographs and creates employee identification cards.

- Performs administrative work related to multi-tiered employee benefits programs that include plans such as retirement, long-term disability, health, life, dental, vision, employee assistance program, and worker's compensation.
- Receives and responds to inquiries and requests from departments, County employees, and the public regarding personnel and employee relations policies, procedures and issues; interfaces with medical insurance providers and insurance representatives.
- May serve as liaison between County managers, staff, and third-party administrators for the Worker's Compensation and other insurance programs.
- Maintains contact with injured employees; reviews, processes and coordinates Worker's Compensation claims activity.
- Enters benefit enrollment and changes into related databases.
- Administers I-9 program, including issuing forms to new employees, verifying eligibility of employment, completing and signing off on forms, and maintaining accurate files.
- Responds to employee and retiree questions and complaints, and may interface with medical insurance providers and insurance representatives.
- Interprets and applies Federal, State, and local laws and regulations concerning human resources programs.
- Maintains employee handbooks and human resources policies and procedures, under the direction of supervisory and management staff.
- Prepares separation forms and information and conducts employee exit interviews as required.
- Assists with the preparation of salary, benefits, working condition, and related surveys and reports.
- Attends labor management meetings with management staff and takes notes.
- Establishes and maintains employee personnel and benefits files, volunteer, and risk management files; organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- Provides general administrative support to the Human Resources function, including preparing correspondence, memoranda, and reports, performing reception functions, processing mail, performing data entry, and maintaining schedules and records.
- Performs related work as required.

Senior Human Resources Technician
- Assists with risk management functions when needed.
- Prepares surveys and reports on salary, benefits, working conditions, and related topics.
- Conducts new hire orientation as needed

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QUALIFICATIONS

Knowledge of:

Human Resources Technician I:

- Basic principles and practices of the human resources function in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Basic math, statistic, and accounting principles and procedures.

- 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.

Human Resources Technician II: (In addition to the above)

- Federal, state and county laws, rules and regulations pertaining to mandatory benefits and payroll within each departmental specialty area.
- Laws, rules and regulations governing personnel actions such as equal opportunity employment, considerations of job relatedness, Worker's Compensation, affirmative action, County merit system.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.

Senior Human Resources Technician: (In addition to the above)

- Basic principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.
- Practices, policies, and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Federal, State and local laws, rules and regulations pertaining to mandatory benefits and payroll within each departmental specialty area.

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Ability to:

Human Resources Technician I:

- Learn and understand applicable policies, procedures, regulations, laws, rules and standards.
- Gather and compile information from a variety of sources.
- Review human resources documents for completeness and accuracy.
- Maintain accurate and confidential human resources records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Prepare clear, concise, and competent reports, correspondence and other written materials.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Make accurate arithmetic and statistical computations.
- 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.
- 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.

Human Resources Technician II: In addition to the above:

- Interpret, apply, and explain policies, procedures, and practices of human resources administration.
- Administer effective recruitment, testing, and selection practices.
- Review and reconcile employee benefit records; maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.

Senior Human Resources Technician: (In addition to the above)

- Understand, interpret, explain, and apply policies, procedures, regulations, laws, rules and standards of human resources administration.
- Administer effective recruitment, testing, and selection practices.
- Perform difficult and complex para-professional work involving use of a considerable amount of judgment that requires speed and accuracy.
- Analyze situations accurately and adopt effective courses of action.

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

Human Resources Technician I/II

Equivalent to the completion of twelfth (12) grade, supplemented by college-level coursework in human resources, business administration or related field.

Human Resources Technician I:

Two (2) years of responsible administrative support experience.

Human Resources Technician II:

Two (2) years of technical personnel or human resources experience, preferably in the public sector, or two (2) years as a Human Resources Technician I in Tuolumne County.

Senior Human Resources Technician:

Four (4) years of technical personnel or human resources experience, preferably in the public sector, or two (2) years as a Human Resources Technician II in Tuolumne County.

Licenses and Certifications:

- None.

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 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.

JUNE 2023
FLSA: EXEMPT
UNIT: EXEC/CONF

OFFICE OF EMERGENCY SERVICES (OES) ASSISTANT DIRECTOR

DEFINITION

Under general direction, implements, maintains and manages the County's emergency services programs to achieve the departmental and Board of Supervisors' missions; coordinates County emergency and disaster related efforts in budgeting, planning, response, recovery and hazard mitigation issues and preparedness activities; collaborates with County departments, partner agencies and the public on emergency planning and response activities; coordinates mutual aid services other than fire and law enforcement; supports lead agencies in emergency and disaster response; provides strategic and operational oversight to County agencies involved in emergency or disaster matters; prepares press releases and communicates the program strategy to the Board of Supervisors and other diverse groups, including the public; seeks grants to enhance and promote emergency preparedness and disaster recovery; assures compliance of all activities with County goals and objectives, State and Federal laws, and County policies and procedures; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Administrative Officer. Exercises direct and general supervision over assigned professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This single incumbent classification reports to the County Administrative Officer or designee and requires a high degree of administrative and communication skills to maximize emergency response capabilities, and to manage and coordinate overall administrative and program responsibility for the County's Emergency Services Program. The incumbent is responsible for the day-to-day operation of a countywide emergency preparedness program, including management of the County's emergency services/disaster planning functions and program effectiveness; establishment of countywide emergency services policies and coordination of the involvement of a variety of County departments, and other jurisdictions and agencies. The incumbent is responsible for providing complex administrative support to the County Administrative Officer, Board of Supervisors and other policy-making bodies of elected and appointed officials, as well as representatives of the non-profit and private sectors. This position is required to be on-call and subjected to extended work hours as needed.

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.

- Oversees and administers all aspects of emergency/disaster preparedness, response, and recovery, which may include implementation of applicable portions of the emergency plan during disasters;

- Develops, coordinates, implements and evaluates policies, plans and procedures for monitoring and evaluating emergency services capabilities during emergencies and disasters;
- Plans, implements, coordinates, and evaluates the effectiveness of comprehensive countywide emergency services programs including, resource management, operational readiness, response, rescue, and evacuation plans;
- Oversees the collection, analysis and evaluation of complex data; reviews the preparation of a variety of statistical and other reports regarding emergency services programs and system operations;
- Determines emergency management objectives and priorities consistent with established goals;
- Develops strategic vision, policies, plans and procedures to achieve identified objectives and priorities;
- Develops and monitors performance measures that support County initiatives and strategic goals for emergency management. Ensures planning incorporates whole community concepts and community resiliency principles;
- Evaluates applicable State and Federal legislation affecting departmental operations and functions; develops and/or implements recommendations to policies, plans and/or system changes to ensure adherence to ordinances, regulations and rules;
- Collaborates, coordinates and promotes emergency planning and resiliency building with affected County departments, city, special districts, non-profit organizations, as well as business and private organizations
- Directs and coordinates preparation of a variety of contingency plans, in response to identification of hazards including radiological safety, transportation accidents, hazardous materials related incidents, earthquakes, fires, floods, and other emergencies;
- Prepares, manages and monitors the Emergency Services annual budget and expenditures;
- Reviews program funding needs; obtains Federal emergency management funds and directs the programs participation in other State and Federal revenue programs.
- Develops and submits proposals, grant applications and project budgets for mitigation projects and coordinate with funding agencies, contractors, local officials and the community to implement proposals.
- Conducts, facilitates and attends informational seminars, conference, exercises, presentations and public and professional meetings regarding governmental policies and procedures related to emergency management;
- Oversees a public education program for the County, community groups, and the general public;
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices and methods related to emergency management and related programs;
- Advanced principles and practices of emergency services administration, program development and evaluation;
- Emergency response and disaster preparedness systems including, but not limited to, national Incident Management Systems (NIMS), State Emergency Management System (SEMS) and related systems;
- Federal, State and local laws, policies, programs and plans for emergency and disaster management;
- Background and objectives of Federal, State, regional and local emergency services programs and systems;
- Topography and geography used in determining, evaluating, and planning responses to hazards and disasters;
- Technology and trends in areas of emergency and disaster preparedness, response, mitigation and recovery;
- Methods for improving the whole community resiliency model;

- Statistical and analytical techniques applicable to disaster and recovery analysis;
- Techniques employed in public presentations, group dynamics;
- Negotiation techniques and consensus building techniques;
- Applicable statutes, rules, ordinances, codes and regulations;
- County policies and procedures;
- Principles and practices of effective leadership;
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and training;
- Principles, practices, and trends in public administration, leadership, management and strategic planning;
- Principles and practices of governmental budgeting, contract management, and grant programs and fiscal planning.

Ability to:

- Provide administrative, management, and professional leadership.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Establish and maintain effective working relationships with all those contacted during the course of work.
- Direct an operational area program involving a variety of County departments and staff, member agencies, volunteer groups, businesses and community service organizations;
- Formulate and implement countywide emergency plans; evaluate, develop and implement technological changes to improve systems and programs;
- Analyze the potential for disasters and oversee development of comprehensive plans for mitigation, response, and recovery and rescue;
- Analyze emergency situations accurately and implement an effective course of action;
- Interpret and evaluate departmental policies, programs and practices; define problem areas; plan, coordinate and initiate action to implement policy decisions;
- Collect, analyze and evaluate complex data and problems, select alternatives, identify consequences, and develop sound recommendations;
- Prepare comprehensive reports and implement plans and policies;
- Prepare complex grant applications, proposals, and contracts.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Understand, interpret, explain and apply pertinent laws, rules, regulations and ordinances;
- Exercise independent judgment and initiative in solving difficult administrative, technical and personnel problems or issues;
- Work well under pressure with changing issues and emergency conditions and status;
- Recognize and respond appropriately to problems of a sensitive or political nature;
- Coordinate resources and activities of others;
- Communicate effectively orally and in writing, including skill to prepare administrative, technical and statistical reports and comprehensive emergency response plans;

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 Administration, Public Administration or a relevant technical or disaster planning degree and four (4)

years of responsible professional level experience in administration and policy procedure development, purchasing, budget development, research and program analysis in the area of emergency management, or closely related field.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a California Specialized Training Institute (CSTI) Emergency Management Specialist Certificate or International Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM) or Associated Emergency Manager (AEM) is highly desired.
- Completion of Federal Emergency Management Institute (FEMA) Professional Development Series must be obtained within one (1) year of appointment.

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, to inspect various County sites, and to walk on uneven terrain at times; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office and OES 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, and push 45 pounds, as necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. 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

Must be willing to be on-call, work on evenings, weekends, and holidays as required.

JUNE 2023
FLSA: NON-EXEMPT
UNIT: EXECUTIVE/CONF.

PAYROLL TECHNCIAN I/II/SENIOR

DEFINITION

Payroll Technician I/II

Under direction, performs complex fiscal work involved in processing the County and Special District payroll and maintaining employee payroll records; prepares financial and statistical reports and statements for internal and external agencies; and performs related work as required.

Senior Payroll Technician

Under direction, performs the most difficult and complex fiscal work involved in processing the County and Special District payroll and maintaining employee payroll records; prepares financial and statistical reports and statements for internal and external agencies; may provide lead direction and training for other staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Payroll Technician I/II

Receives direct supervision from the Auditor-Controller. Exercises no direct supervision of staff.

Senior Payroll Technician

Receives general supervision from the Auditor-Controller. Exercises no direct supervision of staff. May exercise technical and functional supervision over lower-level and support staff.

CLASS CHARACTERISTICS

Payroll Technician I: This is the entry-level class in this series. Incumbents initially are given detailed supervision in learning the techniques related to payroll and financial and statistical reporting. As experience is gained, assignments become more varied, complex, and difficult and close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Payroll Technician II: This is the fully competent level class in this series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents may assume specialized responsibility for a particular function within the class. This class is distinguished from the Senior Payroll Clerk in that the latter provides

technical and functional direction to lower-level support staff, is responsible for more complex reporting requirements and provides intra-department coordination.

Senior Payroll Technician: This is the senior level class in this payroll technician series. Positions in this class perform the most complex and advanced duties in payroll and financial and statistical reporting. This position provides day-to-day management of payroll services and has developed specific knowledge of the county's memoranda of understand, personnel policie and procedures and applies this knowledge to the payroll function. Incumbents work with a high level of independence within their area(s) of expertise while providing para-professional support and completing complex clerical assignments. Incumbents may provide lead direction and training of lower-level staff. This class id distingiusihed from Payroll Technician I/II by the scope of supervision and intra-deparmtent coordination and by the complexity of reporting requirements. Carries out functions in aconfidential capacity as defined in the Meyrs-Milias Brown Act.

The positions in the Payroll Clerk class series are flexibly staffed and positions at the h level are normally filled by advancement from the lower-level based on department need after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

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.

Payroll Technician I/II

- Performs and processes the County and Special District bi-weekly payroll including but not limited to pay sheets, timecards, warrants, electronic deposits, and departmental reports.
- Prepares and calculates monthly US Department of Labor Report.
- Prepares and maintains department PERS relief and retiree schedules and applies the 1,000 and 960 hour rules respectively.
- Reviews timecards for accuracy and completeness; supervises the inputting and balancing of information from time cards into the County's payroll processing system.
- Processes direct deposits and various payroll deductions; disperses such funds to various organizations as required and requested.
- Calculates and prepares federal and state payroll tax deposits.
- Calculates and prepares cash-outs and pay-offs as requested.
- Prepares reconciliation reports to balance payroll.
- Maintains accurate and up-to-date records of employee leave and time bank donations.
- Processes payroll adjustments as needed.
- Prepares monthly payroll journal entries.
- Performs technical, financial or statistical record keeping.
- Prepares period and special reports for the County, County Special Districts, State and Federal agencies.
- Completes special projects as assigned.
- Receives and responds to inquiries, requests, and complaints from departments, County employees, and the public regarding payroll policies and procedures.
- Provides general clerical work as required including but not limited to preparing correspondence, memoranda, and reports, completing forms, copying and filing documents, entering computer data, generating computer reports and spreadsheets, answering the telephone, etc.

- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs related work as required.

Senior Payroll Technician (In addition to the above)
- Establishes and maintain employee payroll records.
- Establishes and maintain payroll tables including but not limited to earning codes, general deduction codes, and withholding table.
- Prepares annual reports including but not limited to Federal W-2's, W-3's and State DE 7.
- Prepares and calculates quarterly reports including but not limited to State Multiple Worksite, Federal 941 and State DE6.
- Prepares and calculates monthly US Department of Labor Report.
- May provide work direction to lower-level staff.

QUALIFICATIONS

Knowledge of:

Payroll Technician I/II
- Federal, State and local laws, rules and regulations pertaining to payroll and payment of wages.
- Government accounting and budgetary record keeping.
- Procedures for processing various payroll and personnel documents.
- Methods, techniques, and practices of data collection and basic report writing.
- Recent and on-going developments, current literature, and sources of information related to the operations of the payroll function.
- Business letter writing and standard writing practices for correspondence.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Basic math, statistic, and accounting principles and procedures.
- 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.

Senior Payroll Technician (in addition to the above)
- Basic principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.
- Terminology and practices of payroll and tax document processing and record-keeping.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Ability to:

Payroll Technician I/II
- Understand, interpret, explain, and apply policies, procedures, regulations, laws, rules and standards of payroll adminstration.
- Review payroll documents for completeness and accuracy.
- Maintain accurate and confidential payroll files.
- Prepare clear, concise, and competent reports, correspondence and other written materials.
- Gather and compile information from a variety of sources.

- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Analyze situations accurately and adopt effective courses of action.
- Make accurate arithmetic and statistical computations.
- 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.
- 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.

Senior Payroll Technician (in addition to the above)
- Perform difficult and complex para-professional work involving use of a considerable amount of judgment, and requiring speed and accuracy.
- Analyze complex situations accurately and adopt effective courses of action.
- Organize and prioritize complex and difficult projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

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^{th}) grade supplemented by college-level coursework in accounting or financial record keeping.

Payroll Technician I
One (1) year of experience in payroll, financial and statistical record-keeping.

Payroll Technician II
Two (2) years of experience in payroll, financial and statistical record-keeping; or one (1) year as a Payroll Technician I with the County of Tuolumne.

Senior Payroll Technician
Five (5) years of progressively responsible complex and difficult payroll, financial and statistical record-keeping experience; or two (2) years as a Payroll Technician II in Toulumne County.

Licenses and Certifications:

- None.

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 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.

~~NOVEMBER 2015~~JUNE 2023
FLSA: NON-EXEMPT
UNIT: EXECUTIVE/CONF.

PAYROLL TECHNCIAN I/-II/SENIOR

DEFINITION

Payroll Technician I/II

Under direction, performs complex fiscal work involved in processing the County and Special District payroll and maintaining employee payroll records; prepares financial and statistical reports and statements for internal and external agencies; and performs related work as required.

Senior Payroll Technician

Under direction, performs the most difficult and complex fiscal work involved in processing the County and Special District payroll and maintaining employee payroll records; prepares financial and statistical reports and statements for internal and external agencies; may provide lead direction and training for other staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Payroll Technician I/II

Receives direct supervision from the Auditor-Controller. Exercises no direct supervision of staff.

Senior Payroll Technician

Receives general supervision from the Auditor-Controller. Exercises no direct supervision of staff. May exercise technical and functional supervision over lower-level and support staff.

CLASS CHARACTERISTICS

Payroll Technician I: This is the entry-level class in this series. Incumbents initially are given detailed supervision in learning the techniques related to payroll and financial and statistical reporting. As experience is gained, assignments become more varied, complex, and difficult and close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Payroll Technician II: This is the fully competent level class in this series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents may assume specialized responsibility for a particular function

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within the class. This class is distinguished from the Senior Payroll Clerk in that the latter provides technical and functional direction to lower-level support staff, is responsible for more complex reporting requirements and provides intra-department coordination.

Senior Payroll Technician: This is the senior level class in this payroll technician series. Positions in this class perform the most complex and advanced duties in payroll and financial and statistical reporting. This position provides day-to-day management of payroll services and has developed specific knowledge of the county's memoranda of understand, personnel policie and procedures and applies this knowledge to the payroll function. Incumbents work with a high level of independence within their area(s) of expertise while providing para-professional support and completing complex clerical assignments. Incumbents may provide lead direction and training of lower-level staff. This class id distingiusihed from Payroll Technician I/II by the scope of supervision and intra-deparmtent coordination and by the complexity of reporting requirements. Carries out functions in aconfidential capacity as defined in the Meyrs-Milias Brown Act.

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The positions in the Payroll Clerk class series are flexibly staffed and positions at the ~~II~~ h level are normally filled by advancement from the ~~I~~ lower-level ~~requiring two (2) additional years of experience and~~ based on department need after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

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.

Payroll Technician I/II

- Performs and processes the County and Special District bi-weekly payroll including but not limited to pay sheets, timecards, warrants, electronic deposits, and departmental reports.
- Prepares and calculates monthly US Department of Labor Report.
- Prepares and maintains department PERS relief and retiree schedules and applies the 1,000 and 960 hour rules respectively.
- Reviews timecards for accuracy and completeness; supervises the inputting and balancing of information from time cards into the County's payroll processing system.
- Processes direct deposits and various payroll deductions; disperses such funds to various organizations as required and requested.
- Calculates and prepares federal and state payroll tax deposits.
- Calculates and prepares cash-outs and pay-offs as requested.
- Prepares reconciliation reports to balance payroll.
- Maintains accurate and up-to-date records of employee leave and time bank donations.
- Processes payroll adjustments as needed.
- Prepares monthly payroll journal entries.
- Performs technical, financial or statistical record keeping.
- Prepares period and special reports for the County, County Special Districts, State and Federal agencies.
- Completes special projects as assigned.
- Receives and responds to inquiries, requests, and complaints from departments, County employees, and the public regarding payroll policies and procedures.

- Provides general clerical work as required including but not limited to preparing correspondence, memoranda, and reports, completing forms, copying and filing documents, entering computer data, generating computer reports and spreadsheets, answering the telephone, etc.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs related work as required.

Senior Payroll Technician (In addition to the above)
- Establishes and maintain employee payroll records.
- Establishes and maintain payroll tables including but not limited to earning codes, general deduction codes, and withholding table.
- Prepares annual reports including but not limited to Federal W-2's, W-3's and State DE 7.
- Prepares and calculates quarterly reports including but not limited to State Multiple Worksite, Federal 941 and State DE6.
- Prepares and calculates monthly US Department of Labor Report.
- May provide work direction to lower-level staff.

QUALIFICATIONS

Knowledge of:

Payroll Technician I/II
- Federal, State and local laws, rules and regulations pertaining to payroll and payment of wages.
- Government accounting and budgetary record keeping.
- Procedures for processing various payroll and personnel documents.
- Methods, techniques, and practices of data collection and basic report writing.
- Recent and on-going developments, current literature, and sources of information related to the operations of the payroll function.
- Business letter writing and standard writing practices for correspondence.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Basic math, statistic, and accounting principles and procedures.
- 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.

Senior Payroll Technician (in addition to the above)
- Basic principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.
- Terminology and practices of payroll and tax document processing and record-keeping.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Ability to:

Payroll Technician I/II
- Understand, interpret, explain, and apply policies, procedures, regulations, laws, rules and standards of payroll adminstration.
- Review payroll documents for completeness and accuracy.

- Maintain accurate and confidential payroll files.
- Prepare clear, concise, and competent reports, correspondence and other written materials.
- Gather and compile information from a variety of sources.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Analyze situations accurately and adopt effective courses of action.
- Make accurate arithmetic and statistical computations.
- 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.
- 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.

Senior Payroll Technician (in addition to the above)

- Perform difficult and complex para-professional work involving use of a considerable amount of judgment, and requiring speed and accuracy.
- Analyze complex situations accurately and adopt effective courses of action.
- Organize and prioritize complex and difficult projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

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 (12th) grade supplemented by college-level coursework in accounting or financial record keeping.

Payroll ~~Clerk~~ Technician I~~/II~~
One (1) year of experience in payroll, financial and statistical record-keeping.

~~Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in accounting or financial record keeping.~~

Payroll ~~Clerk~~ Technician II
Two (2) years of experience in payroll, financial and statistical record-keeping; or one (1) year as a ~~at a level equivalent to that of a~~ Payroll Technician I with the County of Tuolumne.

Senior Payroll Technician
Five (5) years of progressively responsible complex and difficult payroll, financial and statistical record-keeping experience; or two (2) years as a Payroll Technician II in Toulumne County.

Licenses and Certifications:

- None.

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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 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.

JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

SUPERINTENDENT – ROADS AND FLEET SERVICES

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the maintenance of County roads and bridges and related public works projects and programs, including assisting with long- and short-term project planning, overseeing the design, construction, maintenance, and operations of a wide variety of road maintenance projects, and other programs; coordinates assigned activities with other County departments and outside agencies; oversees the management of Fleet Services; provides complex and responsible support to the Public Works Director and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification that manages the operations, maintenance, and repair of the County's road, storm drainage systems, and related facilities, as well as the management of Fleet Services. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the roads division, including participating in short- and long-term capital improvement planning, and development and administration of Federal, State, and local funds for capital improvements, expansions, and various other projects and studies. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other County departments and public agencies. This class is distinguished from Public Works Director in that the latter has overall responsibility for multiple functions within the agency including Engineering, Airports, Roads, Fleet Services, Solid Waste, Surveying and GIS.

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.

- Plans, manages, and oversees the daily functions, operations, and activities of work crews engaged in road and bridge maintenance and support services.
- Plans, manages, and oversees the daily functions, operations, and activities of Fleet Services staff engaged fleet maintenance.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Participates in the development and administration of and oversees division budgets.
- Assists with the planning and designing of a wide variety of public works projects, including the preparation of maps, plans, charts, and diagrams; prepares work specifications, cost estimates and technical reports; may act as field construction manager for larger construction projects, monitoring and preparing change orders, progress reports and recommending progress payments.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns; enforces County ordinances and policies ensuring quality control in the areas of road engineering services.
- Responds to and resolves various issues with residents, other department's representatives, and outside agencies, including roads, slope and drainage, storm drain, channel rehabilitation, and flood zones.
- Serves as a liaison for the assigned function to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Reviews requests for new equipment/software providing justification analysis to purchase and coordinates repairs and assignments of divisional equipment.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Assistant Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Inspects work in progress and completed for compliance with County and department policies and procedures, standards of quality and safety, and all applicable local, State and Federal laws, regulations and guidelines.
- Prepares estimates of labor, materials and equipment required for proposed activities.
- Requisitions necessary tools, supplies, materials, and equipment and maintains inventory and records.
- Assists in processing and issuing a variety of permits, including Transportation Permits.
- Receives and responds to inquiries, requests for assistance, concerns and complaints regarding areas of responsibility.
- Provides support to outside agencies during emergencies, including fires, floods, accidents, and disasters and serves as first contact person with the Sheriff's Department dispatch.
- Prepares, reviews, and completes various reports, including Board of Supervisors agenda reports and division-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a liaison for the assigned division to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Assistant Director and Public Works Director; develops and reviews staff reports related to assigned activities and services; may present information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to public works maintenance and operations programs, policies, and procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance and operations; researches emerging products and enhancements and their applicability to County needs.

- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to road maintenance, engineering and land development projects.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Modern record keeping principles and procedures.
- 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 by effectively dealing with the public, vendors, contractors, and County staff.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- 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.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Theories, principles, techniques, materials and equipment used in the maintenance and repair of roads, bridges, and drainage structures, and related public works projects.
- Theories, principles, techniques and tools used in the maintenance of the County's fleet, including on and off-road equipment.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of proper operation and routine maintenance of light and heavy equipment.
- Safe work practices.
- Business letter and report writing.
- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.

- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Use English 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

Equivalent to a high school diploma or GED and three (5) years of progressively responsible experience performing road construction, repair and maintenance, and fleet management experience or a two year degree with major coursework in civil engineering or a related engineer/construction field and (3) years of supervisory experience in road maintenance and/or other related public works operations.

Licenses and Certifications:
- Possession of a California driver's license and a satisfactory driving record.
- Possession of a California Class "A" driver's license with a tank vehicle endorsement is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County streets, storm drains, and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various County and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around public works infrastructure and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, 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.

WORKING CONDITIONS

May be required to work outside of regular working hours.

~~FEBRUARY~~JUNE 2023~~JUNE 2018~~
FLSA: EXEMPT
UNIT: MANAGEMENT

SUPERINTENDENT – ROADS AND FLEET~~ROAD SUPERINTENDENT~~ SERVICES

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the maintenance of County roads and bridges and related public works projects and programs, including assisting with long- and short-term project planning, overseeing the design, construction, maintenance, and operations of a wide variety of road maintenance projects, and other programs; coordinates assigned activities with other County departments and outside agencies; oversees the management of Fleet Services; provides complex and responsible support to the Public Works~~Community Resources Agency~~ Director~~–~~ and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director~~ Engineering Manager~~. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification that manages the operations, maintenance, and repair of the County's road, storm drainage systems, and related facilities, as well as the management of Fleet Services. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the roads division, including participating in short- and long-term capital improvement planning, and development and administration of Federal, State, and local funds for capital improvements, expansions, and various other projects and studies. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other County departments and public agencies. This class is distinguished from~~ Engineering Manager~~ Public Works Director in that the latter has overall responsibility for multiple functions within the agency including Engineering, Airports, Roads, Fleet Services, ~~Roads or Fleet Services~~Solid Waste, Surveying and GIS.

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.

- Plans, manages, and oversees the daily functions, operations, and activities of work crews engaged in road and bridge maintenance and support services.
- Plans, manages, and oversees the daily functions, operations, and activities of Fleet Services staff engaged fleet maintenance.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

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- Participates in the development and administration of and oversees division budgets.
- Assists with the planning and designing of ~~-~~a wide variety of public works projects, including the preparation of maps, plans, charts, and diagrams; prepares work specifications, cost estimates and technical reports; may act as field construction manager for larger construction projects, monitoring and preparing change orders, progress reports and recommending progress payments.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns; enforces County ordinances and policies e~~i~~nsuring quality control in the areas of road engineering services.
- Responds to and resolves various issues with residents, other department's representatives, and outside agencies, including roads, slope and drainage, storm drain, channel rehabilitation, and flood zones.
- Serves as a liaison for the assigned function to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Reviews requests for new equipment/software providing justification analysis to purchase and coordinates repairs and assignments of divisional equipment.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Assistant ~~Deputy~~ Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Inspects work in progress and completed for compliance with County and department policies and procedures, standards of quality and safety, and all applicable local, S~~s~~tate and F~~f~~ederal laws, regulations and guidelines.
- Prepares estimates of labor, materials and equipment required for proposed activities.
- Requisitions necessary tools, supplies, materials, and equipment and maintains inventory and records.
- Assists in processing and issuing a variety of permits, including Transportation Permits.
- Receives and responds to inquiries, requests for assistance, concerns and complaints regarding areas of responsibility.
- Provides support to outside agencies during emergencies, including fires, floods, accidents, and disasters and serves as first contact person with the Sheriff's Department dispatch.
- Prepares, reviews, and completes various reports, including Board of Supervisors agenda reports and division-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a liaison for the assigned division to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the ~~Deputy~~ Assistant Director and Public Works Director; develops and reviews staff reports related to assigned activities and services; may present information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to public works maintenance and operations programs, policies, and procedures.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance and operations; researches emerging products and enhancements and their applicability to County needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to road maintenance, engineering and land development projects.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Modern record keeping principles and procedures.
- 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 by effectively dealing with the public, vendors, contractors, and County staff.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- 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.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Theories, principles, techniques, materials and equipment used in the maintenance and repair of roads, bridges, and drainage structures, and related public works projects.
- Theories, principles, techniques and tools used in the maintenance of the County's fleet, including on and off-road equipment.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of proper operation and routine maintenance of light and heavy equipment.
- Safe work practices.
- Business letter and report writing.
- 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:

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- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Use English 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

Equivalent to a high school diploma or GED and three (5~~3~~) years of progressively responsible experience performing road construction, repair and maintenance, and fleet management experience or a two year degree with major coursework in civil engineering or a related engineer/construction field and (3) years of supervisory experience in road maintenance and/or other related public works operations.

Licenses and Certifications:

- Possession of a California driver's license and a satisfactory driving record.
- Possession of a California Class "A" driver's license with a tank vehicle endorsement is highly desirable.
- ~~Possession of a certified pesticide applicators license within twelve (12) months of employment.~~

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County streets, storm drains, and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various County and meeting sites; vision to read printed materials and a computer screen;

color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around public works infrastructure and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, 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.

WORKING CONDITIONS

May be required to work outside of regular working hours.

JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

SUPERVISING DISTRICT ATTORNEY'S INVESTIGATOR

DEFINITION

Under general direction, plans, organizes, supervises, oversees, coordinates and reviews the work of investigations staff; investigates difficult and complex criminal cases for the District Attorney's Office; obtains and processes information and evidence required to prepare cases for prosecutors; assists local law enforcement jurisdictions with criminal investigations; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Attorney. Exercises direct and general supervision over assigned investigations staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the District Attorney Investigators series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of the investigations staff. Incumbents are expected to independently perform the full range of District Attorney investigation duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification functions as a peace officer in accordance with the provisions of Section 830.1 of the California Penal Code.

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.

- Assists in the development and administration of the division budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary
- Manages citizen complaints and internal disciplinary actions.
- Oversees and reviews the Internal Affairs and formal complaint investigation process for employees within the Office of the District Attorneys; provides recommendations to the District Attorney
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the division; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Works collaboratively with partnering County agencies and programs, community agencies, law enforcement, state and federal agencies, and other organizations to develop, modify, and promote law enforcement programs and services.
- Serves as a liaison for the major section or division to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to and serves as member on multidisciplinary and community teams, committees, and task forces, as necessary.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; researches emerging products and enhancements and their applicability to County needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; negotiates and resolves significant and controversial issues.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for performing investigations for the District Attorney's Office.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Monitors operations and activities of assigned function; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvement.
- Determines and recommends equipment, materials, and staffing needs for assigned function; monitors, controls and orders supplies and equipment.
- Manages the most complex or highly sensitive cases thorough investigations of suspected criminal and civil violations, including grand jury, major fraud, homicide, child abduction, sexual assault and other issues.

  Monitors, supports and participates in key criminal investigations by other agencies at the request of the District Attorney; determines and recommends Department of Justice involvement.
- Reviews and approves reports and other documentation prepared by staff; prepares comprehensive reports and documentation to support and facilitate legal prosecution.
- Collects and analyzes evidence and information to obtain an accurate account of the events, participants and properties involved in an assigned case; locates and interviews victims, witnesses and others, and interrogates suspects.
- Prepares facts and documentation to obtain warrants and develop a case; obtains and serves subpoenas, arrests, and search warrants.
- Logs and maintains court exhibits.
- May arrest criminal suspect(s) during the course of an investigation.
- Provides expert witness testimony in court as required.
- Conducts criminal and employment background investigations as necessary or requested.
- Arranges protective custody or other protective measures for crime victims as necessary.
- Works closely with the District Attorney and staff, other departments, and agencies in identifying, investigating, and preparing cases and related activities.
- Evaluates assigned operations and activities; recommends modifications in policies and/or procedures to ensure maximum effectiveness and safety.
- Participates in establishing the budget for assigned function; monitors expenditures and prepares related records and reports.
- Maintains assigned equipment and vehicle.
- Responds to and resolves inquiries, complaints and requests for assistance in areas of responsibility.
- Performs general administrative and clerical duties as necessary, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, answering the telephone, sending and receiving faxes, and ordering supplies.
- Attends training to maintain and improve job knowledge, skills and certifications; maintains proficiency in the use and care of firearms.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices of police science, administration, and organization; modern law enforcement methods and procedures, including patrol; crime prevention, traffic control and bailiff and courthouse functions; criminal investigation methods and techniques; laws of pursuit, apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Principles and practices of budget development and administration.
- 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.
- Organization and management practices as applied to the development, analysis, and evaluation of law enforcement programs, policies, and operational needs.
- Practices of researching law enforcement operations and services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to law enforcement programs and services.
- Proper and effective methods of deploying law enforcement personnel.
- Proper use and care of department authorized firearm.
- Federal, state, and local laws, codes, ordinances, regulations, and standards affecting District Attorney Investigation operations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State and County laws, codes, ordinances, regulations and standards affecting assigned operations.
- Principles, practices, techniques and equipment used in in-depth criminal investigation, pursuit, and apprehension of suspects, and arrest and custody of prisoners.
- Laws, codes, regulations and court rules governing suspect and prisoner rights, search and seizure, and rules of evidence.
- Grand jury procedures and requirements pertaining to investigative work.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation and prosecution of criminal cases.
- Safety practices and precautions pertaining to law enforcement and investigative work.
- Locations and characteristics of various neighborhoods.
- Modern office procedures, practices and technology, including the use of computers in data and word processing.
- Report preparation methods.
- Principles and practices of records and file management.
- Basic mathematics.
- Modern office procedures, practices and technology related to the work, including the use of computers in data and word processing.
- 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:

- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Organize, implement, and direct investigation program and activities.

- Identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solution.
- Interpret, analyze and apply pertinent federal, State and local laws, rules and regulations.
- Analyze complex criminal investigation problems, develop alternatives and adopt effective courses of action.
- Keep abreast of trends, technology, and requirements in law enforcement and investigative operations.
- Evaluate assigned functions and operations and develop recommendations to improve service and efficiency.
- Assess emergency circumstances and develop, implement, and direct appropriate response strategies.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Use and care for firearms.
- Deal courteously, yet firmly and effectively, with the public in law enforcement situations.
- Observe and accurately recall places, names, descriptive characteristics and facts of incidents.
- Maintain accurate records and prepare clear and concise reports and other written materials.
- Use computer programs for record-keeping and reporting purposes.
- Make required calculations accurately as required.
- 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^{th}) grade, supplemented by 15 college semester hours in police science, criminal justice, or a related field and two (2) years of field experience in criminal investigations as a DA Investigator in Tuolumne County or one (1) year of lead or supervisory experience in law enforcement.

Licenses and Certifications:

- Possession of a valid California driver's license and a satisfactory driving record.
- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.)
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is desirable.
- Possession and maintenance of firearms qualification.

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 to perform investigations and surveillance, transport suspects and evidence, and visit various County and meeting sites; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to investigate crimes. Finger dexterity

is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 60 pounds as necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed 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 principal 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 on a call-in basis, and on evenings, weekends, and holidays. Must have internet access at home residence.

~~NOVEMBER 2015~~JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

SUPERVISING DISTRICT ATTORNEY'S INVESTIGATOR

DEFINITION

Under general direction, plans, organizes, supervises, oversees, coordinates and reviews the work of investigations staff; ~~-~~investigates difficult and complex criminal cases for the District Attorney's Office; obtains and processes information and evidence required to prepare cases for prosecutors; assists local law enforcement jurisdictions with criminal investigations; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Attorney. Exercises direct and general supervision over assigned investigations staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the District Attorney Investigators series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of the investigations staff. Incumbents are expected to independently perform the full range of District Attorney investigation duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification functions as a peace officer in accordance with the provisions of Section 830.1 of the California Penal Code.

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.

- Assists in the development and administration of the division budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary
- Manages citizen complaints and internal disciplinary actions.
- Oversees and reviews the Internal Affairs and formal complaint investigation process for employees within the ~~department~~Office of the District Attorneys; provides recommendations to the District Attorney
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the division; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Works collaboratively with partnering County agencies and programs, community agencies, law enforcement, state and federal agencies, and other organizations to develop, modify, and promote law enforcement programs and services.
- Serves as a liaison for the major section or division to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to and serves as member on multidisciplinary and community teams, committees, and task forces, as necessary.

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- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; researches emerging products and enhancements and their applicability to County needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; negotiates and resolves significant and controversial issues.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for performing investigations for the District Attorney's Office.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Monitors operations and activities of assigned function; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvement.
- Determines and recommends equipment, materials, and staffing needs for assigned function; monitors, controls and orders supplies and equipment.
- Manages the most complex or highly sensitive cases thorough investigations of suspected criminal and civil violations, including grand jury, major fraud, homicide, child abduction, sexual assault and other issues.
- Monitors, supports and participates in key criminal investigations by other agencies at the request of the District Attorney; determines and recommends Department of Justice involvement.
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- Reviews and approves reports and other documentation prepared by staff; prepares comprehensive reports and documentation to support and facilitate legal prosecution.
- Collects and analyzes evidence and information to obtain an accurate account of the events, participants and properties involved in an assigned case; locates and interviews victims, witnesses and others, and interrogates suspects.
- Prepares facts and documentation to obtain warrants and develop a case; obtains and serves subpoenas, arrests, and search warrants.
- Logs and maintains court exhibits.
- May arrest criminal suspect(s) during the course of an investigation.
- Provides expert witness testimony in court as required.
- Conducts criminal and employment background investigations as necessary or requested.
- Arranges protective custody or other protective measures for crime victims as necessary.
- Works closely with the District Attorney and staff, other departments, and agencies in identifying, investigating, and preparing cases and related activities.
- Evaluates assigned operations and activities; recommends modifications in policies and/or procedures to ensure maximum effectiveness and safety.
- Participates in establishing the budget for assigned function; monitors expenditures and prepares related records and reports.
- Maintains assigned equipment and vehicle.
- Responds to and resolves inquiries, complaints and requests for assistance in areas of responsibility.
- Performs general administrative and clerical duties as necessary, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, answering the telephone, sending and receiving faxes, and ordering supplies.
- Attends training to maintain and improve job knowledge, skills and certifications; maintains proficiency in the use and care of firearms.
- Performs related duties as required.

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QUALIFICATIONS

Knowledge of:

- Administrative principles and practices of police science, administration, and organization; modern law enforcement methods and procedures, including patrol; crime prevention, traffic control and bailiff and courthouse functions; criminal investigation methods and techniques; laws of pursuit, apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Principles and practices of budget development and administration.
- ~~O~~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.
- Organization and management practices as applied to the development, analysis, and evaluation of law enforcement programs, policies, and operational needs.
- Practices of researching law enforcement operations and services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to law enforcement programs and services.
- Proper and effective methods of deploying law enforcement personnel.
- Proper use and care of department authorized firearm.
- Federal, state, and local laws, codes, ordinances, regulations, and standards affecting District Attorney Investigation operations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State and County laws, codes, ordinances, regulations and standards affecting assigned operations.
- Principles, practices, techniques and equipment used in in-depth criminal investigation, pursuit, and apprehension of suspects, and arrest and custody of prisoners.
- Laws, codes, regulations and court rules governing suspect and prisoner rights, search and seizure, and rules of evidence.
- Grand jury procedures and requirements pertaining to investigative work.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation and prosecution of criminal cases.
- Safety practices and precautions pertaining to law enforcement and investigative work.
- Locations and characteristics of various neighborhoods.
- Modern office procedures, practices and technology, including the use of computers in data and word processing.
- Report preparation methods.
- Principles and practices of records and file management.
- Basic mathematics.
- Modern office procedures, practices and technology related to the work, including the use of computers in data and word processing.
- 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:

- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Organize, implement, and direct investigation program and activities.

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- Identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solution.
- Interpret, analyze and apply pertinent federal, State and local laws, rules and regulations.
- Analyze complex criminal investigation problems, develop alternatives and adopt effective courses of action.
- Keep abreast of trends, technology, and requirements in law enforcement and investigative operations.
- Evaluate assigned functions and operations and develop recommendations to improve service and efficiency.
- Assess emergency circumstances and develop, implement, and direct appropriate response strategies.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Use and care for firearms.
- Deal courteously, yet firmly and effectively, with the public in law enforcement situations.
- Observe and accurately recall places, names, descriptive characteristics and facts of incidents.
- Maintain accurate records and prepare clear and concise reports and other written materials.
- Use computer programs for record-keeping and reporting purposes.
- Make required calculations accurately as required.
- 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^{th}) grade, supplemented by 15 college semester hours in police science, criminal justice, or a related field and two (2) years of field experience in criminal investigations ~~at a level equivalent to~~as a ~~Sheriff's Investigator~~ DA Investigator in Tuolumne County ~~and~~ or ~~two (2)~~one (1) year~~s~~ of lead or supervisory experience in law enforcement. ~~Experience in law enforcement is desirable.~~

Licenses and Certifications:

- Possession of a valid California driver's license and a satisfactory driving record.
- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.)
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is desirable.
- Possession and maintenance of firearms qualification.

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 to perform investigations and surveillance, transport suspects and evidence, and visit various County and meeting sites; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent

walking on uneven terrain, and climbing and descending structures to investigate crimes. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 60 pounds as necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed 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 principal 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 on a call-in basis, and on evenings, weekends, and holidays. Must have internet access at home residence.

JUNE 2023
FLSA: EXEMPT
UNIT: MANAGEMENT

SUPERVISING PROBATION OFFICER

DEFINITION

Under general direction, supervises, organizes, oversees, coordinates, and reviews the work of staff performing case management of adult and/or juvenile probationers, conducting investigations, and preparing reports and recommendations to the court related to sentencing of adult offenders and disposition of juvenile offenders; provides responsible support to assigned Probation Division Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Probation Division Manager. Exercises direct and general supervision over assigned probation staff.

CLASS CHARACTERISTICS

This is the first-line full supervisory-level classification in the Deputy Probation Officer series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of probation staff involved in managing cases, investigations, and reports. Incumbents are expected to independently perform the full range of deputy probation officer duties, but generally they spend at least half of their time in the performance of supervisor duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Probation Division Manager in that the latter has broad management responsibility for the Adult Probation Unit or Juvenile Probation Unit, and the Supervising Probation Officers are responsible for smaller units within the Adult and Juvenile Probation Units. Supervising Probation Officers provide direct supervision to deputy probation officers assigned to specialized units, such as Adult Field Supervision, Adult Court Services, Juvenile Placement and Court Services, or act as the Department's assigned training manager for sworn staff.

This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.5 and 832 and may be required to carry a firearm as required by the Chief Probation Officer.

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.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for performing case management services including supervising, counseling, and monitoring adult and juvenile offenders on probation, Post Release Community Supervision (PRCS), and Mandatory Supervision, conducting investigations and field searches; and preparing various court and case reports; reviews reports, risk assessments, and court orders and determines case assignments to deputy probation officers.

- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Monitors operations and activities of assigned program/function; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for the assigned programs and activities; monitors, controls, and orders supplies and equipment.
- Manages the most complex and/or highly sensitive cases; conducts the more difficult, unusual, or sensitive investigations and recommends appropriate course of action to the courts; processes paperwork for interstate transfers to probationers.
- Reviews and approves assessments, reports, and other documentation prepared by staff.
- Coordinates Probation Department training program for all staff including tracking requirements, identifying training classes, scheduling and enrolling staff, and maintaining records.
- Assists managers conducting internal investigations and may assist with certain aspects of formal Internal Affairs investigations.
- Supervises assigned probation-related programs including electronic monitoring programs, pretrial services, juvenile placements, sex offender treatment, officer field training programs, Work Release services, the Juvenile Work Program, vehicle fleet maintenance, and the department canine program; reviews and evaluates program services and implements recommendations for improvements.
- Provides staff assistance to assigned Probation Division Manager; prepares and presents reports and correspondence.
- Supervises the preparation and maintenance of reports, records, and files; ensures the proper documentation of activities.
- Receives and responds to inquiries, concerns, and complaints regarding assigned programs, activities, and staff; investigates complaints; recommends corrective actions to resolve issues.
- Works collaboratively with partnering County agencies and programs, schools, treatment providers, community agencies, law enforcement, District Attorney and staff, client attorneys, other legal representation, and others during the course of client probation.
- Reviews current developments related to legal codes and regulations and probation operations, conducts research, evaluates implications for the County, develops procedures and recommendations, and assists in planning and management of the department operations.
- Attends and participates in professional, committee, and partner agency meetings; stays abreast of new trends and innovations in the field of probation and other services as they relate to the area of assignment.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of adult and juvenile probation work including best practices including Evidence Based Practices.
- Principles and techniques of interviewing and investigation.
- Principles and theories of applied psychology and/or sociology.
- General community resources necessary to assist in crime and delinquency control.
- Case planning and management including intervention and diversion programs and adjunct therapies.
- Court procedures and operations.

- Safety practices and equipment related to the work.
- Federal, state, and local laws, ordinances and policies applicable to adult and juvenile custody and probation.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping principles and procedures.
- 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:

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct probation programs and activities.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Supervise the development and implementation of and evaluate effective case management strategies, including involvement of appropriate adjunct services and therapies.
- Supervise and conduct investigations and evaluations of juvenile and adult criminal and other situations including social history, nature of crime or situation, aggravating/mitigating circumstances, and related factors of evaluation.
- Analyze case-related documents and make appropriate deductions and recommendations.
- Review and prepare comprehensive reports and recommendations related to probation.
- Supervise and monitor an adult and/or juvenile caseload, including enforcing terms of probation, facilitating progress, search and seizure, and recommending revocation of probation.
- Plan and make effective presentations to authoritative groups such as courts; testify in court.
- Make quick, sound, and independent decisions based on facts.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Prepare clear, concise and accurate reports, records, and other correspondence and documents.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Graduation from a four-year college or university with major coursework in psychology, sociology, criminal justice, or a related field and five (5) years of probation experience, including at least one (1) year of lead or supervisory experience.

Must complete and pass Standards and Training for Corrections (STC) Supervisor Core Course (80 hours of instruction) within one (1) year of appointment.

Licenses and Certifications:

- Possession of a valid California Driver's License and satisfactory driving record.
- Possession of a valid California Penal Code 832 certificate, for appointment as a peace officer.
- If assigned to carry a firearm while on duty, must possess a valid certificate of firearms training per California Penal Code Section 832 and maintain firearm qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a vehicle to various County and meeting sites; maintain California Board of Corrections physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification (if assigned) and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds as necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed 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 emergencies and on evenings, weekends, and holidays. Must be willing to be subject to call-in on a rotating basis. Must have internet access at home residence. Must meet minimum standards as described in California Government Code Sections 1029 and 1031. Must meet physical standards established by the California Board of Corrections and any other pre-employment as well as ongoing peace officer requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals.

~~FEBRUARY~~JUNE~~JUNE~~ 2023~~15~~
FLSA: ~~NON-~~Exempt~~XEMPT~~
Unit: Management

SUPERVISING PROBATION OFFICER

DEFINITION

Under general direction, supervises, organizes, oversees, coordinates, and reviews the work of staff performing case management of adult and/or juvenile probationers, conducting investigations, and preparing reports and recommendations to the court related to sentencing of adult offenders and disposition of juvenile offenders; provides responsible support to assigned Probation Division Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Probation Division Manager. Exercises direct and general supervision over assigned probation staff.

CLASS CHARACTERISTICS

This is the first-line full supervisory-level classification in the Deputy Probation Officer series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of probation staff involved in managing cases, investigations, and reports. Incumbents are expected to independently perform the full range of deputy probation officer duties, but generally they spend at least half of their time in the performance of supervisor duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Probation Division Manager in that the latter ~~is a management classification and~~ has broad management responsibility for the Adult Probation Unit or Juvenile Probation Unit, and the Supervising Probation Officers are responsible for smaller units within the Adult and Juvenile Probation Units. Supervising Probation Officers provide direct supervision to deputy probation officers assigned to specialized units, such as Adult Field Supervision, Adult Court Services, Juvenile Placement and Court Services, or act as the Department's assigned training manager for sworn staff.

This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.5 and 832 and may be required to carry a firearm as required by the Chief Probation Officer.

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.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for performing case management services including supervising, counseling, and monitoring adult and juvenile offenders on probation, Post Release Community Supervision (PRCS), and Mandatory Supervision, conducting investigations and field searches; and preparing various court and case reports; reviews reports, risk assessments, and court orders and determines case assignments to deputy probation officers.

- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Monitors operations and activities of assigned program/function; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for the assigned programs and activities; monitors, controls, and orders supplies and equipment.
- Manages the most complex and/or highly sensitive cases; conducts the more difficult, unusual, or sensitive investigations and recommends appropriate course of action to the courts; processes paperwork for interstate transfers to probationers.
- Reviews and approves assessments, reports, and other documentation prepared by staff.
- Coordinates Probation Department training program for all staff including tracking requirements, identifying training classes, scheduling and enrolling staff, and maintaining records.
- Assists managers conducting internal investigations and may assist with certain aspects of formal Internal Affairs investigations.
- Supervises assigned probation-related programs including ~~day treatment, banked driving under the influence (DUI), and~~ electronic monitoring programs, pretrial services, juvenile placements, sex offender treatment, officer field training programs, Work Release services, the Juvenile Work Program, vehicle fleet maintenance, and the department canine program; reviews and evaluates program services and implements recommendations for improvements.
- Provides staff assistance to assigned Probation Division Manager; prepares and presents reports and correspondence.
- Supervises the preparation and maintenance of reports, records, and files; ensures the proper documentation of activities.
- Receives and responds to inquiries, concerns, and complaints regarding assigned programs, activities, and staff; investigates complaints; recommends corrective actions to resolve issues.
- Works collaboratively with partnering County agencies and programs, schools, treatment providers, community agencies, law enforcement, District Attorney and staff, client attorneys, other legal representation, and others during the course of client probation.
- Reviews current developments related to legal codes and regulations and probation operations, conducts research, evaluates implications for the County, develops procedures and recommendations, and assists in planning and management of the department operations.
- Attends and participates in professional, committee, and partner agency meetings; stays abreast of new trends and innovations in the field of probation and other services as they relate to the area of assignment.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of adult and juvenile probation work including best practices including Evidence Based Practices.
- Principles and techniques of interviewing and investigation.
- Principles and theories of applied psychology and/or sociology.
- General community resources necessary to assist in crime and delinquency control.
- Case planning and management including intervention and diversion programs and adjunct therapies.

- Court procedures and operations.
- Safety practices and equipment related to the work.
- Federal, state, and local laws, ordinances and policies applicable to adult and juvenile custody and probation.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping principles and procedures.
- 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:

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct probation programs and activities.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Supervise the development and implementation of and evaluate effective case management strategies, including involvement of appropriate adjunct services and therapies.
- Supervise and conduct investigations and evaluations of juvenile and adult criminal and other situations including social history, nature of crime or situation, aggravating/mitigating circumstances, and related factors of evaluation.
- Analyze case-related documents and make appropriate deductions and recommendations.
- Review and prepare comprehensive reports and recommendations related to probation.
- Supervise and monitor an adult and/or juvenile caseload, including enforcing terms of probation, facilitating progress, search and seizure, and recommending revocation of probation.
- Plan and make effective presentations to authoritative groups such as courts; testify in court.
- Make quick, sound, and independent decisions based on facts.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Prepare clear, concise and accurate reports, records, and other correspondence and documents.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Graduation from a four-year college or university with major coursework in psychology, sociology, criminal justice, or a related field and five (5) years of probation experience, including at least one (1) year of lead or supervisory experience.

Must complete and pass Standards and Training for Corrections (STC) Supervisor Core Course (80 hours of instruction) within one (1) year of appointment.

Licenses and Certifications:

- Possession of a valid California Driver's License and satisfactory driving record.
- Possession of a valid California Penal Code 832 certificate, for appointment as a peace officer.
- If assigned to carry a firearm while on duty, must possess a valid certificate of firearms training per California Penal Code Section 832 and maintain firearm qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a vehicle to various County and meeting sites; maintain California Board of Corrections physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification (if assigned) and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds as necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed 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 emergencies and on evenings, weekends, and holidays. Must be willing to be subject to call-in on a rotating basis. Must have internet access at home residence. Must meet minimum standards as described in California Government Code Sections 1029 and 1031. Must meet physical standards established by the California Board of Corrections and any other pre-employment as well as ongoing peace officer requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals.

2023-24 Adopted Budget County Capital Projects

		Expense		Revenue								
Account	**Account descrition**	**Project**	**Proposed Amount**	**General Fund**	**HHAP 3**	**PH Fund**	**DSS Fund**	**BH Fund**	**Interest**	**Int. Borrowing**	**Fund Balance**	**Total**
3315-526110	PS&S-Professional Services	PFG - Municipal Financial Advisor	$ 7,500								$ 7,500	**$ 7,500**
3315-526110	PS&S-Professional Services	Appriasal Services	$ 15,000	$ 15,000								**$ 15,000**
3315-526110	PS&S-Professional Services	Re-design and reconfig of NOC	$ 225,000								$ 225,000	**$ 225,000**
3315-541000	Land	Housing purchase	$ 888,046		$ 888,046							**$ 888,046**
3315-542000	Buildings & Improvements	Admin Boiler Replacement	$ 150,000								$ 150,000	**$ 150,000**
3315-542000	Buildings & Improvements	PW Grant Match Groveland Project	$ 81,169								$ 81,169	**$ 81,169**
3315-542000	Buildings & Improvements	Dispatch/Sheriff Generator	$ 200,000	$ 200,000								**$ 200,000**
3315-542003	Reroofing Projects	Administration Roof	$ 230,000	$ 230,000								**$ 230,000**
3315-542219	Columbia Pool Improvements	Columbia Pool	$ 367,400								$ 367,400	**$ 367,400**
3315-542262	Law & Justic Center	Jail to Courthouse walkway	$ 392,277						$ 24,000		$ 368,277	**$ 392,277**
3315-542262	Law & Justic Center	Roadway design and engineering	$ 500,000						$ 500,000			**$ 500,000**
3315-542267	Courthouse Rehabilitation	Yaney courthouse remodel	$ 1,000,000							$ 1,000,000		**$ 1,000,000**
3315-542267	Courthouse Rehabilitation	Elevator construction for Yaney	$ 801,616							$ 801,616		**$ 801,616**
3315-542267	Courthouse Rehabilitation	Elevator const. Documents	$ 120,360							$ 120,360		**$ 120,360**
3315-542267	Courthouse Rehabilitation	Washington St CH remodel	$ 559,093							$ 350,000	$ 209,093	**$ 559,093**
3315-542485	HVAC Replacement Projects	NOC HVAC replacement	$ 150,000						$ 150,000			**$ 150,000**
3315-542485	HVAC Replacement Projects	Misc HVAC	$ 70,000	$ 70,000								**$ 70,000**
3315-542523	TGH Remodel	HHSA Move	$ 700,000			$ 400,000	$ 300,000					**$ 700,000**
3315-542603	BH FHWC ADA Ramp	New BH entrance ramp	$ 90,000					$ 90,000				**$ 90,000**
		Totals	**$ 6,547,461**	**$ 515,000**	**$ 888,046**	**$ 400,000**	**$ 300,000**	**$ 90,000**	**$ 674,000**	**$ 2,271,976**	**$ 1,408,439**	**$ 6,547,461**

DEPARTMENT OF PUBLIC WORKS
Public Works Capital Project
FY 2023/2024 Budget Worksheet

PROJECT INFORMATION																		
PROJECT	ACCOUNT	DESCRIPTION	RECOMMENDED BUDGET	FUND BALANCE	SB1 RMRA CONTRA PAYMENTS	STATE CLEAN CA GRANT	STATE TRANSPORTATION IMP PROGRAM	STATE CALRECYCLE GRANT	STATE MATCHING (RSTP)	STATE ACTIVE TRANSPORTATION PROGRAM	FEDERAL BRIDGE (HBP)	FEDERAL SAFETY (HSIP)	OTHER GOVERN LTF/TCTC	OTHER GOVERN TH COMMUNITY SERVICE DISTRICT	OTHER GOVERN MI WUK TRIBAL FUND	OTHER GOVERN GOVERNMENTAL AGENCIES (TCTC)	OTHER GOVERN TRAFFIC MITIGATION FUND OTHER	OTHER GOVERN MISC INCOME	TOTAL REVENUE
					538370	453085	451308	453148	451261	451264	463125	463130	469815	469832	459895	469800	471660	483110	
1684	542578	Phoenix Lake Rd Widening	5,000.00						5,000.00										5,000.00
1708	542194	Red Hills Rd at Six Bit Creek	5,000.00		5,000.00														5,000.00
1679	542576	Parrots Ferry/SR 49 Intersect	5,000.00						5,000.00										5,000.00
1655	542735	Curtis Creek Bridge Replacement	75,307.00								75,307.00								75,307.00
1654	542164	Bridge-Wards Ferry/Deer Creek	513,837.00								513,837.00								513,837.00
1719	542736	Algerine Creek Bridge Replace	87,828.00								87,828.00								87,828.00
1333	542170	Bridge-Draper Mine Road	60,522.00								60,522.00								60,522.00
1628	542563	Italian Bar Rd Crossing Rose	39,710.00								39,710.00								39,710.00
1629	542561	Big Creek Shaft Rd Xing Big Cr	5,000.00		5,000.00														5,000.00
1571	542173	Bridge-Wards Ferry/Blanket Rd	205,425.00								205,425.00								205,425.00
1627	542099	Bridge Lime Kiln 32C0016	5,000.00		5,000.00														5,000.00
1331	542122	Rawhide Road at Woods Creek	217,529.00								195,146.00						22,383.00		217,529.00
1751	542188	Jamestown Connectivity Project	157,866.00							143,515.00			14,351.00						157,866.00
1755	526080	GRVLD Vibrant Connections	326,149.00			244,581.00												81,568.00	326,149.00
1756	526085	JMST Gateway & Main St	1,357,941.00		176,304.00	1,181,637.00													1,357,941.00
1749	542178	Prop 1 Storm Drain THCSD	1,362,895.00		136,289.00									1,226,606.00					1,362,895.00
1731	542187	Standard Road Rehab	2,512,884.00						39,934.00							1,895,286.00	577,664.00		2,512,884.00
1693	542197	Evergreen Rd Reconstruction	50,066.00						50,066.00										50,066.00
1722	542731	Tuolumne Rd Surface Treatment	2,085,000.00		5,000.00			153,360.00							1,926,640.00				2,085,000.00
1729	542917	Tuolumne Rd N PM-Mill/Fill	5,000.00		5,000.00														5,000.00
1657	542547	Mono Way Operational & Safety	3,284,000.00				3,284,000.00												3,284,000.00
1760	526459	Groveland Community Connectivity	160,000.00							160,000.00									160,000.00
1770	542550	TC Guardrail Replacement Project	90,000.00		9,000.00					-		81,000.00							90,000.00
	542593	Paving Projects																	-
	526124	PS&S Auditor-Controller	1,000.00	1,000.00															1,000.00
	538370	Contra - Payments	(346,593.00)		(346,593.00)														(346,593.00)
	532465	Interest - Interal Borrowing	5,000.00	5,000.00															5,000.00
			12,276,366.00	6,000.00	-	1,426,218.00	3,284,000.00	153,360.00	100,000.00	303,515.00	1,177,775.00	81,000.00	14,351.00	1,226,606.00	1,926,640.00	1,895,286.00	600,047.00	81,568.00	12,276,366.00

ARPA & LATCF Funded PW Capital Projects

Funding	Budgeted Amt	Description	FY22/23	FY23/24	Total Project Expense
ARP	335,000.00	Jamestwon Rd Cape Seal Project	335,000.00	-	335,000.00
ARP	1,000,000.00	Kewin Mill Rd Paving	1,000,000.00		1,000,000.00
LATCF	1,305,000.00	Crystal Falls Dr (Reconstruction)	45,996.00	1,259,004.00	1,305,000.00
LATCF	825,000.00	Middle Camp Sugar Pine (Overlay)	45,366.00	779,634.00	825,000.00
LATCF	870,000.00	Jamestown Rd (Chip Seal)	23,608.00	846,392.00	870,000.00
LATCF	500,000.00	Lyons Bald Mtn (Chip Seal)	6,620.00	428,380.00	435,000.00
LATCF	500,000.00	Merced Falls Rd (Chip Seal)	8,604.00	491,396.00	500,000.00
		Total Project Cost	1,465,194.00	3,804,806.00	5,270,000.00

DEPARTMENT OF PUBLIC WORKS
Public Works Storms 2023 Project
FY 2023/24 Budget Worksheet

PROJECT INFORMATION			RECOMMENDED BUDGET	FUND BALANCE	TRANSFER IN-GENERAL FUND	STATE OES STORM/FLOOD 2023 453185	STATE OES STORM/FLOOD 2023 ADMIN 453190	FEDERAL FEMA STORM/FLOOD ER 2023 453190	FEDERAL FEMA STORM/FLOOD 2023 453190	TOTAL REVENUE
PROJECT	ACCOUNT	DESCRIPTION								
STRM23	542545	Mi Wu Culvert	900,000.00		39,375.00	168,750.00	16,875.00		675,000.00	900,000.00
STRM23	542565	Old Priest Grade Slide	2,450,000.00		107,187.50	459,375.00	45,937.50		1,837,500.00	2,450,000.00
STRM23	542573	Tuolumne Rd N Slide	2,950,000.00		338,365.00		-	2,611,635.00		2,950,000.00
STRM23	542585	Wards Ferry Slide (Groveland)	4,900,000.00		214,375.00	918,750.00	91,875.00		3,675,000.00	4,900,000.00
STRM23	542590	Marshes Flat Rd Slide	400,000.00		17,500.00	75,000.00	7,500.00		300,000.00	400,000.00
STRM23	542595	Buchanan Rd Slide	8,420,000.00		368,375.00	1,578,750.00	157,875.00		6,315,000.00	8,420,000.00
										-
			20,020,000.00	-	1,085,177.50	3,200,625.00	320,062.50	2,611,635.00	12,802,500.00	20,020,000.00

No._____

Filed _____

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 May 16, 2023, the Board of Supervisors adopted a budget approval schedule pursuant to Government Code §29064(c), directed the Fiscal Year 2023-2024 Recommended Budget be made available to the public by May 30, 2023, and directed publication of a notice of the required public hearing on adoption of the Recommended Budget; and,

WHEREAS, on June 6, 2023, the Board of Supervisors held a regular meeting to review the Fiscal Year 2023-2024 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 Fiscal Year 2023-2024 Budget on the 20th day of June 2023; 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	$	52,937,670
Licenses Permits & Franchises	$	2,940,400
Fines Forfeitures & Penalties	$	1,530,665
Use of Money & Property	$	656,690
State Revenue	$	81,716,684
Federal Revenue	$	69,881,007
Other Governments	$	6,905,209
Charges for Services	$	14,378,402
Miscellaneous Revenue	$	690,371
Other Finance Sources	$	3,192,361
Transfers In	$	11,593,486
Total Revenues	$	249,638,409
Prior Year Unrestricted Balance	$	21,688,682
Cancellation of Prior Year Reserves	$	-
Total Available Financing:	**$**	**271,327,091**
General Government	$	62,082,783
Public Protection	$	100,588,037
Public Ways & Facilities	$	18,450,745
Health & Sanitation	$	27,692,317
Public Assistance	$	36,640,146
Education	$	1,332,254

Recreation & Cultural Services	$	3,088,954
Debt Service	$	2,405,270
Total Specific Use Financing	$	252,280,506
Appropriations for Contingencies	$	7,372,115
Transfers Out	$	11,674,470
Provisions for Reserves & Designations	$	-
Total Financing Requirements	**$**	**271,327,091**

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Tuolumne hereby adopts the Fiscal Year 2023-2024 Budget, as revised, and reproduced in the Fiscal Year 2023-2024 Adopted Budget document, for the County of Tuolumne, State of California, for the fiscal period ending June 30, 2024.

ADOPTED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE ON _____

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: _____ No. _____
_____ Clerk of the Board of Supervisors

EXHIBIT A

STATE CONTROLLER
COUNTY BUDGET ACT

COUNTY OF TUOLUMNE
STATE OF CALIFORNIA
SUMMARY OF COUNTY BUDGET
FOR FISCAL YEAR 2023-2024
Adopted Budget

COUNTY BUDGET
SCHEDULE 1

	GOVERNMENTAL FUNDS	FUND BALANCE EST BEGINNING FUND BALANCE 06/30/23	CANCEL OF PRIOR YEAR RESERVES	ESTIMATED ADDITIONAL FINANCING SOURCES	TOTAL AVAILABLE FINANCING	ESTIMATED FINANCING USES	PROV FOR RESV AND/OR DESIGNATIONS (NEW/INCR)	TOTAL FINANCING REQMTS	PROJECTED FUND BALANCE
	(1)	(2)	(3)	(4)	(5)		(7)	(8)	(8a)
0001	General Fund	6,557,619		120,542,277	127,099,896	127,099,896		127,099,896	0
1101	County Roads	1,854,232		12,091,139	13,945,371	13,945,371		13,945,371	0
1105	Monument Preservation	0		0	0	0		0	0
1107	Tuolumne County Fire Department	0		10,746,250	10,746,250	10,746,250		10,746,250	0
1110	National Disaster Resiliency Comp.	0		2,024,354	2,024,354	2,024,354		2,024,354	0
1121	Criminal Justice Facility	300		145,000	145,300	145,300		145,300	0
1124	Courthouse Construction	0		0	0	0		0	0
1125	Fish And Wildlife	25,878		10,000	35,878	35,878		35,878	0
1140	Health Fund	1,332,676		10,408,963	11,741,639	11,741,639		11,741,639	0
1145	Behavioral Health	1,927,853		16,660,796	18,588,649	18,588,649		18,588,649	0
1146	Tuolumne County BH Housing	30,618		203,592	234,210	234,210		234,210	0
1150	Department Of Social Services	4,591,459		31,375,921	35,967,380	35,967,380		35,967,380	0
1165	American Rescue Plan	3,759,405		2,623,246	6,382,651	6,382,651		6,382,651	0
3301	Road Construction Capital Fund	279,251		34,290,167	34,569,418	34,569,418		34,569,418	0
3310	Airport Construction -Plant Ac	0		0	0	0		0	0
3315	County Capital	1,329,391		6,013,169	7,342,560	7,342,560		7,342,560	0
3320	Capital-Housing	0		2,503,535	2,503,535	2,503,535		2,503,535	0
	Total All Funds	21,688,682	0	249,638,409	271,327,091	271,327,091	0	271,327,091	0

EXHIBIT B

STATE CONTROLLER
ENTERPRISE FUNDS

COUNTY OF TUOLUMNE
STATE OF CALIFORNIA
SUMMARY OF COUNTY BUDGET
FOR FISCAL YEAR 2023-2024
Adopted Budget

COUNTY BUDGET
SCHEDULE 1

ENTERPRISE FUNDS	ESTIMATED BEGINNING FUND BALANCE	ESTIMATED ADDITIONAL FINANCING SOURCES	TOTAL AVAILABLE FINANCING	ESTIMATED FINANCING USES	PROJECTED ENDING FUND BALANCE
(1)		(3)	(4)	(5)	(6)
4430 Columbia Airport	$238,743	$669,404	$908,147	$908,147	$0
4440 Pine Mountain Lake Airport	$15,217	$232,984	$248,201	$248,201	$0
4450 Ambulance	$4,204,155	$8,921,439	$13,125,594	$13,125,594	$0
4490 Solid Waste Management	$2,385,092	$1,806,628	$4,191,720	$4,191,720	$0
	$6,843,207	$11,630,455	$18,473,662	$18,473,662	$0

EXHIBIT C

STATE CONTROLLER
INTERNAL SERVICE FUNDS

COUNTY OF TUOLUMNE
STATE OF CALIFORNIA
SUMMARY OF COUNTY BUDGET
FOR FISCAL YEAR 2023-2024
Adopted Budget

COUNTY BUDGET
SCHEDULE 1

INTERNAL SERVICE FUNDS (1)	ESTIMATED BEGINNING FUND BALANCE	ESTIMATED ADDITIONAL FINANCING SOURCES (3)	TOTAL AVAILABLE FINANCING (4)	ESTIMATED FINANCING USES (5)	PROJECTED ENDING FUND BALANCE (6)
5510 Liability Self Insurance	$85,837	3,594,122	$3,679,959	3,593,122	$86,837
5520 Unemployment Insurance	$537,269	13,791	$551,060	75,735	$475,325
5530 Telecommunications	$444,074	437,170	$881,244	437,988	$443,256
5540 Workers Compensation	$10,886,336	3,927,951	$14,814,287	3,841,116	$10,973,171
5550 Purchasing And Special Service	$137,193	1,059,551	$1,196,744	1,060,320	$136,424
5560 Insurance-Employee Group	$70,222	14,313,835	$14,384,057	11,771,845	$2,612,212
5570 Employee Leave Liability Fund	$1,946,160	2,015,000	$3,961,160	1,900,000	$2,061,160
5580 Post Retirement Insurance Fund	$6,136,771	652,266	$6,789,037	2,716,200	$4,072,837
5595 Information Technology Services	$752,000	1,829,872	$2,581,872	1,288,872	$1,293,000
	$20,995,862	$27,843,558	$48,839,420	$26,685,198	$22,154,222

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0001 **General Fund**

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2024 Adopted Budget - Governmental Funds

00001-General Fund Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 82,608,015	$ 91,348,098	$ 100,241,424	$ 120,542,277
▶ Revenues	0	0	0	3,215,464
▶ Taxes	40,389,825	44,798,711	47,110,241	49,672,283
▶ Licenses Permits & Franchises	2,117,242	3,032,949	2,678,671	2,798,900
▶ Fines Forfeitures & Penalties	1,364,936	1,362,124	1,339,500	1,363,165
▶ Use of Money & Property	430,520	273,096	337,762	510,125
▶ State Revenue	18,456,698	24,195,104	25,104,910	28,215,244
▶ Federal Revenue	9,788,247	7,876,153	11,776,325	21,872,366
▶ Other Governments	1,070,175	968,437	1,098,539	1,137,760
▶ Charges for Services	8,654,310	8,475,553	10,210,366	11,228,403
▶ Miscellaneous Revenue	108,931	152,398	160,100	227,906
▶ Other Finance Sources	227,132	96,385	280,010	155,361
▶ Transfers In	0	117,188	145,000	145,300
▼ Expenses	80,423,598	87,500,574	107,833,133	127,099,897
▶ Salaries and Benefits	47,685,639	50,373,106	58,761,314	62,705,361
▶ Services and Supplies	20,700,807	26,256,057	34,032,986	50,814,976
▶ Other Charges	2,507,229	2,446,666	2,553,735	2,579,590
▶ Fixed Assets	1,926,664	1,003,751	1,766,169	1,074,774

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▸ Other Financing Uses	0	0	0	10,000
▸ Contingencies	0	0	3,387,771	1,102,349
▸ Transfers Out	7,603,260	7,420,994	7,331,158	8,812,847
▸ Transfers Interfund	0	0	0	0
Revenues Less Expenses	$ 2,184,417	$ 3,847,524	$ -7,591,709	$ -6,557,620

Data filtered by Types, General Fund and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101100 Board of Supervisors

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 408	$ 0	$ 0	$ 0
▼ Charges for Services	408	0	0	0
(472311) Refunds/Reimbursements	408	0	0	0
▼ Expenses	670,513	790,036	879,678	821,171
▼ Salaries and Benefits	565,980	633,808	750,059	657,333
(511110) Salaries	316,071	361,014	373,662	382,071
(511115) Salaries-Part Time	0	4,200	46,359	5,000
(511118) Fed COVID-19 Leave Salaries	0	672	0	0
(511125) Salaries-Overtime	415	0	0	0
(511150) Cash Outs-Leave	10,216	2,798	1,012	3,233
(512115) FICA	25,236	28,736	33,953	28,789
(512120) Unemployment Insurance	3,277	1,160	1,113	70
(512125) Disability Insurance	308	553	1,712	1,750
(512205) Retirement-PERS Fixed	82,038	81,416	97,547	90,194
(512210) Retirement-PERS Percentage	16,515	23,468	24,264	26,462
(512220) Deferred Compensation	8,046	15,487	22,636	16,103
(512305) Employees Group Insurance	43,488	52,591	85,656	59,628
(512320) Post Retirement Medical	52,014	58,571	53,058	36,101

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512325) Life Insurance	3,054	2,345	2,500	133
(512330) Workers Comp Insurance	4,992	4,851	5,625	6,599
(512415) Cell Phone Stipend	312	630	960	1,200
(513150) Salary & Benefit Reimbursement	0	-4,685	0	0
▼ Services and Supplies	104,533	127,065	129,619	163,838
(521155) Expendable Equip-Computer	12,520	2,555	1,500	6,120
(521310) Communications	2,813	2,405	2,825	0
(521311) Communications-Cell Phones	772	1,275	1,400	3,700
(522120) Maint-Internal Vehicles	0	0	0	1,000
(522146) Maint-Equip Mandated Software	1,844	3,126	3,122	3,438
(522147) Maint-Equip Dept Software	31,432	28,078	33,092	35,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	11,408
(523210) Dues & Memberships	1,382	0	475	475
(525110) Office Expense	4,510	6,706	4,500	4,500
(525111) Office-Public Access	18,181	0	0	0
(525140) Office-Photocopy	1,724	4,220	4,000	4,000
(525150) Office-Postage	111	73	100	120
(525155) Office-Purchasing Dept	1,315	857	1,433	2,842
(525200) Publications & Legal Notices	5,751	1,801	3,000	4,000
(526110) PS&S-Professional Services	10,402	34,067	24,000	20,000
(526129) PS&S-Insurance Service	2,569	2,973	3,643	5,692
(527220) Rents-Phone	3,183	5,342	4,143	5,443

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(528000) SDE Special Department Expense	2,570	479	2,685	1,000
(528163) SDE-Archive Charges	0	0	200	200
(528571) SDE-District 1	0	5,451	5,000	10,300
(528572) SDE-District 2	0	3,904	5,000	7,500
(528573) SDE-District 3	0	2,828	5,000	8,850
(528574) SDE-District 4	0	3,040	5,000	6,250
(528575) SDE-District 5	0	5,847	5,000	7,500
(529110) Travel & Trans-Fuel	460	220	500	500
(529112) Travel & Trans-Priv Auto	743	1,617	2,000	2,000
(529116) Training-Travel	2,251	10,201	12,000	12,000
▼ Fixed Assets	0	29,164	0	0
(543000) Vehicles	0	29,164	0	0
Revenues Less Expenses	$ -670,105	$ -790,036	$ -879,678	$ -821,171

Data filtered by Types, General Fund, Board Of Supervisors and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101200 Appropriations for Contingencies

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 0	$ 0	$ 0	$ 0
▼ **Expenses**	0	0	3,387,771	1,102,349
▼ **Contingencies**	0	0	3,387,771	1,102,349
(691110) Appropriation-Contingencies	0	0	3,387,771	1,102,349
Revenues Less Expenses	$ 0	$ 0	$ -3,387,771	$ -1,102,349

Data filtered by Types, General Fund, Appropriation For Contingency and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101300 County Administrative Office

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 166,096	$ 20,239	$ 15,404	$ 8,000
Federal Revenue	0	15,038	5,000	0
(468129) Fed-US Forest Service	0	15,038	5,000	0
Charges for Services	166,096	5,201	10,404	8,000
(478161) CAO Services-County	166,096	5,201	10,404	8,000
Expenses	1,461,418	1,392,320	1,544,133	1,496,722
Salaries and Benefits	1,415,816	1,295,184	1,465,489	1,369,528
(511110) Salaries	801,720	658,251	913,159	801,129
(511118) Fed COVID-19 Leave Salaries	1,316	0	0	0
(511150) Cash Outs-Leave	106,671	109,248	70,035	61,106
(512115) FICA	52,422	45,356	54,706	51,996
(512120) Unemployment Insurance	8,042	2,787	231	70
(512125) Disability Insurance	2,607	2,299	3,596	3,725
(512205) Retirement-PERS Fixed	175,011	203,539	179,023	190,505
(512210) Retirement-PERS Percentage	77,354	65,255	79,220	82,580
(512220) Deferred Compensation	64,184	54,565	60,037	65,383
(512305) Employees Group Insurance	85,343	75,990	102,684	77,256
(512320) Post Retirement Medical	45,316	43,124	48,505	35,628

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512325) Life Insurance	843	539	600	617
(512330) Workers Comp Insurance	13,128	32,632	46,892	51,433
(512415) Cell Phone Stipend	2,033	1,598	1,800	2,400
(512510) Recruitment Expense	0	0	0	100
(513150) Salary & Benefit Reimbursement	-20,177	0	-95,000	-54,400
▼ Services and Supplies	45,603	67,973	78,644	127,194
(521155) Expendable Equip-Computer	1,849	4,263	0	16,755
(521310) Communications	748	743	800	860
(522120) Maint-Internal Vehicles	12	676	750	750
(522146) Maint-Equip Mandated Software	1,844	3,126	5,203	3,438
(522148) Maint-Ent Infrastructure Solut	0	0	0	14,667
(523210) Dues & Memberships	5,461	3,962	5,500	6,071
(525110) Office Expense	1,387	1,809	4,000	4,000
(525140) Office-Photocopy	8,203	6,741	7,000	10,000
(525150) Office-Postage	187	119	200	200
(525155) Office-Purchasing Dept	2,207	1,435	2,376	4,988
(525200) Publications & Legal Notices	1,449	1,945	1,000	2,000
(526129) PS&S-Insurance Service	8,072	12,955	12,429	16,903
(527220) Rents-Phone	3,891	5,008	5,736	7,712
(528163) SDE-Archive Charges	0	111	150	200
(528305) SDE-Bank Charges & Discount	114	228	200	200
(529110) Travel & Trans-Fuel	78	460	800	800

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529112) Travel & Trans-Priv Auto	6,500	5,355	6,500	6,500
(529116) Training-Travel	3,600	19,038	26,000	31,150
▼ Fixed Assets	0	29,164	0	0
(543000) Vehicles	0	29,164	0	0
Revenues Less Expenses	$ -1,295,322	$ -1,372,081	$ -1,528,729	$ -1,488,722

Data filtered by Types, General Fund, County Administrative Office and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101305 CAO Homeland Security

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 72,509	$ 97,263	$ 431,495	$ 127,742
▼ Federal Revenue	72,509	88,476	431,495	127,742
(464211) Fed-Homeland Security	72,509	88,476	431,495	127,742
▼ Charges for Services	0	8,787	0	0
(472311) Refunds/Reimbursements	0	8,787	0	0
▽ Expenses	72,764	90,321	431,495	127,742
▼ Services and Supplies	72,764	90,321	431,495	127,742
(521150) Expendable Equipment	71,609	63,338	292,042	55,028
(521155) Expendable Equip-Computer	0	1,984	0	0
(526110) PS&S-Professional Services	435	0	139,453	72,714
(528000) SDE Special Department Expense	720	24,999	0	0
Revenues Less Expenses	$ -255	$ 6,942	$ 0	$ 0

Data filtered by Types, General Fund, CAO Homeland Security and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101315 CAO Office of Emergency Services

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 225,213	$ 225,149	$ 960,471	$ 2,624,848
▼ State Revenue	40,521	79,166	950,471	614,848
(451185) State-Cal OES Drought Grant	0	0	150,000	0
(454455) State-CCI Grant	40,521	0	0	0
(459104) State - LISTOS	0	0	15,000	0
(459115) State-Fire Safe	0	0	92,303	0
(459117) State-OES Grant	0	79,166	196,503	196,503
(459127) St- Fire Safe Council Eval Plan	0	0	380,000	360,000
(459132) St- Fire Safe Coordinator	0	0	116,665	58,345
▼ Federal Revenue	176,692	135,983	0	2,000,000
(461070) Community Wildfire Defense Grant	0	0	0	2,000,000
(461177) Fed-EMPG Special Project	176,692	135,983	0	0
▼ Other Governments	8,000	10,000	10,000	10,000
(469835) Other Govts-Mi Wuk Projects	8,000	10,000	10,000	10,000
▼ Expenses	365,740	373,009	1,103,745	2,747,961
▼ Salaries and Benefits	156,428	228,954	268,632	433,355
(511110) Salaries	131,390	142,260	231,032	327,507
(511115) Salaries-Part Time	0	0	0	22,076

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(511118) Fed COVID-19 Leave Salaries	242	957	0	0
(511119) OSHA Leave	0	478	0	0
(511125) Salaries-Overtime	237	64	0	0
(511150) Cash Outs-Leave	0	2,108	4,302	7,473
(512115) FICA	10,565	11,766	18,747	27,356
(512120) Unemployment Insurance	0	672	226	30
(512125) Disability Insurance	723	842	1,015	1,523
(512205) Retirement-PERS Fixed	0	26,726	37,877	50,280
(512210) Retirement-PERS Percentage	11,725	13,062	20,279	31,874
(512220) Deferred Compensation	0	2,187	11,873	13,587
(512305) Employees Group Insurance	24,136	18,229	31,559	58,656
(512320) Post Retirement Medical	0	1,937	672	0
(512325) Life Insurance	281	507	400	746
(512330) Workers Comp Insurance	0	2,779	1,538	2,160
(512415) Cell Phone Stipend	471	503	400	600
(513150) Salary & Benefit Reimbursement	-23,343	3,878	-91,287	-110,513
▼ Services and Supplies	209,311	102,560	835,113	2,314,606
(521150) Expendable Equipment	0	1,585	9,507	5,000
(521155) Expendable Equip-Computer	4,339	3,005	2,000	2,000
(521171) Food-EOC Quarters	106	179	200	650
(521310) Communications	24,942	23,199	28,875	28,874
(521311) Communications-Cell Phones	0	257	650	650

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522120) Maint-Internal Vehicles	0	3,857	500	800
(522146) Maint-Equip Mandated Software	922	1,563	1,041	1,719
(522147) Maint-Equip Dept Software	0	75	0	0
(522148) Maint-Ent Infrastructure Solut	0	0	0	4,889
(523210) Dues & Memberships	0	1,055	500	350
(525110) Office Expense	4,386	2,829	1,800	7,500
(525125) Office-Advertising	0	4,800	8,800	3,629
(525140) Office-Photocopy	380	133	150	200
(525155) Office-Purchasing Dept	2,638	1,400	571	4,959
(525200) Publications & Legal Notices	0	63	100	0
(526110) PS&S-Professional Services	2,499	0	10,000	1,703,088
(526113) PS&S-Accounting & Auditing	0	0	4,000	0
(526129) PS&S-Insurance Service	600	1,723	73,326	112,822
(526180) PS&S LISTOS	0	0	15,000	0
(526185) PS&S Fire Safe Coordinator	0	0	116,665	0
(526187) PS&S-Fire Safe Evac Plan	0	0	380,000	360,000
(527220) Rents-Phone	1,061	11,686	12,428	18,145
(528000) SDE Special Department Expense	1,673	34,272	0	54,283
(528164) SDE-Debris Removal & Disposal	47,000	0	10,000	0
(528236) SDE-Drought	0	3,521	150,000	0
(528297) SDE-Outreach Expenses	0	1,855	2,000	0
(528503) SDE-Central Sierra Broadband	43	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(528504) SDE-Firewise Grant	50,861	0	0	0
(528604) SDE-Shelter Evacuees	0	727	1,000	500
(528950) SDE-CAO	67,470	0	0	-2
(529110) Travel & Trans-Fuel	0	116	1,500	750
(529112) Travel & Trans-Priv Auto	30	0	0	0
(529116) Training-Travel	361	4,661	4,500	3,800
▼ Fixed Assets	0	41,495	0	0
(543000) Vehicles	0	41,495	0	0
Revenues Less Expenses	$ -140,527	$ -147,860	$ -143,274	$ -123,113

Data filtered by Types, General Fund, CAO- Emergency Services and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101320 OES Tree Mortality Hazard

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 965	$ 326,863	$ 0	$ 0
▼ State Revenue	965	307,977	0	0
(456270) State-CalFire Local Assistance	241	71,172	0	0
(459212) State-OES Tree Morality Hazard	724	236,805	0	0
▼ Federal Revenue	0	18,886	0	0
(462610) Fed-USFS Tree Hazard Grant	0	18,886	0	0
▽ Expenses	965	315,974	0	0
▼ Services and Supplies	965	315,974	0	0
(526309) PS&S-Tree Mortality Management	0	18,558	0	0
(526323) PS&S-Logging Operations	965	297,416	0	0
Revenues Less Expenses	$ 0	$ 10,889	$ 0	$ 0

Data filtered by Types, General Fund, OES Tree Mortality Hazard and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101345 Master Stewardship Grant

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 1,683,101	$ 7,511,676	$ 11,581,691	$ 23,749,017
Revenues	0	0	0	3,215,464
(451130) Description pending	0	0	0	3,215,464
State Revenue	1,169,637	3,977,096	4,046,309	4,806,440
(451125) State-Wildlife Conserv Board	86,952	1,066,250	200,000	1,020,000
(451213) State-Admin MSA	0	0	192,315	636,537
(454455) State-CCI Grant	1,082,685	2,910,846	3,653,994	3,149,903
Federal Revenue	513,464	3,534,580	7,535,382	15,727,113
(461204) Fed-Admin MSA	0	0	743,538	1,521,696
(461525) Fed-BLM Fuel Reduction	0	0	100,000	308,520
(468129) Fed-US Forest Service	513,464	3,534,580	6,691,844	13,896,897
Expenses	1,647,539	7,459,279	11,581,691	23,749,017
Salaries and Benefits	19,866	74,197	441,978	489,586
(511110) Salaries	0	38,182	125,265	156,661
(511115) Salaries-Part Time	0	0	0	7,500
(511150) Cash Outs-Leave	0	0	535	1,325
(512115) FICA	0	2,952	9,610	12,473
(512120) Unemployment Insurance	0	0	9	20

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512125) Disability Insurance	0	192	582	728
(512205) Retirement-PERS Fixed	0	0	9,712	13,263
(512210) Retirement-PERS Percentage	0	3,471	10,948	14,883
(512220) Deferred Compensation	0	0	4,416	7,291
(512305) Employees Group Insurance	0	14,327	45,456	50,856
(512320) Post Retirement Medical	0	0	336	0
(512325) Life Insurance	0	35	0	133
(512330) Workers Comp Insurance	0	0	433	508
(512415) Cell Phone Stipend	0	0	360	600
(513150) Salary & Benefit Reimbursement	19,866	15,038	234,316	223,345
▼ Services and Supplies	1,627,673	7,357,923	11,139,713	23,259,431
(521150) Expendable Equipment	0	0	0	1,000
(521155) Expendable Equip-Computer	0	2,272	8,000	0
(521310) Communications	0	0	0	1,000
(522147) Maint-Equip Dept Software	0	0	0	1,950
(522148) Maint-Ent Infrastructure Solut	0	0	0	3,259
(525110) Office Expense	0	168	0	1,000
(525140) Office-Photocopy	0	0	0	600
(525150) Office-Postage	0	216	0	1,200
(525155) Office-Purchasing Dept	0	0	12,031	37,412
(526129) PS&S-Insurance Service	0	0	283	3,354
(526161) PS&S-Administration Fee	0	279,388	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526303) PS&S-Project Management	1,627,673	7,029,868	10,080,269	21,274,973
(528000) SDE Special Department Expense	0	45,328	939,129	1,579,883
(528005) SDE-BLM Fuel Reduction	0	0	100,000	342,800
(529110) Travel & Trans-Fuel	0	49	0	0
(529112) Travel & Trans-Priv Auto	0	0	0	1,000
(529116) Training-Travel	0	634	0	10,000
▼ Fixed Assets	0	27,160	0	0
(545000) Furniture	0	27,160	0	0
Revenues Less Expenses	$ 35,562	$ 52,397	$ 0	$ 0

Data filtered by Types, General Fund, Master Stewardship Grant and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101350 Hazardous Fuels Reduction Grant

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 760,389	$ 770,201	$ 0	$ 0
▼ State Revenue	760,389	770,201	0	0
(454455) State-CCI Grant	760,389	770,201	0	0
▼ Expenses	680,975	701,538	0	0
▼ Salaries and Benefits	34,230	807	0	0
(511110) Salaries	10,763	0	0	0
(512115) FICA	768	0	0	0
(512125) Disability Insurance	43	0	0	0
(512210) Retirement-PERS Percentage	891	0	0	0
(512220) Deferred Compensation	505	0	0	0
(512305) Employees Group Insurance	2,303	0	0	0
(512325) Life Insurance	29	0	0	0
(512415) Cell Phone Stipend	20	0	0	0
(513150) Salary & Benefit Reimbursement	18,909	807	0	0
▼ Services and Supplies	646,745	700,731	0	0
(525110) Office Expense	40	0	0	0
(525140) Office-Photocopy	12	0	0	0
(525150) Office-Postage	446	154	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(528000) SDE Special Department Expense	643,647	700,577	0	0
(528164) SDE-Debris Removal & Disposal	2,600	0	0	0
Revenues Less Expenses	$ 79,414	$ 68,664	$ 0	$ 0

Data filtered by Types, General Fund, Hazardous Fuel Reduction Grant and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101355 COVID-19 Emergency

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 4,959,998	$ 0	$ 0	$ 0
▼ Federal Revenue	4,959,998	0	0	0
(461087) Fed-COVID 21.019	4,959,998	0	0	0
▼ Expenses	4,730,521	0	0	0
▼ Salaries and Benefits	729,990	0	0	0
(511110) Salaries	82,177	0	0	0
(511115) Salaries-Part Time	46,659	0	0	0
(511125) Salaries-Overtime	223,600	0	0	0
(512115) FICA	5,169	0	0	0
(512120) Unemployment Insurance	34,981	0	0	0
(512125) Disability Insurance	17	0	0	0
(512210) Retirement-PERS Percentage	5,896	0	0	0
(512305) Employees Group Insurance	13,357	0	0	0
(512325) Life Insurance	72	0	0	0
(513150) Salary & Benefit Reimbursement	318,062	0	0	0
▼ Services and Supplies	3,235,836	0	0	0
(521110) Supplies-Operating	32,901	0	0	0
(521125) Supplies-Medical & Lab	2,954	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(521141) Supplies-Other Medical	16,390	0	0	0
(521150) Expendable Equipment	152,848	0	0	0
(521155) Expendable Equip-Computer	389,822	0	0	0
(521160) Expendable Equip-Medical	113,094	0	0	0
(521171) Food-EOC Quarters	1,544	0	0	0
(521310) Communications	4,803	0	0	0
(521316) Communications-Publication	8,530	0	0	0
(522120) Maint-Internal Vehicles	2,500	0	0	0
(522147) Maint-Equip Dept Software	83,849	0	0	0
(525110) Office Expense	13,527	0	0	0
(525126) Personnel Advertising	4,999	0	0	0
(525140) Office-Photocopy	1,529	0	0	0
(525150) Office-Postage	58	0	0	0
(525200) Publications & Legal Notices	81	0	0	0
(526051) PS&S-BH Inpatient Patch	3,916	0	0	0
(526058) PS&S-COVID Food Homeless	2,588	0	0	0
(526059) PS&S-COVID Business PPE Reimb	42,561	0	0	0
(526062) PS&S-COVID Business Grants	1,397,019	0	0	0
(526063) PS&S-COVID Housing	12,476	0	0	0
(526110) PS&S-Professional Services	674,527	0	0	0
(526123) PS&S-County Counsel	7,625	0	0	0
(526124) PS&S-Auditor-Controller	217	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526127) PS&S-ISS	25,770	0	0	0
(528000) SDE Special Department Expense	10,244	0	0	0
(528191) SDE-Employment	1,991	0	0	0
(528303) SDE-Teleworking	19,547	0	0	0
(528390) SDE-Equipment Purchases	205,351	0	0	0
(529110) Travel & Trans-Fuel	833	0	0	0
(529112) Travel & Trans-Priv Auto	425	0	0	0
(529116) Training-Travel	1,318	0	0	0
▼ Fixed Assets	764,694	0	0	0
(544100) Computer Equipment	271,001	0	0	0
(544300) Law Enforcement Equip	6,087	0	0	0
(544400) Misc/Specialized Equipment	178,684	0	0	0
(544500) Communication Equipment	225,661	0	0	0
(544750) Medical Equipment	83,262	0	0	0
Revenues Less Expenses	$ 229,477	$ 0	$ 0	$ 0

Data filtered by Types, General Fund, COVID 19 Emergency and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101360 Moccasin Fire

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 197,906	$ 0	$ 0	$ 0
▼ Federal Revenue	194,974	0	0	0
(469217) Fed-FEMA MOC Fire	194,974	0	0	0
▼ Other Finance Sources	2,932	0	0	0
(496000) Donations	2,932	0	0	0
▼ Expenses	197,680	0	0	0
▼ Salaries and Benefits	141,545	0	0	0
(511115) Salaries-Part Time	2,185	0	0	0
(511125) Salaries-Overtime	129,302	0	0	0
(512115) FICA	10,059	0	0	0
▼ Services and Supplies	56,135	0	0	0
(521110) Supplies-Operating	981	0	0	0
(521150) Expendable Equipment	805	0	0	0
(521170) Food	710	0	0	0
(521171) Food-EOC Quarters	1,829	0	0	0
(521173) Food-Other	6,770	0	0	0
(521310) Communications	114	0	0	0
(525110) Office Expense	1,355	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(528604) SDE-Shelter Evacuees	12,742	0	0	0
(528607) SDE-Housing Outside Jurisdictn	630	0	0	0
(528608) SDE-Evacuation-Transportation	4,356	0	0	0
(528612) SDE-Mutual Aid Law Enforcement	21,347	0	0	0
(528627) SDE-Donated Services	2,932	0	0	0
(529110) Travel & Trans-Fuel	1,546	0	0	0
(529112) Travel & Trans-Priv Auto	18	0	0	0
Revenues Less Expenses	$ 225	$ 0	$ 0	$ 0

Data filtered by Types, General Fund, Moccasin Fire and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101365 COVID FEMA

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 181,452	$ 0	$ 0	$ 0
▼ Federal Revenue	181,452	0	0	0
(461084) Fed-FEMA-COVID	181,452	0	0	0
▼ Expenses	200,956	0	0	0
▼ Salaries and Benefits	17,714	0	0	0
(511125) Salaries-Overtime	17,714	0	0	0
▼ Services and Supplies	129,619	0	0	0
(521110) Supplies-Operating	145	0	0	0
(521125) Supplies-Medical & Lab	1,082	0	0	0
(521141) Supplies-Other Medical	1,055	0	0	0
(521150) Expendable Equipment	1,673	0	0	0
(521155) Expendable Equip-Computer	66,010	0	0	0
(521171) Food-EOC Quarters	71	0	0	0
(521316) Communications-Publication	350	0	0	0
(525160) Office-Cleaning & Sanitizing	47,828	0	0	0
(526110) PS&S-Professional Services	9,782	0	0	0
(526127) PS&S-ISS	1,569	0	0	0
(529110) Travel & Trans-Fuel	48	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529116) Training-Travel	6	0	0	0
▼ Fixed Assets	53,624	0	0	0
(544400) Misc/Specialized Equipment	21,210	0	0	0
(544500) Communication Equipment	5,807	0	0	0
(544750) Medical Equipment	26,607	0	0	0
Revenues Less Expenses	$ -19,504	$ 0	$ 0	$ 0

Data filtered by Types, General Fund, COVID FEMA and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-101370 Washington Fire

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 0	$ 76,435	$ 0	$ 0
▼ State Revenue	0	72,523	0	0
(459218) State-OES Washington Fire	0	72,523	0	0
▼ Other Finance Sources	0	3,912	0	0
(496000) Donations	0	3,912	0	0
▼ Expenses	0	103,977	0	0
▼ Salaries and Benefits	0	38,124	0	0
(511125) Salaries-Overtime	0	35,456	0	0
(512115) FICA	0	2,668	0	0
▼ Services and Supplies	0	65,853	0	0
(521170) Food	0	525	0	0
(521171) Food-EOC Quarters	0	372	0	0
(525110) Office Expense	0	127	0	0
(528164) SDE-Debris Removal & Disposal	0	55,131	0	0
(528193) SDE-Volunteers	0	3,912	0	0
(528612) SDE-Mutual Aid Law Enforcement	0	3,539	0	0
(529110) Travel & Trans-Fuel	0	2,247	0	0
Revenues Less Expenses	$ 0	$ -27,542	$ 0	$ 0

2024 Adopted Budget - Governmental Funds

0001-102100 County Auditor-Controller

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 302,819	$ 314,470	$ 336,000	$ 332,000
▼ State Revenue	0	7,784	5,000	13,000
(459122) State-Prisoner Costs	0	7,784	5,000	13,000
▼ Charges for Services	279,031	286,379	306,000	279,000
(471120) Accounting Services-County	154,372	125,963	150,000	131,000
(471122) Accounting Services-Non-County	62,294	48,018	55,000	48,000
(472309) Clerk Fees-Passports	17,360	47,145	45,000	45,000
(472318) Marriage Fees & Ceremony Fees	13,026	23,261	20,000	25,000
(472319) Clerk Fees and Costs	14,860	21,621	21,000	20,000
(476810) Bad Debt Recovery	17,118	20,370	15,000	10,000
▼ Miscellaneous Revenue	23,788	20,308	25,000	40,000
(483110) Misc Income	0	15	0	0
(483417) Rebate-Credit Card Program	23,788	20,292	25,000	40,000
▼ Expenses	1,627,022	1,712,309	1,931,585	2,048,918
▼ Salaries and Benefits	1,572,921	1,670,750	1,855,592	1,924,617
(511110) Salaries	884,147	926,072	1,072,280	1,164,732
(511115) Salaries-Part Time	6,023	8,973	0	0
(511118) Fed COVID-19 Leave Salaries	10,869	7,089	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(511125) Salaries-Overtime	0	1,906	0	0
(511150) Cash Outs-Leave	37,778	56,535	39,729	37,219
(512115) FICA	65,830	69,854	78,346	84,833
(512120) Unemployment Insurance	8,540	3,088	294	130
(512125) Disability Insurance	1,775	1,869	2,800	3,499
(512205) Retirement-PERS Fixed	206,252	227,722	251,043	232,048
(512210) Retirement-PERS Percentage	85,326	89,240	98,884	111,543
(512220) Deferred Compensation	37,423	46,021	50,172	38,669
(512305) Employees Group Insurance	174,819	173,283	195,342	199,290
(512320) Post Retirement Medical	25,202	20,021	21,700	12,476
(512325) Life Insurance	2,326	2,412	2,500	1,583
(512330) Workers Comp Insurance	26,250	36,299	42,142	37,995
(512415) Cell Phone Stipend	362	363	360	600
▼ Services and Supplies	192,651	179,860	222,719	277,115
(521150) Expendable Equipment	344	3,498	5,000	1,000
(521155) Expendable Equip-Computer	336	6,824	10,000	26,840
(521310) Communications	551	548	750	750
(522125) Maint-Equipment	0	0	500	0
(522146) Maint-Equip Mandated Software	4,140	5,682	5,673	6,250
(522148) Maint-Ent Infrastructure Solut	0	0	0	22,816
(523210) Dues & Memberships	991	2,106	1,200	2,000
(525110) Office Expense	11,629	14,272	12,000	10,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(525140) Office-Photocopy	1,814	984	1,500	1,000
(525150) Office-Postage	8,180	10,033	8,500	10,000
(525155) Office-Purchasing Dept	8,118	5,650	2,921	6,240
(526110) PS&S-Professional Services	32,555	32,055	32,000	32,000
(526113) PS&S-Accounting & Auditing	86,036	62,050	100,000	105,000
(526129) PS&S-Insurance Service	6,695	7,911	9,175	14,081
(526146) PS&S-CSAC SB90	15,450	15,450	15,450	16,223
(526151) PS&S-Cost Allocation Plan	6,850	6,165	6,850	7,200
(527220) Rents-Phone	7,782	6,010	5,099	8,165
(528000) SDE Special Department Expense	0	419	500	1,000
(528875) SDE-Budget Book	47	146	150	150
(529110) Travel & Trans-Fuel	0	0	350	350
(529112) Travel & Trans-Priv Auto	88	27	100	50
(529116) Training-Travel	1,045	30	5,000	6,000
▼ Transfers Interfund	-138,550	-138,300	-146,725	-152,814
(651165) Intrafund Transfer-Elections	-138,550	-138,300	-146,725	-152,814
Revenues Less Expenses	$ -1,324,203	$ -1,397,839	$ -1,595,585	$ -1,716,918

Data filtered by Types, General Fund, County Auditor-Controller and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-102200 Treasurer-Tax Collector

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 75,907	$ 55,542	$ 48,380	$ 64,230
▼ Charges for Services	62,036	37,892	33,480	49,730
(471119) Fees-Tax Sale Fees	46,400	24,050	20,000	35,000
(471125) Admin Fee-Interest County	9,480	9,480	9,480	9,480
(478110) Other-Installment Pmt Admin	6,156	4,362	4,000	5,250
▼ Miscellaneous Revenue	13,871	17,650	14,900	14,500
(482115) Other Sales-Tapes	14,917	15,531	15,000	16,000
(483110) Misc Income	0	2,026	0	0
(483121) Misc Over and Short	-1,047	92	-100	-1,500
▼ Expenses	596,306	696,732	839,782	891,279
▼ Salaries and Benefits	492,727	553,725	667,278	725,055
(511110) Salaries	321,073	347,893	442,472	477,212
(511118) Fed COVID-19 Leave Salaries	2,793	6,176	0	0
(511150) Cash Outs-Leave	962	3,164	2,289	2,946
(512115) FICA	25,199	27,227	30,391	35,818
(512120) Unemployment Insurance	2,330	1,011	97	60
(512125) Disability Insurance	379	433	1,059	1,294
(512205) Retirement-PERS Fixed	56,528	82,290	93,859	83,014

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512210) Retirement-PERS Percentage	27,789	30,603	21,468	44,480
(512220) Deferred Compensation	10,475	8,611	17,355	20,667
(512305) Employees Group Insurance	40,831	48,741	52,248	64,336
(512320) Post Retirement Medical	23,918	24,877	30,919	24,252
(512325) Life Insurance	495	529	520	573
(512330) Workers Comp Insurance	3,550	4,178	4,601	5,403
(513150) Salary & Benefit Reimbursement	-23,595	-32,007	-30,000	-35,000
▼ Services and Supplies	103,579	143,007	150,504	166,224
(521150) Expendable Equipment	1,092	192	0	0
(521155) Expendable Equip-Computer	0	4,452	5,800	0
(522125) Maint-Equipment	61	203	350	350
(522146) Maint-Equip Mandated Software	1,229	1,786	1,784	1,965
(522147) Maint-Equip Dept Software	4,860	43,006	45,253	48,271
(522148) Maint-Ent Infrastructure Solut	0	0	0	11,408
(523210) Dues & Memberships	400	400	400	575
(525110) Office Expense	3,465	3,027	5,000	4,250
(525140) Office-Photocopy	3,066	3,574	3,200	3,000
(525150) Office-Postage	39,686	45,685	46,000	48,000
(525155) Office-Purchasing Dept	12,418	8,417	1,156	2,713
(525200) Publications & Legal Notices	6,693	6,055	7,000	7,500
(526129) PS&S-Insurance Service	1,827	2,591	3,012	5,063
(527220) Rents-Phone	4,245	2,671	2,549	3,629

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(528000) SDE Special Department Expense	8,950	9,333	14,000	10,000
(528273) SDE-Tax Sale Expense	15,245	10,049	10,000	15,000
(529116) Training-Travel	340	1,565	5,000	4,500
▼ Fixed Assets	0	0	22,000	0
(544150) Software	0	0	22,000	0
Revenues Less Expenses	$ -520,399	$ -641,190	$ -791,402	$ -827,049

Data filtered by Types, General Fund, Treasurer-Tax Collector and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-102300 Assessor-Recorder

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 486,031	$ 559,855	$ 485,650	$ 387,550
▼ State Revenue	96,293	78,765	85,000	41,000
(451525) State-SB2 Blding Homes & Jobs	96,293	78,765	85,000	41,000
▼ Charges for Services	371,368	464,376	400,650	328,550
(472710) Recording Fees	230,478	288,698	250,000	185,000
(472711) Child Abuse Admin	245	673	600	500
(472712) Copy Fees	73,928	105,117	85,000	103,000
(472715) Involuntary Liens	24	39	50	50
(472720) Recording Fees-SB21	66,693	69,849	65,000	40,000
▼ Miscellaneous Revenue	18,370	16,713	0	18,000
(482111) Other Sales-Maps Assessor	18,370	16,713	0	18,000
▼ Expenses	1,539,409	1,657,454	1,998,414	1,924,801
▼ Salaries and Benefits	1,510,640	1,611,027	1,757,990	1,772,232
(511110) Salaries	827,443	896,882	966,467	1,002,702
(511115) Salaries-Part Time	359	0	0	10,500
(511118) Fed COVID-19 Leave Salaries	3,839	7,668	0	0
(511125) Salaries-Overtime	3,397	131	1,000	250
(511150) Cash Outs-Leave	42,202	29,715	34,513	35,272

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512115) FICA	64,956	69,743	74,622	77,625
(512120) Unemployment Insurance	8,383	2,954	679	140
(512125) Disability Insurance	935	976	1,823	1,751
(512205) Retirement-PERS Fixed	199,793	212,990	241,209	225,814
(512210) Retirement-PERS Percentage	77,749	85,321	88,390	98,944
(512220) Deferred Compensation	20,197	18,887	22,118	23,525
(512305) Employees Group Insurance	160,160	187,612	229,284	224,225
(512320) Post Retirement Medical	81,639	79,108	77,077	48,437
(512325) Life Insurance	1,574	1,860	1,900	1,976
(512330) Workers Comp Insurance	18,013	17,180	18,908	21,071
▼ Services and Supplies	67,770	76,427	74,351	118,569
(521150) Expendable Equipment	3,957	0	200	500
(521155) Expendable Equip-Computer	1,159	8,768	5,765	12,240
(521180) Clothing & Personal Supplies	450	600	600	900
(521310) Communications	1,354	1,370	1,200	1,200
(522120) Maint-Internal Vehicles	2,727	657	3,300	1,100
(522125) Maint-Equipment	0	0	50	75
(522146) Maint-Equip Mandated Software	4,140	5,583	5,574	6,141
(522148) Maint-Ent Infrastructure Solut	0	0	0	22,816
(523210) Dues & Memberships	3,229	3,512	3,600	16,500
(525110) Office Expense	6,437	7,006	9,000	5,000
(525120) Office-EDP	0	750	750	250

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(525140) Office-Photocopy	3,798	4,123	4,000	4,500
(525150) Office-Postage	11,005	7,780	11,000	10,000
(525155) Office-Purchasing Dept	11,471	7,979	2,815	6,455
(526110) PS&S-Professional Services	0	8,640	0	0
(526116) PS&S-Legal	0	0	0	240
(526129) PS&S-Insurance Service	6,572	7,569	8,942	13,340
(527220) Rents-Phone	7,782	6,486	6,055	7,712
(528000) SDE Special Department Expense	1,184	1,017	2,000	1,000
(528163) SDE-Archive Charges	0	0	0	50
(529110) Travel & Trans-Fuel	1,975	3,490	3,000	2,550
(529116) Training-Travel	529	1,097	6,500	6,000
▼ Fixed Assets	0	0	196,073	64,000
(544150) Software	0	0	196,073	64,000
▼ Transfers Interfund	-39,000	-30,000	-30,000	-30,000
(651175) Intrafund Transfer-Micrographs	-39,000	-30,000	-30,000	-30,000
Revenues Less Expenses	$ -1,053,379	$ -1,097,599	$ -1,512,764	$ -1,537,251

Data filtered by Types, General Fund, Assessor-Recorder and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-102310 Recorder Modernization

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 91,942	$ 56,061	$ 107,750	$ 108,800
▼ Charges for Services	91,942	56,061	107,750	108,800
(472725) Micrographics Trust Reimbursem	31,493	22,812	20,000	45,000
(472730) Recorder Modernization Rev	30,258	21,918	70,000	45,000
(472736) Recorder-E-Filing Fee	19,691	11,331	17,650	15,000
(478365) V & H Trust-Vital	10,499	0	100	3,800
▼ Expenses	91,934	56,061	107,750	108,800
▼ Services and Supplies	52,934	26,061	77,750	78,800
(521150) Expendable Equipment	0	0	0	50
(521155) Expendable Equip-Computer	3,265	1,143	3,500	2,000
(522125) Maint-Equipment	0	0	200	800
(523210) Dues & Memberships	1,651	1,443	1,800	2,200
(525110) Office Expense	4,557	3,770	8,000	6,000
(525145) Office-Printed Forms	6,271	0	6,500	7,500
(528000) SDE Special Department Expense	30,190	11,331	40,000	30,000
(528695) SDE-HAL Files	7,000	8,004	15,000	27,000
(529110) Travel & Trans-Fuel	0	0	250	250
(529116) Training-Travel	0	370	2,500	3,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Transfers Interfund	39,000	30,000	30,000	30,000
(651170) Intrafund Transfer-Assessor	39,000	30,000	30,000	30,000
Revenues Less Expenses	$ 8	$ 0	$ 0	$ 0

Data filtered by Types, General Fund, Recorders Modernization and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-102335 Archives

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 70,435	$ 80,143	$ 87,260	$ 80,366
▼ Use of Money & Property	70,135	80,143	77,250	79,050
(445100) Archive Services	326	176	250	250
(445105) Archive-NonCounty	69,809	79,968	77,000	78,800
▼ Miscellaneous Revenue	0	0	10,000	1,306
(483110) Misc Income	0	0	0	1,306
(489100) Sonora Foundation Grant	0	0	10,000	0
▼ Other Finance Sources	300	0	10	10
(496000) Donations	300	0	10	10
▼ Expenses	151,881	165,568	174,240	188,301
▼ Salaries and Benefits	135,916	143,307	146,901	150,372
(511110) Salaries	78,114	80,559	81,783	85,872
(511118) Fed COVID-19 Leave Salaries	304	0	0	0
(511150) Cash Outs-Leave	3,345	3,194	2,099	2,232
(512115) FICA	7,026	6,478	6,256	6,569
(512120) Unemployment Insurance	689	258	24	10
(512125) Disability Insurance	463	476	380	399
(512205) Retirement-PERS Fixed	17,804	20,028	21,666	19,294

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512210) Retirement-PERS Percentage	7,449	7,815	7,761	8,802
(512305) Employees Group Insurance	18,624	22,390	25,428	25,428
(512320) Post Retirement Medical	652	645	336	0
(512325) Life Insurance	396	396	0	396
(512330) Workers Comp Insurance	1,050	1,066	1,167	1,370
▼ Services and Supplies	15,966	22,261	27,339	37,929
(521155) Expendable Equip-Computer	3,423	3,586	0	7,350
(521310) Communications	276	274	0	0
(522125) Maint-Equipment	0	0	200	200
(522146) Maint-Equip Mandated Software	307	422	421	464
(522148) Maint-Ent Infrastructure Solut	0	0	0	1,630
(522210) Maint-Restoration	2,573	2,944	4,000	4,000
(523210) Dues & Memberships	45	89	300	350
(525110) Office Expense	2,581	2,646	4,200	4,200
(525140) Office-Photocopy	293	260	300	300
(525150) Office-Postage	23	5	50	50
(525155) Office-Purchasing Dept	154	100	285	563
(526129) PS&S-Insurance Service	540	661	764	1,115
(527220) Rents-Phone	708	334	319	907
(528000) SDE Special Department Expense	841	10,211	11,000	11,000
(528693) SDE-Cty Historical Agreement	4,000	0	4,000	4,000
(529110) Travel & Trans-Fuel	0	113	300	300

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529112) Travel & Trans-Priv Auto	202	0	250	300
(529116) Training-Travel	0	617	950	1,200
Revenues Less Expenses	$ -81,446	$ -85,424	$ -86,980	$ -107,935

Data filtered by Types, General Fund, Archives and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-102400 Office of Revenue Recovery

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 508,106	$ 518,843	$ 488,400	$ 402,300
▼ Use of Money & Property	7,251	22,289	20,000	8,000
(441111) Interest-Judgments	7,251	22,289	20,000	8,000
▼ Charges for Services	504,723	495,279	468,000	394,000
(472345) Dismissal Of Accusatory	3,450	3,600	3,000	0
(478110) Other-Installment Pmt Admin	40,237	30,690	45,000	0
(478120) Fees-A10% Rebate Restitution	11,734	10,844	10,000	9,000
(478130) Fees-ORR Collection Plan	365,494	381,794	350,000	310,000
(478135) Fees-ORR Collection Fees	83,808	68,351	60,000	75,000
▼ Miscellaneous Revenue	-3,868	1,275	400	300
(483121) Misc Over and Short	-3,977	1,002	-100	-100
(483140) Service Costs	109	273	500	400
▼ Expenses	632,947	651,258	798,755	730,348
▼ Salaries and Benefits	492,463	511,831	539,573	504,666
(511110) Salaries	270,271	276,320	307,864	277,906
(511118) Fed COVID-19 Leave Salaries	2,278	5,871	0	0
(511150) Cash Outs-Leave	4,441	8,697	6,788	5,480
(512115) FICA	21,295	22,120	23,849	21,260

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512120) Unemployment Insurance	3,010	882	399	50
(512125) Disability Insurance	384	435	364	382
(512205) Retirement-PERS Fixed	70,502	69,338	75,775	65,542
(512210) Retirement-PERS Percentage	25,321	26,311	27,829	27,341
(512305) Employees Group Insurance	57,957	58,769	56,328	60,181
(512320) Post Retirement Medical	8,290	6,891	5,343	5,502
(512325) Life Insurance	533	548	550	432
(512330) Workers Comp Insurance	4,586	3,644	4,486	5,590
(513150) Salary & Benefit Reimbursement	23,595	32,007	30,000	35,000
▼ Services and Supplies	140,484	139,427	164,182	141,682
(521150) Expendable Equipment	760	374	250	250
(521155) Expendable Equip-Computer	0	4,452	1,800	0
(522145) Maint-Equip Hardware	0	0	500	500
(522146) Maint-Equip Mandated Software	1,844	2,531	2,527	2,784
(522148) Maint-Ent Infrastructure Solut	0	0	0	8,149
(523210) Dues & Memberships	100	100	100	100
(525110) Office Expense	3,801	5,892	7,000	5,000
(525140) Office-Photocopy	334	712	600	500
(525150) Office-Postage	49,799	49,295	50,000	50,000
(525155) Office-Purchasing Dept	5,978	4,182	1,237	2,580
(526022) PS&S-CUBS Maint Contract	22,698	23,379	24,000	0
(526110) PS&S-Professional Services	43,192	35,987	55,000	55,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526129) PS&S-Insurance Service	2,360	2,259	2,737	4,094
(527220) Rents-Phone	2,830	2,003	2,231	3,175
(528000) SDE Special Department Expense	6,789	8,260	13,000	6,500
(529112) Travel & Trans-Priv Auto	0	0	200	50
(529116) Training-Travel	0	0	3,000	3,000
▸ Fixed Assets	0	0	95,000	84,000
Revenues Less Expenses	$ -124,841	$ -132,415	$ -310,355	$ -328,048

Data filtered by Types, General Fund, Revenue Recovery and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-103100 County Counsel

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 417,287	$ 449,297	$ 443,000	$ 460,000
▼ Federal Revenue	0	0	0	30,000
(461705) Fed-Natl Opioid Settlement	0	0	0	30,000
▼ Charges for Services	417,287	449,297	443,000	430,000
(471140) Legal Services-County	389,995	422,298	428,000	405,000
(471142) Legal Services-Non-County	27,291	26,999	15,000	25,000
▼ Expenses	1,188,273	1,311,702	1,521,023	1,470,437
▼ Salaries and Benefits	1,048,800	1,155,799	1,311,357	1,277,669
(511110) Salaries	574,831	621,609	818,302	801,308
(511118) Fed COVID-19 Leave Salaries	0	2,929	0	0
(511150) Cash Outs-Leave	40,320	49,110	51,240	37,236
(512115) FICA	40,261	44,884	59,705	58,542
(512120) Unemployment Insurance	5,611	2,066	203	70
(512125) Disability Insurance	2,569	2,847	3,568	3,726
(512205) Retirement-PERS Fixed	131,479	141,203	167,216	165,732
(512210) Retirement-PERS Percentage	54,989	61,342	77,071	80,541
(512220) Deferred Compensation	38,710	45,400	56,227	50,949
(512305) Employees Group Insurance	113,672	135,215	163,708	146,940

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512320) Post Retirement Medical	35,691	38,396	36,734	23,880
(512325) Life Insurance	507	671	750	828
(512330) Workers Comp Insurance	8,815	8,790	13,343	17,149
(512415) Cell Phone Stipend	1,346	1,336	1,320	1,800
(513150) Salary & Benefit Reimbursement	0	0	-138,029	-111,032
▼ Services and Supplies	131,542	154,007	209,666	192,768
(521155) Expendable Equip-Computer	1,329	3,807	6,000	10,065
(522146) Maint-Equip Mandated Software	1,844	2,729	2,725	3,002
(522147) Maint-Equip Dept Software	7,032	2,740	19,959	8,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	11,408
(523210) Dues & Memberships	7,721	9,501	10,000	11,000
(525110) Office Expense	5,322	5,693	5,800	5,800
(525123) Office-Law Library	12,791	11,823	13,000	13,000
(525140) Office-Photocopy	1,581	1,316	4,120	4,000
(525150) Office-Postage	586	310	955	1,000
(525155) Office-Purchasing Dept	974	646	2,218	4,913
(525200) Publications & Legal Notices	0	311	0	0
(526110) PS&S-Professional Services	1,560	1,350	2,000	2,000
(526117) PS&S-Outside Attorney	81,342	78,103	100,000	80,000
(526129) PS&S-Insurance Service	4,398	5,293	6,340	9,951
(527220) Rents-Phone	3,537	2,671	2,549	3,629
(528163) SDE-Archive Charges	0	0	500	500

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529110) Travel & Trans-Fuel	0	449	500	500
(529112) Travel & Trans-Priv Auto	179	3,004	4,000	4,000
(529116) Training-Travel	1,345	24,261	29,000	20,000
▼ Fixed Assets	7,931	1,896	0	0
(545000) Furniture	7,931	1,896	0	0
Revenues Less Expenses	$ -770,987	$ -862,405	$ -1,078,023	$ -1,010,437

Data filtered by Types, General Fund, County Counsel and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-104100 Human Resources

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 57,895	$ 102,692	$ 112,494	$ 250,467
▼ Charges for Services	57,895	102,692	112,494	250,467
(479015) HR Services-County	57,895	102,692	112,494	250,467
▼ Expenses	691,930	947,546	1,383,932	1,423,934
▼ Salaries and Benefits	666,195	898,256	1,161,761	1,288,376
(511110) Salaries	360,207	516,403	657,144	741,033
(511115) Salaries-Part Time	0	7,785	20,000	23,088
(511118) Fed COVID-19 Leave Salaries	327	3,517	0	0
(511150) Cash Outs-Leave	18,289	23,848	23,049	22,120
(512115) FICA	29,843	44,469	54,772	58,601
(512120) Unemployment Insurance	3,226	1,349	157	80
(512125) Disability Insurance	1,744	2,733	2,805	3,119
(512205) Retirement-PERS Fixed	75,770	84,249	135,693	135,521
(512210) Retirement-PERS Percentage	34,741	49,800	59,025	74,525
(512220) Deferred Compensation	21,134	32,845	37,516	32,710
(512305) Employees Group Insurance	33,952	48,200	84,549	114,636
(512320) Post Retirement Medical	55,286	47,722	63,789	52,041
(512325) Life Insurance	636	4,127	900	1,344

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512330) Workers Comp Insurance	30,913	30,239	12,003	13,638
(512415) Cell Phone Stipend	128	296	360	3,720
(512510) Recruitment Expense	0	675	10,000	12,200
▼ Services and Supplies	25,734	49,290	222,171	135,558
(521150) Expendable Equipment	0	0	0	5,700
(521155) Expendable Equip-Computer	0	336	3,500	6,120
(522146) Maint-Equip Mandated Software	1,374	1,687	1,685	1,856
(522147) Maint-Equip Dept Software	0	18,252	500	5,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	14,667
(523210) Dues & Memberships	0	0	0	3,000
(525110) Office Expense	3,027	3,444	3,000	8,000
(525140) Office-Photocopy	8,344	8,449	8,500	8,500
(525150) Office-Postage	741	847	1,000	800
(525155) Office-Purchasing Dept	4,064	2,706	1,849	4,470
(526110) PS&S-Professional Services	0	0	10,000	0
(526117) PS&S-Outside Attorney	0	0	150,000	40,000
(526129) PS&S-Insurance Service	2,529	3,457	4,907	8,816
(527220) Rents-Phone	3,184	2,337	2,231	3,629
(528000) SDE Special Department Expense	2,071	4,109	5,000	5,000
(529112) Travel & Trans-Priv Auto	0	198	0	0
(529116) Training-Travel	401	3,467	30,000	20,000
Revenues Less Expenses	$ -634,035	$ -844,853	$ -1,271,438	$ -1,173,467

2024 Adopted Budget - Governmental Funds

0001-104200 Employee Development and Recognition

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 0	$ 0	$ 0	$ 0
▽ **Expenses**	58,329	101,705	135,000	176,699
▼ **Services and Supplies**	58,329	101,705	135,000	176,699
(521155) Expendable Equip-Computer	0	3,330	0	0
(521173) Food-Other	447	0	4,000	1,000
(525110) Office Expense	0	336	1,000	750
(525140) Office-Photocopy	0	167	500	500
(525155) Office-Purchasing Dept	0	0	0	450
(528103) SDE-Employee Events	0	4,543	16,000	16,000
(528198) SDE-Employee Awards	6,068	6,158	7,000	6,000
(528199) SDE-Employee Incentive & Recog	400	1,165	4,000	6,999
(528302) SDE-Education Program	5,162	36,766	52,500	110,000
(529116) Training-Travel	46,252	49,240	50,000	35,000
Revenues Less Expenses	$ -58,329	$ -101,705	$ -135,000	$ -176,699

Data filtered by Types, General Fund, Employee Development and Recognition and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-105100 County Clerk-Elections

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 158,266	$ 246,448	$ 46,000	$ 30,000
▼ State Revenue	121,366	209,299	15,000	0
(451545) State-Reimbursement Election	121,366	209,299	15,000	0
▼ Charges for Services	27,534	24,019	24,000	23,000
(471510) Election Services-Filing Fee	0	12,204	0	0
(471525) Election Services-Homeowner	250	0	0	0
(471530) Election Services-Districts	22,648	0	12,000	12,000
(471540) Election Services-Stmt Of Qua	4,636	11,815	12,000	11,000
▼ Miscellaneous Revenue	9,366	13,130	7,000	7,000
(482120) Elections Sales-Precinct Maps	9,366	13,130	7,000	7,000
▼ Expenses	969,096	845,316	782,846	728,001
▼ Salaries and Benefits	303,767	335,933	338,756	308,106
(511110) Salaries	150,411	158,930	170,850	168,074
(511115) Salaries-Part Time	21,222	33,848	20,000	20,000
(511118) Fed COVID-19 Leave Salaries	2,541	2,620	0	0
(511125) Salaries-Overtime	1,723	1,884	2,000	3,000
(511130) Salaries-On Call/Call Back	945	0	0	0
(511150) Cash Outs-Leave	9,262	9,290	12,289	3,381

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512115) FICA	12,796	14,913	14,698	14,388
(512120) Unemployment Insurance	1,564	596	95	20
(512125) Disability Insurance	554	560	523	519
(512205) Retirement-PERS Fixed	32,819	37,974	42,504	26,438
(512210) Retirement-PERS Percentage	14,625	16,373	16,443	16,668
(512220) Deferred Compensation	7,357	8,862	9,361	4,000
(512305) Employees Group Insurance	43,712	45,756	45,756	46,956
(512320) Post Retirement Medical	1,305	1,291	672	0
(512325) Life Insurance	194	212	200	192
(512330) Workers Comp Insurance	2,382	2,462	3,006	3,870
(512415) Cell Phone Stipend	357	362	360	600
▼ Services and Supplies	328,122	371,083	282,365	267,081
(521150) Expendable Equipment	13,243	2,940	0	1,000
(521155) Expendable Equip-Computer	2,723	11,359	3,000	6,120
(521310) Communications	777	1,275	1,000	500
(522125) Maint-Equipment	64,375	76,096	78,000	81,900
(522146) Maint-Equip Mandated Software	615	958	957	1,054
(522148) Maint-Ent Infrastructure Solut	0	0	0	3,259
(523210) Dues & Memberships	0	600	600	600
(525110) Office Expense	772	1,532	1,000	1,000
(525140) Office-Photocopy	914	765	1,000	1,000
(525150) Office-Postage	26,393	39,551	30,000	30,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(525155) Office-Purchasing Dept	9,425	6,569	1,565	2,529
(525200) Publications & Legal Notices	1,556	951	1,000	1,000
(526110) PS&S-Professional Services	12,429	0	13,000	13,000
(526129) PS&S-Insurance Service	1,226	1,526	1,968	2,571
(527220) Rents-Phone	2,122	1,002	1,275	1,814
(528297) SDE-Outreach Expenses	1,850	3,041	15,000	5,000
(528415) SDE-Election Costs	189,637	207,437	130,000	111,734
(529110) Travel & Trans-Fuel	66	0	500	500
(529116) Training-Travel	0	15,479	2,500	2,500
▼ Fixed Assets	198,657	0	15,000	0
(544400) Misc/Specialized Equipment	198,657	0	15,000	0
▼ Transfers Interfund	138,550	138,300	146,725	152,814
(651160) Intrafund Transfer-Auditors	138,550	138,300	146,725	152,814
Revenues Less Expenses	$ -810,830	$ -598,867	$ -736,846	$ -698,001

Data filtered by Types, General Fund, County Clerk- Elections and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-106200 Radio-Communications

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 70,000	$ 75,000	$ 70,000	$ 75,000
▼ Charges for Services	70,000	75,000	70,000	75,000
(474255) Radio Services	70,000	75,000	70,000	75,000
▼ Expenses	148,449	160,348	183,479	190,599
▼ Salaries and Benefits	139,266	150,045	158,013	167,388
(511110) Salaries	82,611	85,337	88,329	95,471
(511125) Salaries-Overtime	87	546	500	500
(511130) Salaries-On Call/Call Back	465	717	600	0
(511150) Cash Outs-Leave	3,186	2,414	2,262	2,276
(512115) FICA	6,390	6,634	6,885	7,304
(512120) Unemployment Insurance	666	274	26	10
(512205) Retirement-PERS Fixed	17,980	21,305	22,938	21,466
(512210) Retirement-PERS Percentage	7,786	8,121	8,225	9,607
(512305) Employees Group Insurance	17,952	22,443	26,208	28,608
(512320) Post Retirement Medical	652	645	336	0
(512325) Life Insurance	114	114	125	114
(512330) Workers Comp Insurance	1,015	1,132	1,219	1,432
(512415) Cell Phone Stipend	362	362	360	600

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Services and Supplies	9,183	10,303	25,467	23,211
(521145) Small Tools	1,780	1,912	2,000	2,000
(521150) Expendable Equipment	2,714	2,455	2,500	2,500
(521155) Expendable Equip-Computer	0	0	9,000	0
(522120) Maint-Internal Vehicles	92	429	1,200	1,200
(522130) Maint-Equip Vehicles	55	253	1,500	500
(522145) Maint-Equip Hardware	0	-105	0	0
(522146) Maint-Equip Mandated Software	307	532	531	585
(522148) Maint-Ent Infrastructure Solut	0	0	0	1,630
(522150) Maint-Equip Radio	143	444	500	500
(525110) Office Expense	230	0	500	500
(525150) Office-Postage	4	46	50	50
(525155) Office-Purchasing Dept	0	200	269	893
(526110) PS&S-Professional Services	1,266	48	1,500	6,000
(526129) PS&S-Insurance Service	522	702	798	1,199
(527220) Rents-Phone	354	334	319	454
(529110) Travel & Trans-Fuel	1,670	2,679	2,800	3,200
(529116) Training-Travel	45	375	2,000	2,000
Revenues Less Expenses	$ -78,449	$ -85,348	$ -113,479	$ -115,599

Data filtered by Types, General Fund, Radio/Communications and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-107100 Facilities Management

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 348,252	$ 321,951	$ 246,012	$ 249,767
▼ Use of Money & Property	45,164	34,340	34,512	24,267
(443110) Rents & Concessions	32,769	22,377	22,412	24,067
(443113) Rents & Concessions-Fairview	11,800	11,800	11,800	0
(443125) Rents & Concessions-Vending	594	163	300	200
▼ Charges for Services	303,089	287,611	211,500	225,500
(472311) Refunds/Reimbursements	16,998	16,940	12,000	16,000
(479108) Fac Mgmt Fees-Law & Justice	4,112	4,913	3,500	3,500
(479109) Fac Mgmt Fees-Ambulance	21,964	19,024	17,000	19,000
(479111) Fac Mgmt Fees-KC Child Advoc	733	0	0	0
(479114) Fac Mgmt Fees-Fire	2,233	7,189	5,000	5,000
(479117) Fac Mgmt Fees-Child Support	40	92	0	0
(479118) Fac Mgmt Fees-MH	76,432	80,968	72,000	72,000
(479663) Interfund Revenue-Health	30,613	27,338	20,000	22,000
(479665) Interfund Revenue-Welfare	88,318	104,413	82,000	88,000
(479800) Interfund Revenue-Courts	61,647	26,735	0	0
▼ Expenses	3,150,067	3,744,779	4,948,103	5,825,037
▼ Salaries and Benefits	1,447,819	1,498,965	1,896,374	2,226,725

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(511110) Salaries	672,891	722,232	984,015	1,133,326
(511115) Salaries-Part Time	50,698	34,487	65,000	93,000
(511118) Fed COVID-19 Leave Salaries	10,770	15,235	0	0
(511119) OSHA Leave	0	1,467	0	0
(511125) Salaries-Overtime	26,949	26,367	28,000	32,000
(511130) Salaries-On Call/Call Back	36,415	46,950	50,000	60,000
(511150) Cash Outs-Leave	52,271	49,491	37,668	45,693
(512115) FICA	64,186	67,925	82,304	86,699
(512120) Unemployment Insurance	7,448	3,135	601	220
(512125) Disability Insurance	840	1,178	1,039	1,187
(512205) Retirement-PERS Fixed	144,248	163,451	190,072	198,630
(512210) Retirement-PERS Percentage	64,586	70,515	81,713	111,666
(512220) Deferred Compensation	0	0	7,782	9,274
(512305) Employees Group Insurance	209,286	227,010	299,016	389,817
(512320) Post Retirement Medical	14,292	15,294	14,085	6,108
(512325) Life Insurance	1,951	2,116	2,500	3,335
(512330) Workers Comp Insurance	74,980	44,602	44,290	52,520
(512410) Gym Membership Fee	726	726	750	750
(512415) Cell Phone Stipend	3,344	4,287	5,040	0
(512505) Employee Physicals	1,872	2,498	2,500	2,500
(513150) Salary & Benefit Reimbursement	10,066	0	0	0
▼ Services and Supplies	1,545,887	2,123,621	2,846,729	3,373,244

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(521145) Small Tools	4,349	5,249	4,000	4,000
(521150) Expendable Equipment	5,045	3,186	15,000	15,000
(521155) Expendable Equip-Computer	2,282	3,998	3,000	6,120
(521180) Clothing & Personal Supplies	9,618	6,359	8,000	13,300
(521190) Household Expense	74,576	77,802	75,000	90,000
(521310) Communications	17,956	16,390	14,000	14,000
(521311) Communications-Cell Phones	5,414	3,211	3,500	3,500
(522120) Maint-Internal Vehicles	28,961	31,216	30,000	30,000
(522125) Maint-Equipment	99	2,882	2,500	2,500
(522130) Maint-Equip Vehicles	1,580	285	1,000	6,000
(522146) Maint-Equip Mandated Software	4,917	5,439	5,428	5,983
(522147) Maint-Equip Dept Software	14,625	14,386	21,000	24,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	39,113
(522205) Maint-Buildings & Improvements	385,043	587,742	800,000	727,285
(522230) Maint-Pools	28,063	38,792	30,000	39,000
(522235) Maint-Alarms	24,894	25,809	25,000	0
(525110) Office Expense	4,924	2,242	2,500	2,500
(525140) Office-Photocopy	3,037	3,472	3,000	3,000
(525150) Office-Postage	93	124	100	100
(525155) Office-Purchasing Dept	4,851	3,134	7,083	15,984
(526110) PS&S-Professional Services	0	0	3,500	3,500
(526129) PS&S-Insurance Service	5,838	13,111	286,018	437,815

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526485) PS&S-Satellite SRV	1,118	971	4,000	6,000
(526490) PS&S-Tuolumne Park Rec Dist	15,700	114,444	116,733	119,068
(527210) Rents-Equipment	6,008	8,674	5,000	18,000
(527220) Rents-Phone	4,141	3,673	3,505	4,990
(527310) Rents-Buildings & Improvements	74,620	27,593	22,908	22,908
(528000) SDE Special Department Expense	2,865	2,809	2,300	3,000
(528201) SDE- County Property maint	0	0	0	167,048
(529110) Travel & Trans-Fuel	24,867	45,070	46,000	60,500
(529116) Training-Travel	1,200	5,443	5,500	10,000
(529210) Utilities	424,616	688,547	900,000	1,038,990
(529213) Utilities-Water & Sewer	273,470	307,430	310,000	348,800
(529214) Utilities-Propane	82,379	64,081	80,000	80,000
(529215) Utilities-Garbage	8,737	10,057	11,154	11,240
▼ Fixed Assets	156,362	122,192	205,000	225,068
(542000) Buildings & Improvements	110,000	115,000	115,000	115,000
(543000) Vehicles	46,362	0	90,000	100,068
(544400) Misc/Specialized Equipment	0	7,192	0	10,000
Revenues Less Expenses	$ -2,801,815	$ -3,422,827	$ -4,702,091	$ -5,575,270

Data filtered by Types, General Fund, Facilities Management and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-107300 Community Resilience Centers

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 0	$ 0	$ 0	$ 196,808
▼ Use of Money & Property	0	0	0	193,808
(443112) Rents & Fees-Tuolumne	0	0	0	59,280
(443114) Rents & Fees-Groveland	0	0	0	59,280
(443135) Leases – Tuolumne	0	0	0	37,624
(443145) Leases – Groveland	0	0	0	37,624
▼ Charges for Services	0	0	0	3,000
(479121) Photocopy Fees-County	0	0	0	3,000
▼ Expenses	0	0	0	195,573
▼ Salaries and Benefits	0	0	0	10,765
(511115) Salaries-Part Time	0	0	0	10,000
(512115) FICA	0	0	0	765
▼ Services and Supplies	0	0	0	184,808
(521190) Household Expense	0	0	0	5,000
(521310) Communications	0	0	0	27,000
(522205) Maint-Buildings & Improvements	0	0	0	5,000
(525140) Office-Photocopy	0	0	0	3,000
(526110) PS&S-Professional Services	0	0	0	9,108

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526120) PS&S-Fac Mgmt	0	0	0	5,000
(527220) Rents-Phone	0	0	0	600
(528000) SDE Special Department Expense	0	0	0	1,000
(529211) Utilities-Electricity	0	0	0	87,500
(529213) Utilities-Water & Sewer	0	0	0	36,200
(529215) Utilities-Garbage	0	0	0	5,400
Revenues Less Expenses	$ 0	$ 0	$ 0	$ 1,235

Data filtered by Types, General Fund, Resilience Centers and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-109100 Economic Development and Promotion

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 4,034	$ 4,050	$ 35,000	$ 35,000
▼ Charges for Services	4,034	4,050	35,000	35,000
(474247) Kennedy Meadows Concession	4,034	4,050	35,000	35,000
▼ Expenses	1,354,876	1,707,901	1,892,500	1,703,780
▼ Services and Supplies	1,354,876	1,707,901	1,892,500	1,703,780
(526030) PS&S-Mother Lode Parade	0	7,500	7,500	7,500
(526112) PS&S-Marketing	0	265	0	0
(528000) SDE Special Department Expense	64,067	78,930	100,000	69,000
(528325) SDE-Visitors Bureau	1,201,774	1,550,787	1,750,000	1,592,280
(528758) SDE-Kennedy Meadows	4,034	4,050	35,000	35,000
(528760) SDE-Economic Development	85,000	66,369	0	0
Revenues Less Expenses	$ -1,350,841	$ -1,703,851	$ -1,857,500	$ -1,668,780

Data filtered by Types, General Fund, Economic Dev. & Promotion and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-109300 Business Development and Innovation

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 6,232	$ 240,000	$ 330,000	$ 222,219
▼ Federal Revenue	0	240,000	330,000	222,219
(461650) Fed-EDA Grant	0	240,000	330,000	222,219
▼ Charges for Services	6,232	0	0	0
(472311) Refunds/Reimbursements	6,232	0	0	0
▼ Expenses	199,027	419,131	378,527	405,171
▼ Salaries and Benefits	182,943	166,655	36,527	161,679
(511110) Salaries	107,671	95,049	0	105,356
(511150) Cash Outs-Leave	1,816	4,978	0	0
(512115) FICA	7,304	6,869	0	8,060
(512120) Unemployment Insurance	754	393	0	0
(512125) Disability Insurance	560	431	0	490
(512205) Retirement-PERS Fixed	22,111	26,606	34,146	0
(512210) Retirement-PERS Percentage	9,439	8,359	0	10,799
(512220) Deferred Compensation	7,187	6,437	0	8,428
(512305) Employees Group Insurance	22,728	14,914	0	25,428
(512320) Post Retirement Medical	652	645	336	0
(512325) Life Insurance	62	62	0	117

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512330) Workers Comp Insurance	1,148	1,623	2,045	2,401
(512415) Cell Phone Stipend	362	288	0	600
(513150) Salary & Benefit Reimbursement	1,149	0	0	0
▼ Services and Supplies	16,084	252,476	342,000	243,492
(521110) Supplies-Operating	61	15	0	0
(521155) Expendable Equip-Computer	0	1,993	0	0
(522146) Maint-Equip Mandated Software	307	521	520	1,093
(522147) Maint-Equip Dept Software	0	197	0	500
(523210) Dues & Memberships	0	60	500	1,200
(525110) Office Expense	1,098	0	1,100	1,100
(525140) Office-Photocopy	122	302	250	250
(525150) Office-Postage	0	1,200	1,200	1,200
(525155) Office-Purchasing Dept	100	65	1,291	2,514
(526112) PS&S-Marketing	9,191	7,842	3,000	3,000
(526129) PS&S-Insurance Service	591	1,007	1,339	1,616
(526235) PS&S-Broadband Tech Study	0	218,041	330,000	222,219
(527220) Rents-Phone	0	334	300	300
(528297) SDE-Outreach Expenses	0	20,000	0	0
(528503) SDE-Central Sierra Broadband	4,045	0	0	0
(529112) Travel & Trans-Priv Auto	103	0	1,000	1,000
(529116) Training-Travel	467	900	1,500	7,500
Revenues Less Expenses	$ -192,795	$ -179,131	$ -48,527	$ -182,952

2024 Adopted Budget - Governmental Funds

0001-109500 Tuolumne County Water Agency

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 0	$ 0	$ 0	$ 0
▼ Expenses	0	0	0	170,380
▼ Salaries and Benefits	0	0	0	119,581
(511110) Salaries	0	0	0	85,461
(512115) FICA	0	0	0	6,538
(512125) Disability Insurance	0	0	0	397
(512210) Retirement-PERS Percentage	0	0	0	8,119
(512305) Employees Group Insurance	0	0	0	18,359
(512325) Life Insurance	0	0	0	107
(512415) Cell Phone Stipend	0	0	0	600
▼ Services and Supplies	0	0	0	50,799
(522147) Maint-Equip Dept Software	0	0	0	500
(523210) Dues & Memberships	0	0	0	800
(525110) Office Expense	0	0	0	498
(525140) Office-Photocopy	0	0	0	500
(526110) PS&S-Professional Services	0	0	0	32,498
(529110) Travel & Trans-Fuel	0	0	0	1,000
(529116) Training-Travel	0	0	0	15,003

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues Less Expenses	$ 0	$ 0	$ 0	$ -170,380

Data filtered by Types, General Fund, TCWA and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-110500 Information Technology

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 1,016,832	$ 1,000,105	$ 1,295,628	$ 1,650,260
▼ State Revenue	0	0	0	450,000
(451123) State-LATA Grant	0	0	0	450,000
▼ Federal Revenue	1,150	2,406	2,406	2,618
(468129) Fed-US Forest Service	1,150	2,406	2,406	2,618
▼ Charges for Services	862,918	997,698	1,093,222	1,197,642
(472311) Refunds/Reimbursements	0	1,459	0	0
(478113) IT Fees-City of Sonora	5,066	3,867	3,867	4,634
(478116) IT Fees-Crest	3,264	3,264	3,264	3,264
(478117) IT Fees-SCC	5,375	5,283	5,283	5,255
(479025) Interfund Revenue-IT	147,210	91,762	102,700	102,700
(479026) IT Services-Non-County	843	0	0	0
(479028) IT Services-Enterprise License	522,289	711,123	816,453	808,403
(479805) Interfund Revenue-Telecom	178,872	180,941	161,655	273,386
▼ Other Finance Sources	152,763	0	200,000	0
(491480) Loan Proceeds	152,763	0	200,000	0
▼ Expenses	3,844,898	4,602,468	5,493,005	5,573,573
▼ Salaries and Benefits	2,055,840	2,313,568	2,650,941	2,841,696

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(511110) Salaries	1,201,672	1,229,657	1,519,264	1,595,283
(511115) Salaries-Part Time	9,400	33,679	15,000	35,000
(511118) Fed COVID-19 Leave Salaries	5,931	3,442	0	0
(511125) Salaries-Overtime	16,104	15,186	15,000	15,000
(511130) Salaries-On Call/Call Back	14,215	13,359	15,000	15,000
(511150) Cash Outs-Leave	35,344	53,787	66,231	61,547
(512115) FICA	95,133	102,636	119,480	121,044
(512120) Unemployment Insurance	10,898	4,065	423	190
(512125) Disability Insurance	2,160	2,236	2,664	2,878
(512205) Retirement-PERS Fixed	215,291	301,969	334,791	303,383
(512210) Retirement-PERS Percentage	113,254	116,083	137,292	156,287
(512220) Deferred Compensation	22,329	19,377	19,182	20,352
(512305) Employees Group Insurance	249,660	255,062	345,252	368,312
(512320) Post Retirement Medical	16,437	128,005	138,561	104,154
(512325) Life Insurance	1,922	1,795	2,000	2,241
(512330) Workers Comp Insurance	40,656	26,125	29,619	33,825
(512415) Cell Phone Stipend	3,785	4,340	4,680	7,200
(512505) Employee Physicals	0	0	500	0
(512510) Recruitment Expense	1,651	2,766	4,000	0
(513150) Salary & Benefit Reimbursement	0	0	-118,000	0
▼ Services and Supplies	1,542,623	2,048,055	2,294,064	2,731,877
(521150) Expendable Equipment	11,437	4,279	10,000	10,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(521155) Expendable Equip-Computer	10,000	26,937	10,000	33,550
(521310) Communications	84,769	92,581	97,900	97,936
(522120) Maint-Internal Vehicles	7,327	3,123	7,000	7,000
(522130) Maint-Equip Vehicles	98	223	500	500
(522145) Maint-Equip Hardware	30,365	284,134	325,000	410,500
(522146) Maint-Equip Mandated Software	53,407	6,429	20,176	8,772
(522147) Maint-Equip Dept Software	1,017,170	1,142,091	1,285,260	1,122,869
(522148) Maint-Ent Infrastructure Solut	0	0	0	30,964
(522205) Maint-Buildings & Improvements	357	191	300	300
(522235) Maint-Alarms	0	0	0	58,139
(523210) Dues & Memberships	0	0	0	1,200
(525110) Office Expense	13,353	10,789	15,000	14,560
(525140) Office-Photocopy	633	450	800	700
(525150) Office-Postage	7	2	50	50
(525155) Office-Purchasing Dept	4,477	2,891	8,178	17,744
(526110) PS&S-Professional Services	97,959	160,311	290,500	215,500
(526129) PS&S-Insurance Service	8,543	10,414	13,218	20,116
(527220) Rents-Phone	11,320	10,351	23,582	15,877
(527310) Rents-Buildings & Improvements	109,313	111,618	116,100	131,600
(528154) SDE-LATA Grant	0	0	0	450,000
(528390) SDE-Equipment Purchases	29,573	133,974	0	0
(529110) Travel & Trans-Fuel	2,446	3,882	4,000	7,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529112) Travel & Trans-Priv Auto	79	225	1,000	800
(529116) Training-Travel	29,653	24,366	40,000	52,500
(529210) Utilities	20,339	18,793	25,500	23,700
▼ Fixed Assets	246,435	240,845	548,000	0
(543000) Vehicles	0	0	36,000	0
(544100) Computer Equipment	144,985	6,002	272,000	0
(544150) Software	101,449	234,843	240,000	0
Revenues Less Expenses	$ -2,828,066	$ -3,602,363	$ -4,197,377	$ -3,923,313

Data filtered by Types, General Fund, Information Technology and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-110600 Public Works - Surveyor and GIS

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 89,635	$ 149,962	$ 191,800	$ 235,300
▼ Charges for Services	88,321	146,115	125,000	120,000
(471623) Fees-GIS	21,602	43,169	37,500	32,700
(471740) Fees-Land Div Compliance	2,982	7,770	3,000	1,000
(471805) Development Support Services	18,452	25,746	25,000	30,000
(471810) Planning and Engineering	41,675	57,802	50,000	50,000
(471820) Abandonments	1,499	2,907	3,000	1,000
(471835) Planning Services-Subdivision	0	6,550	4,000	4,000
(472117) Tentative Parcel Map	2,112	2,170	2,500	1,300
▼ Miscellaneous Revenue	1,314	3,848	66,800	115,300
(482112) Other Sales-Maps Surveyor	1,314	3,848	1,800	2,300
(483111) Misc Income-Reimbursements	0	0	65,000	113,000
▼ Expenses	437,186	513,016	705,577	775,936
▼ Salaries and Benefits	397,699	447,755	611,933	630,962
(511110) Salaries	214,943	254,326	356,191	380,408
(511115) Salaries-Part Time	37,374	22,326	29,002	23,241
(511118) Fed COVID-19 Leave Salaries	4,288	266	0	0
(511150) Cash Outs-Leave	5,221	5,793	7,269	7,267

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512115) FICA	19,588	21,741	29,606	30,552
(512120) Unemployment Insurance	1,435	937	56	40
(512125) Disability Insurance	560	1,079	1,036	2,175
(512205) Retirement-PERS Fixed	35,727	54,112	68,349	74,914
(512210) Retirement-PERS Percentage	20,700	23,908	32,020	37,089
(512305) Employees Group Insurance	52,117	55,901	83,412	70,642
(512320) Post Retirement Medical	2,609	2,582	1,343	0
(512325) Life Insurance	953	912	1,000	1,524
(512330) Workers Comp Insurance	2,185	3,871	2,649	3,110
▼ Services and Supplies	39,487	65,262	93,644	144,974
(521155) Expendable Equip-Computer	0	0	6,500	4,650
(521180) Clothing & Personal Supplies	0	0	300	300
(522125) Maint-Equipment	0	0	1,600	2,000
(522146) Maint-Equip Mandated Software	759	844	842	928
(522147) Maint-Equip Dept Software	12,173	22,613	25,000	28,200
(522148) Maint-Ent Infrastructure Solut	0	0	0	6,519
(523210) Dues & Memberships	0	0	500	500
(525110) Office Expense	2,467	1,242	4,000	4,000
(525140) Office-Photocopy	522	572	1,200	1,200
(525150) Office-Postage	0	3	500	500
(525155) Office-Purchasing Dept	141	98	1,031	2,279
(525200) Publications & Legal Notices	342	1,019	1,325	1,325

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526110) PS&S-Professional Services	166	2,791	4,000	55,000
(526129) PS&S-Insurance Service	1,125	2,400	1,734	4,644
(526133) PS&S-Public Works	8,845	27,911	35,000	19,461
(527220) Rents-Phone	1,415	2,003	1,912	2,268
(528190) SDE-GIS Expense	0	0	1,000	1,000
(528907) SDE-Survey	10,773	1,600	1,000	1,000
(529110) Travel & Trans-Fuel	0	0	200	200
(529112) Travel & Trans-Priv Auto	0	0	1,000	1,000
(529116) Training-Travel	761	2,167	5,000	8,000
Revenues Less Expenses	$ -347,551	$ -363,054	$ -513,777	$ -540,636

Data filtered by Types, General Fund, Public Works - Surveyor & GIS and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-110905 Outside Agency Partners

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 0	$ 0	$ 0	$ 0
▼ Expenses	479,122	499,321	593,708	593,581
▼ Services and Supplies	294,877	395,199	409,463	409,336
(523211) Dues-IRWM	10,304	10,304	11,000	10,500
(523212) Dues-CSAC County Supervisors	17,371	17,371	18,000	17,893
(523213) Dues-Regional Council Rural	0	5,493	6,000	5,480
(523214) Dues-Central Sierra Planning	97,406	47,000	47,000	47,000
(523216) Dues-NAACO	0	1,107	1,107	1,107
(523217) Dues-Area 12 Agency On Aging	107,596	108,961	110,000	110,000
(523218) Dues-Mtn County Water Board	1,606	1,606	1,606	1,606
(526297) PS&S-Water Basin Study	14,666	42,138	30,000	30,000
(526444) PS&S-Access Tuolumne	0	146,322	131,250	133,750
(528188) SDE-LAFCO	33,929	14,898	41,500	40,000
(528782) SDE-Museum	12,000	0	12,000	12,000
▼ Other Charges	184,245	104,123	184,245	184,245
(537120) Amador Tuol Cty Action Agency	24,000	24,000	24,000	24,000
(537130) UCCE Multi-County	160,245	80,123	160,245	160,245
Revenues Less Expenses	$ -479,122	$ -499,321	$ -593,708	$ -593,581

2024 Adopted Budget - Governmental Funds

0001-119999 General Fund Miscellaneous Revenue

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 53,172,840	$ 57,930,861	$ 60,679,879	$ 64,748,998
Taxes	40,389,825	44,798,711	47,110,241	49,672,283
(411110) Ppty Taxes-Current Secured	20,334,098	21,239,084	22,513,429	23,813,366
(412110) Ppty Taxes-Current Unsecured	528,375	540,326	583,552	526,600
(414110) Ppty Taxes-Prior Unsecured	11,835	10,012	10,000	15,000
(415110) Ppty Taxes-In-Lieu of VLF	7,078,542	7,355,258	7,649,468	8,179,373
(416110) Ppty Taxes-Supplemental	328,360	530,132	200,000	300,000
(418110) Sales and Use Taxes	6,490,632	6,960,186	7,203,792	7,491,944
(419310) Property Transfer Tax	821,874	881,835	550,000	500,000
(419410) TOT-Transient Lodging Room Ocl	4,796,109	6,109,690	7,000,000	7,300,000
(419411) TOT-Transient Lodging-2% Add	0	1,172,188	1,400,000	1,546,000
Licenses Permits & Franchises	1,043,743	1,141,249	1,078,057	1,095,000
(426120) Franchises-PG&E	464,044	518,057	518,057	525,000
(426130) Franchises-Cable TV	544,552	583,747	525,000	535,000
(426140) Franchises-Solid Waste	35,146	39,445	35,000	35,000
Fines Forfeitures & Penalties	1,119,536	1,128,631	1,110,800	1,115,800
(432113) Other Muni Court Fines	889	976	700	700
(432135) Fines-Litter PC1463.9	84	23	100	100

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(439110) Penalties & Costs on Delinq	38,563	47,633	30,000	35,000
(439120) Teeter-Penalties & Costs	1,080,000	1,080,000	1,080,000	1,080,000
▼ Use of Money & Property	307,971	133,687	201,000	200,000
(441110) Interest Income	89,404	-27,246	1,000	0
(443115) Rents & Concessions-Lake Tull	218,566	160,933	200,000	200,000
▼ State Revenue	3,407,758	4,295,311	3,551,187	3,843,369
(451310) State-Motor Vehicle In-Lieu	33,977	53,561	40,000	40,029
(451320) State-Realignment Vehicle Lic	1,950,477	2,628,056	2,145,349	2,400,000
(451323) State-VLF Base Social Services	216,194	216,194	216,194	216,194
(451324) State-VLF DSS FS	301,893	405,927	353,910	354,187
(451330) State-VLF Mental Health	28,858	326,572	174,734	175,761
(452170) State-Realignment AB90	294,563	326,198	295,000	326,198
(452175) State-Realignment Backfl 20/21	224,125	0	0	0
(458110) State-Homeowners Property Tax	214,610	211,532	200,000	200,000
(459141) State-Mandated Costs SB90	42,806	38,196	35,000	40,000
(459181) State-Other Timber Tax	44,256	33,076	35,000	35,000
(459183) State-Other Revenue Stabiliz	56,000	56,000	56,000	56,000
▼ Federal Revenue	2,670,408	2,800,291	2,670,000	2,902,171
(467110) Fed-In Lieu Taxes	2,670,408	2,800,291	2,670,000	2,902,171
▼ Other Governments	381,237	357,024	364,164	371,447
(469840) Other Govts-San Francisco	381,237	357,024	364,164	371,447
▼ Charges for Services	3,818,254	3,190,724	4,570,430	5,527,428

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(471112) Supplemental Roll Admin	69,269	85,864	50,000	60,000
(471114) Property Tax Admin Fee-Sonora	19,016	20,889	20,889	20,944
(471117) District Property Admin-County	111,076	124,286	124,286	114,294
(471615) Cty Srvs Impact Mit Fees-Admin	2,944	4,256	3,000	3,000
(472311) Refunds/Reimbursements	821	18,387	100	0
(478111) RDA-Lowing Housing/Other Asset	108,303	0	0	0
(478112) Fees-Redevelopment	554,333	569,582	573,734	0
(479140) Reimb-A87	2,952,494	2,367,459	3,798,421	5,329,190
▼ Miscellaneous Revenue	15,471	32,734	14,000	11,500
(483110) Misc Income	-14,901	18,891	1,000	0
(483121) Misc Over and Short	0	0	0	0
(483210) Misc-Retd Check Charge	2,017	2,779	3,000	1,500
(483225) Misc-Unclaimed Monies	28,331	11,064	10,000	10,000
(483410) Refunds/Rebate-Misc	24	0	0	0
▼ Other Finance Sources	18,637	52,498	10,000	10,000
(491110) Sale of Fixed Assets	18,637	52,498	10,000	10,000
Expenses	0	0	0	0
Revenues Less Expenses	$ 53,172,840	$ 57,930,861	$ 60,679,879	$ 64,748,998

Data filtered by Types, General Fund, General Fund Misc Revenue and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-201100 Grand Jury

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 0	$ 0	$ 0	$ 0
▼ **Expenses**	20,458	26,071	24,871	43,034
▼ **Services and Supplies**	20,458	26,071	24,871	43,034
(521155) Expendable Equip-Computer	1,148	4,331	0	0
(521500) Jury & Witness Expense	8,261	9,548	15,000	25,000
(522146) Maint-Equip Mandated Software	1,229	0	0	0
(525110) Office Expense	1,366	3,417	3,500	3,500
(525140) Office-Photocopy	25	16	1,500	1,500
(525155) Office-Purchasing Dept	4,804	1,551	52	80
(526226) PS&S-Court Services	0	7,003	0	8,000
(527220) Rents-Phone	1,415	0	319	454
(529116) Training-Travel	2,210	206	4,500	4,500
Revenues Less Expenses	$ -20,458	$ -26,071	$ -24,871	$ -43,034

Data filtered by Types, General Fund, Grand Jury and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-201200 District Attorney

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 735,247	$ 906,441	$ 933,952	$ 1,034,071
▼ Fines Forfeitures & Penalties	720	3,790	0	0
(432065) Fees-Pre Trial Diversion 1001	720	3,790	0	0
▼ State Revenue	673,728	808,435	804,432	957,041
(452310) State-AB109 Planning CCPTNR	37,619	45,396	87,609	62,206
(455205) State-2011 CLR AB109 Post Rel	80,353	87,608	57,914	142,642
(456200) State-Prop 172 Public Safety	356,207	509,860	521,809	574,536
(456300) State-COP Program	23,784	24,276	20,000	24,657
(459122) State-Prisoner Costs	104,735	69,264	50,000	85,000
(459305) State-Vehicle Reg Theft	71,030	72,030	67,100	68,000
▼ Federal Revenue	0	0	1,020	1,530
(461132) Fed-Soft Body Armor Grant	0	0	1,020	1,530
▼ Charges for Services	54,170	90,680	127,000	75,000
(471130) Dependency Counsel Services	53,102	33,950	12,000	0
(478415) DA Bad Check Program	211	0	0	0
(479665) Interfund Revenue-Welfare	858	56,730	115,000	75,000
▼ Miscellaneous Revenue	6,629	3,536	1,500	500
(483110) Misc Income	44	440	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(483115) Misc Income-Photocopies	6,585	3,096	1,500	500
▼ Expenses	2,307,456	2,721,505	3,227,792	3,517,697
▼ Salaries and Benefits	2,100,321	2,449,941	2,797,774	2,978,172
(511110) Salaries	1,203,252	1,386,248	1,584,686	1,752,240
(511115) Salaries-Part Time	61,206	23,205	25,000	36,000
(511118) Fed COVID-19 Leave Salaries	10,186	8,720	0	0
(511125) Salaries-Overtime	0	2,842	3,000	3,000
(511130) Salaries-On Call/Call Back	9,672	15,328	12,000	14,000
(511150) Cash Outs-Leave	69,144	59,691	71,922	79,113
(511155) Cash Outs-Holiday	0	1,650	18,800	10,000
(512115) FICA	98,918	110,021	122,278	134,959
(512120) Unemployment Insurance	11,569	4,360	847	175
(512125) Disability Insurance	917	998	2,072	2,204
(512205) Retirement-PERS Fixed	262,583	302,923	374,018	355,569
(512210) Retirement-PERS Percentage	104,201	141,504	161,099	177,466
(512220) Deferred Compensation	18,025	28,690	30,509	30,648
(512305) Employees Group Insurance	192,969	246,078	298,224	279,904
(512320) Post Retirement Medical	36,925	36,109	29,168	19,306
(512325) Life Insurance	1,744	1,911	2,000	2,533
(512330) Workers Comp Insurance	18,008	79,000	92,808	113,605
(512410) Gym Membership Fee	0	0	0	1,440
(512415) Cell Phone Stipend	858	663	720	1,800

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512505) Employee Physicals	144	0	300	0
(513141) Salary Savings	0	0	-31,676	-35,790
▼ Services and Supplies	209,726	230,922	430,018	539,525
(521150) Expendable Equipment	1,310	6,556	6,000	2,100
(521155) Expendable Equip-Computer	19,550	11,642	16,538	5,500
(521310) Communications	14,231	14,846	13,000	13,000
(521500) Jury & Witness Expense	1,572	0	15,000	10,000
(522120) Maint-Internal Vehicles	1,744	1,861	1,360	1,360
(522130) Maint-Equip Vehicles	5,752	3,263	3,000	3,000
(522146) Maint-Equip Mandated Software	5,839	8,114	8,101	8,925
(522147) Maint-Equip Dept Software	9,900	14,143	17,500	16,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	28,520
(523210) Dues & Memberships	6,947	7,895	8,000	10,000
(525110) Office Expense	15,223	16,209	14,000	14,000
(525121) Office-Books & Legal Pub	37,948	36,455	36,000	29,000
(525140) Office-Photocopy	18,117	6,227	7,000	7,000
(525150) Office-Postage	873	861	850	850
(525155) Office-Purchasing Dept	9,008	5,886	4,787	10,427
(525200) Publications & Legal Notices	716	236	315	315
(526070) PS&S-Expert Fees	15,288	5,335	40,000	30,000
(526110) PS&S-Professional Services	15,440	15,315	20,000	33,309
(526129) PS&S-Insurance Service	9,069	11,171	164,237	251,538

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(527220) Rents-Phone	8,843	9,015	9,879	16,330
(527310) Rents-Buildings & Improvements	0	325	0	4,290
(528000) SDE Special Department Expense	4,796	24,399	4,000	3,610
(528163) SDE-Archive Charges	245	0	0	0
(528192) SDE-Vests	0	0	2,040	2,040
(529110) Travel & Trans-Fuel	2,148	10,534	8,235	8,411
(529112) Travel & Trans-Priv Auto	0	0	176	0
(529116) Training-Travel	5,166	20,635	30,000	30,000
▼ Fixed Assets	0	40,642	0	0
(543000) Vehicles	0	40,642	0	0
▼ Transfers Interfund	-2,591	0	0	0
(651125) Intrafund Transfer-DA	-2,591	0	0	0
Revenues Less Expenses	$ -1,572,209	$ -1,815,064	$ -2,293,840	$ -2,483,626

Data filtered by Types, General Fund, District Attorney and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-201210 Victim Witness Prosecution

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 425,850	$ 456,682	$ 420,256	$ 397,682
▼ State Revenue	143,749	144,942	176,103	105,097
(455205) State-2011 CLR AB109 Post Rel	76,935	72,252	83,000	83,000
(456200) State-Prop 172 Public Safety	43,861	68,952	68,603	0
(459162) State-Other Victim Witness	22,953	3,738	21,500	22,097
(459265) State-CWPP Reimbursement	0	0	3,000	0
▼ Federal Revenue	282,101	311,740	244,153	292,585
(469162) Fed-Victim Witness Assistance	282,101	311,740	244,153	292,585
▼ Expenses	424,055	355,112	420,256	397,484
▼ Salaries and Benefits	401,324	328,491	378,399	342,826
(511110) Salaries	237,893	171,054	223,940	232,137
(511118) Fed COVID-19 Leave Salaries	0	1,938	0	0
(511150) Cash Outs-Leave	16,742	16,633	7,018	3,052
(512115) FICA	18,555	15,402	17,306	17,758
(512120) Unemployment Insurance	2,172	826	73	40
(512125) Disability Insurance	467	160	286	329
(512205) Retirement-PERS Fixed	50,247	61,702	50,663	20,550
(512210) Retirement-PERS Percentage	22,958	16,622	20,591	22,710

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512305) Employees Group Insurance	45,262	37,140	53,676	41,856
(512320) Post Retirement Medical	3,261	3,228	1,343	0
(512325) Life Insurance	459	375	0	282
(512330) Workers Comp Insurance	3,308	3,412	3,502	4,112
▼ Services and Supplies	29,984	26,621	41,857	54,658
(521155) Expendable Equip-Computer	0	0	0	9,180
(521310) Communications	3,024	2,650	3,411	3,500
(522130) Maint-Equip Vehicles	247	65	150	250
(522146) Maint-Equip Mandated Software	922	1,265	1,263	2,655
(522147) Maint-Equip Dept Software	2,295	2,200	2,599	2,599
(525110) Office Expense	8,095	7,670	12,188	8,423
(525140) Office-Photocopy	257	91	300	300
(525150) Office-Postage	151	140	150	150
(525155) Office-Purchasing Dept	2,378	1,549	733	1,358
(526110) PS&S-Professional Services	1,600	441	1,600	5,000
(526129) PS&S-Insurance Service	1,702	2,116	2,293	2,871
(527220) Rents-Phone	1,061	1,669	1,912	1,361
(528152) SDE-Witness Protection	0	0	3,000	3,000
(528229) SDE-Emergency Victim Fund	5,224	1,821	7,000	3,211
(529110) Travel & Trans-Fuel	828	1,120	740	800
(529116) Training-Travel	2,199	3,823	4,519	10,000
▼ Fixed Assets	21,485	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(544400) Misc/Specialized Equipment	21,485	0	0	0
▼ Transfers Interfund	-28,737	0	0	0
(651120) Intrafund Transfer-VW Adv	-6,863	0	0	0
(651130) Intrafund Transfer-Victim Wit	-21,874	0	0	0
Revenues Less Expenses	$ 1,795	$ 101,570	$ 0	$ 198

Data filtered by Types, General Fund, Victim Witness Prosecution Pro and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-201215 KC Child Advocacy Grant

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 166,149	$ 173,363	$ 202,368	$ 200,000
▼ Federal Revenue	166,149	173,363	202,368	200,000
(469156) Fed-KC Child Advocacy	166,149	173,363	202,368	200,000
▼ Expenses	166,527	188,552	209,568	208,173
▼ Salaries and Benefits	125,172	132,399	167,592	175,060
(511110) Salaries	68,490	66,528	91,078	95,613
(511118) Fed COVID-19 Leave Salaries	1,211	2,260	0	0
(511125) Salaries-Overtime	122	132	0	0
(511150) Cash Outs-Leave	349	865	835	532
(512115) FICA	5,438	5,282	7,067	7,314
(512120) Unemployment Insurance	736	291	882	20
(512205) Retirement-PERS Fixed	15,716	16,992	19,625	16,326
(512210) Retirement-PERS Percentage	6,352	6,253	7,960	9,083
(512305) Employees Group Insurance	24,609	31,084	38,208	40,981
(512320) Post Retirement Medical	652	1,291	672	0
(512325) Life Insurance	194	220	0	228
(512330) Workers Comp Insurance	1,121	1,203	1,265	4,963
(512505) Employee Physicals	183	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Services and Supplies	41,742	31,615	41,975	33,113
(521150) Expendable Equipment	992	0	0	300
(521155) Expendable Equip-Computer	1,637	0	0	0
(521310) Communications	5,739	6,388	6,520	6,520
(522130) Maint-Equip Vehicles	12	28	300	300
(522146) Maint-Equip Mandated Software	922	1,265	1,263	1,392
(522147) Maint-Equip Dept Software	1,100	1,100	1,100	1,265
(522205) Maint-Buildings & Improvements	37	0	0	0
(525110) Office Expense	12,572	5,835	13,497	3,259
(525140) Office-Photocopy	35	20	88	88
(525150) Office-Postage	13	5	50	50
(525155) Office-Purchasing Dept	88	60	309	677
(526110) PS&S-Professional Services	764	23	1,064	0
(526120) PS&S-Fac Mgmt	185	94	100	0
(526129) PS&S-Insurance Service	577	746	828	1,272
(527220) Rents-Phone	1,061	1,002	956	3,175
(527310) Rents-Buildings & Improvements	7,200	7,200	7,200	7,200
(528229) SDE-Emergency Victim Fund	1,966	1,012	0	0
(529110) Travel & Trans-Fuel	396	735	660	750
(529116) Training-Travel	2,622	1,514	1,810	635
(529210) Utilities	3,823	4,588	6,230	6,230
▼ Fixed Assets	0	24,538	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(544400) Misc/Specialized Equipment	0	24,538	0	0
▼ Transfers Interfund	-387	0	0	0
(651120) Intrafund Transfer-VW Adv	-2,978	0	0	0
(651125) Intrafund Transfer-DA	2,591	0	0	0
Revenues Less Expenses	$ -378	$ -15,189	$ -7,200	$ -8,173

Data filtered by Types, General Fund, KC Child Advocacy Grant and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-201225 DA Victim Advocacy and Outreach

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 143,394	$ 121,019	$ 142,171	$ 196,906
▼ Federal Revenue	143,394	121,019	142,171	196,906
(469179) Fed-Victim Advocacy/Outreach	143,394	121,019	142,171	196,906
▼ Expenses	140,651	98,552	151,783	197,424
▼ Salaries and Benefits	87,482	87,576	120,564	91,579
(511110) Salaries	46,041	49,561	66,226	54,272
(511118) Fed COVID-19 Leave Salaries	235	0	0	0
(511150) Cash Outs-Leave	898	1,421	1,840	1,548
(512115) FICA	3,559	3,721	5,116	4,152
(512120) Unemployment Insurance	763	400	15	30
(512205) Retirement-PERS Fixed	16,297	12,076	13,320	12,441
(512210) Retirement-PERS Percentage	4,454	4,694	5,980	5,563
(512305) Employees Group Insurance	12,000	12,000	26,328	12,600
(512320) Post Retirement Medical	1,957	1,937	1,008	0
(512325) Life Insurance	114	113	0	114
(512330) Workers Comp Insurance	1,163	1,653	732	859
▼ Services and Supplies	21,454	10,977	31,219	105,845
(521150) Expendable Equipment	354	0	0	5,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(521155) Expendable Equip-Computer	0	377	3,278	0
(521310) Communications	839	728	654	3,000
(522130) Maint-Equip Vehicles	909	10	750	5,000
(522146) Maint-Equip Mandated Software	922	1,265	2,444	1,392
(522147) Maint-Equip Dept Software	550	550	550	2,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	4,889
(525110) Office Expense	3,972	5,211	4,502	20,000
(525140) Office-Photocopy	297	484	600	600
(525150) Office-Postage	75	56	600	600
(525155) Office-Purchasing Dept	157	106	190	490
(526110) PS&S-Professional Services	1,600	0	1,600	16,259
(526129) PS&S-Insurance Service	599	1,025	479	915
(527220) Rents-Phone	1,061	0	0	0
(528229) SDE-Emergency Victim Fund	9,579	86	10,000	30,000
(529110) Travel & Trans-Fuel	19	1,153	250	700
(529116) Training-Travel	520	-75	5,322	15,000
▼ Transfers Interfund	31,715	0	0	0
(651120) Intrafund Transfer-VW Adv	28,737	0	0	0
(651141) Intrafund Transfer-KC Child Ad	2,978	0	0	0
Revenues Less Expenses	$ 2,743	$ 22,467	$ -9,612	$ -518

Data filtered by Types, General Fund, DA- Victim Advocacy/ Outreach and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-201400 Public Defender

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 130,559	$ 295,343	$ 279,057	$ 304,362
▼ State Revenue	113,595	287,137	275,957	304,362
(451057) State-Indigent Defense Grant	16,463	120,988	129,722	77,101
(452310) State-AB109 Planning CCPTNR	37,619	45,396	32,235	82,000
(455205) State-2011 CLR AB109 Post Rel	0	82,858	84,000	110,261
(459122) State-Prisoner Costs	59,512	37,894	30,000	35,000
▼ Charges for Services	16,964	8,206	3,100	0
(471130) Dependency Counsel Services	11,134	8,144	3,000	0
(472312) Court Fees & Costs-Public Def	5,830	62	100	0
▼ Expenses	1,195,194	1,502,379	1,860,887	1,679,556
▼ Salaries and Benefits	1,078,332	1,277,299	1,526,262	1,395,686
(511110) Salaries	653,033	757,691	899,406	818,419
(511115) Salaries-Part Time	14,277	55,528	57,935	68,101
(511118) Fed COVID-19 Leave Salaries	13,259	3,987	0	0
(511150) Cash Outs-Leave	32,081	40,042	47,882	34,020
(511155) Cash Outs-Holiday	0	0	17,380	10,000
(512115) FICA	53,449	61,554	71,004	62,671
(512120) Unemployment Insurance	5,113	1,997	284	90

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512125) Disability Insurance	641	942	1,101	1,889
(512205) Retirement-PERS Fixed	139,504	158,444	203,541	190,465
(512210) Retirement-PERS Percentage	58,729	69,724	74,227	78,077
(512220) Deferred Compensation	10,575	11,896	12,550	12,893
(512305) Employees Group Insurance	83,908	99,858	126,012	104,242
(512320) Post Retirement Medical	4,566	5,164	3,023	0
(512325) Life Insurance	925	1,442	0	1,052
(512330) Workers Comp Insurance	7,789	8,254	11,077	13,167
(512410) Gym Membership Fee	0	174	0	0
(512415) Cell Phone Stipend	482	602	840	600
▼ Services and Supplies	116,862	225,080	334,626	283,870
(521155) Expendable Equip-Computer	7,838	1,504	12,000	12,715
(521310) Communications	7,818	8,041	8,500	0
(521500) Jury & Witness Expense	18,437	26,156	50,000	35,474
(522130) Maint-Equip Vehicles	831	4,462	2,000	2,000
(522146) Maint-Equip Mandated Software	3,073	4,317	4,311	4,749
(522147) Maint-Equip Dept Software	2,808	4,530	45,000	5,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	14,667
(523210) Dues & Memberships	2,130	2,925	3,000	3,000
(525110) Office Expense	8,255	10,824	15,000	10,000
(525115) Office-Library Books FOTCL	6,563	12,230	13,000	10,000
(525140) Office-Photocopy	7,595	6,548	7,000	5,500

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(525150) Office-Postage	480	273	300	300
(525155) Office-Purchasing Dept	7,413	4,804	2,753	6,011
(526129) PS&S-Insurance Service	6,264	5,118	7,252	11,582
(527220) Rents-Phone	5,882	4,641	5,736	8,165
(527310) Rents-Buildings & Improvements	29,676	28,408	30,000	30,000
(528000) SDE Special Department Expense	0	0	2,744	2,744
(528365) SDE-AB109	0	91,858	84,000	90,000
(529110) Travel & Trans-Fuel	825	2,747	2,500	2,500
(529112) Travel & Trans-Priv Auto	699	0	500	500
(529116) Training-Travel	250	5,663	39,000	28,933
(529215) Utilities-Garbage	25	31	30	30
Revenues Less Expenses	$ -1,064,635	$ -1,207,036	$ -1,581,830	$ -1,375,194

Data filtered by Types, General Fund, Public Defender and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-201500 County-Court Related AB233

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▿ Revenues	$ 356,597	$ 350,961	$ 342,700	$ 311,221
▾ Fines Forfeitures & Penalties	158,511	165,828	160,100	150,100
(432113) Other Muni Court Fines	158,432	165,637	160,000	150,000
(432170) Fines-Child/Passenger Seatbelt	79	191	100	100
▾ Charges for Services	198,086	185,133	182,600	161,121
(471130) Dependency Counsel Services	0	0	0	4
(472310) Court Fees & Costs	129,246	114,672	115,000	100,000
(472313) Court Fees & Costs-Admin	0	0	0	17
(472316) State Penalty Assessment	66,825	69,049	66,000	60,000
(472319) Clerk Fees and Costs	0	3	0	0
(472321) Red Light Cnty Share Base Fine	1,683	1,308	1,000	1,000
(472365) Court Fees-Fix-It Tickets	57	101	100	100
(479325) Reimb-Courts Conflict Attorney	275	0	500	0
▾ Expenses	406,464	414,870	457,573	433,823
▾ Services and Supplies	406,464	414,870	457,573	433,823
(526315) PS&S-Court ADA Agreement	25,000	0	0	0
(526907) PS&S-County Facility Payment	0	78,124	160,000	156,250
(528222) SDE-State MOE Revenue AB233	277,573	277,573	277,573	277,573

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(528224) SDE-State 50% Revenue Share	103,891	59,173	20,000	0
Revenues Less Expenses	$ -49,867	$ -63,910	$ -114,873	$ -122,602

Data filtered by Types, General Fund, County-Court Related AB233 and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-201700 Public Defender Conflict Division

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 41,822	$ 27,795	$ 45,200	$ 3,000
▼ State Revenue	17,243	5,077	10,200	3,000
(451057) State-Indigent Defense Grant	0	0	2,200	0
(459122) State-Prisoner Costs	17,243	5,077	8,000	3,000
▼ Charges for Services	24,579	22,619	35,000	0
(471130) Dependency Counsel Services	24,579	22,619	35,000	0
▼ Other Finance Sources	0	100	0	0
(496000) Donations	0	100	0	0
▼ Expenses	438,975	425,836	660,232	725,796
▼ Salaries and Benefits	352,126	295,868	384,810	502,130
(511110) Salaries	228,722	171,336	256,083	314,329
(511115) Salaries-Part Time	11,966	16,933	1,300	38,178
(511150) Cash Outs-Leave	3,853	6,395	3,056	7,633
(512115) FICA	18,614	14,425	19,850	27,351
(512120) Unemployment Insurance	1,582	649	201	25
(512125) Disability Insurance	1,099	731	1,100	1,275
(512205) Retirement-PERS Fixed	47,169	58,501	49,516	47,387
(512210) Retirement-PERS Percentage	21,317	16,267	22,295	34,525

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512305) Employees Group Insurance	13,200	5,500	26,628	25,428
(512320) Post Retirement Medical	1,305	1,291	672	0
(512325) Life Insurance	888	789	0	1,488
(512330) Workers Comp Insurance	2,410	2,937	3,609	4,211
(512505) Employee Physicals	0	115	500	300
▼ Services and Supplies	86,849	129,967	275,422	223,666
(521155) Expendable Equip-Computer	0	941	3,000	3,060
(521500) Jury & Witness Expense	13,299	370	20,000	29,225
(522146) Maint-Equip Mandated Software	922	1,265	1,263	1,392
(522147) Maint-Equip Dept Software	1,274	1,542	3,000	3,800
(522148) Maint-Ent Infrastructure Solut	0	0	0	4,889
(523210) Dues & Memberships	1,100	585	1,500	1,500
(525110) Office Expense	3,736	1,048	2,000	2,000
(525115) Office-Library Books FOTCL	1,980	2,042	2,500	4,000
(525126) Personnel Advertising	0	1,767	1,500	500
(525140) Office-Photocopy	2,264	1,781	2,000	1,200
(525150) Office-Postage	80	55	100	100
(525155) Office-Purchasing Dept	4,224	2,728	1,136	2,133
(526094) PS&S-3rd Level Conflict	35,171	74,929	200,000	130,000
(526110) PS&S-Professional Services	4,983	21,353	15,000	15,000
(526129) PS&S-Insurance Service	1,240	1,664	2,188	2,920
(527220) Rents-Phone	708	668	637	907

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(527310) Rents-Buildings & Improvements	15,844	17,204	16,118	18,760
(529112) Travel & Trans-Priv Auto	0	0	250	250
(529116) Training-Travel	0	0	3,200	2,000
(529215) Utilities-Garbage	25	26	30	30
Revenues Less Expenses	$ -397,153	$ -398,040	$ -615,032	$ -722,796

Data filtered by Types, General Fund, PD Conflict Division and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-202100 Sheriff-Coroner

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 4,150,982	$ 4,894,323	$ 5,068,659	$ 4,991,952
▼ Licenses Permits & Franchises	73,946	81,166	81,714	81,800
(422120) Bingo Licenses	0	0	114	200
(427110) Permits-Guns	72,348	78,602	79,000	79,000
(427120) Permits-Explosives	1,598	2,564	2,600	2,600
▼ Fines Forfeitures & Penalties	29,905	23,750	23,600	26,100
(432175) Misc-Parking Reg & Vehicle	22,973	20,503	20,000	21,000
(432185) Fix-It Fee Ct-Sheriff Citing	58	98	100	100
(433310) Abandoned/Impound Auto Fee	6,874	3,149	3,500	5,000
▼ State Revenue	3,444,914	4,101,617	4,244,208	4,155,981
(451089) State-BSCC Grant	159,720	111,166	136,269	0
(451122) State-OES Reimburse SART	0	12,600	50,000	50,000
(451305) State-Officer Wellness	0	0	0	61,000
(455205) State-2011 CLR AB109 Post Rel	242,878	230,268	245,261	293,177
(456115) State-Over Snow Vehicle Grant	55,869	28,976	40,000	108,292
(456160) State-Law Enforcement AB443	500,000	500,000	500,000	500,000
(456200) State-Prop 172 Public Safety	1,991,504	2,815,439	2,801,189	2,722,452
(456300) State-COP Program	156,727	161,285	161,000	161,000
(459124) State-DMV VA Fee	71,044	72,040	70,000	72,000
(459139) State-CAL MMET	123,060	123,060	122,489	123,060
(459150) State-Training	45,498	46,782	100,000	47,000
(459173) State-DOJ Tobacco Grant	80,353	0	0	0
(459310) State-Off Road VLF	18,262	0	18,000	18,000
▼ Federal Revenue	162,416	175,163	180,637	110,720
(461088) Fed-COVID JAG	34,872	4,146	0	0
(461132) Fed-Soft Body Armor Grant	7,847	4,467	6,701	6,701

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(461178) Fed-DPREP Grant	0	2,296	10,038	0
(461190) Fed-DOJ Peer Grant	11,450	-1,326	1,326	0
(461910) FED-SWBRL CDFA 16.738	0	88,973	56,827	0
(462600) Fed-USFS Enforcement	28,255	6,893	35,000	35,000
(465110) Fed-Forest Reserve Revenue	54,488	69,019	69,019	69,019
(469130) Fed-OCJP TNT Grant	7,235	695	1,726	0
(469211) Fed-FEMA Camp Fire Butte	18,269	0	0	0
▼ Other Governments	300,000	300,000	300,000	300,000
(469835) Other Govts-Mi Wuk Projects	300,000	300,000	300,000	300,000
▼ Charges for Services	69,835	152,765	178,500	180,500
(472210) Civil Process Services	14,824	17,972	21,000	21,000
(472220) Sheriff Dept Witness Fees	1,361	29	1,500	1,500
(472600) Law Enforcement-Patrol Service	627	534	5,000	5,000
(472620) Law Enforcement-Alarm	46,045	71,331	70,000	72,000
(472621) Law Enforcement-False Alarm	3,862	59,786	60,000	60,000
(472665) Civil Trust Reimbursement	0	0	12,000	12,000
(473895) Fees-Decedent Equipment	0	0	5,000	5,000
(473896) Fees-Sheriff-Decedent	3,117	3,112	4,000	4,000
▼ Miscellaneous Revenue	19,966	42,988	20,000	19,000
(483110) Misc Income	18,280	41,207	17,000	17,000
(483115) Misc Income-Photocopies	1,686	1,781	3,000	2,000
▼ Other Finance Sources	50,000	16,875	40,000	117,851
(496000) Donations	50,000	16,875	40,000	117,851
▽ Expenses	12,819,054	13,662,553	15,025,153	16,028,657
▼ Salaries and Benefits	10,481,295	10,757,263	12,082,942	12,464,213
(511110) Salaries	4,968,082	5,126,829	6,263,683	6,923,389
(511115) Salaries-Part Time	71,215	60,248	60,351	89,747
(511118) Fed COVID-19 Leave Salaries	25,563	44,838	0	0
(511125) Salaries-Overtime	508,462	476,192	450,000	484,460
(511130) Salaries-On Call/Call Back	16,830	17,067	18,500	21,158
(511150) Cash Outs-Leave	412,864	417,400	450,865	446,310

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(511155) Cash Outs-Holiday	180,815	195,347	213,830	200,000
(511160) Hiring & Recruiting Incentive	19,500	53,229	13,000	15,000
(511162) Overtime-Reimbursed	191,101	104,126	161,726	0
(512115) FICA	461,417	463,907	550,370	523,827
(512120) Unemployment Insurance	53,413	20,136	4,520	750
(512125) Disability Insurance	2,758	3,019	5,324	6,078
(512205) Retirement-PERS Fixed	938,860	1,165,807	1,313,571	1,226,995
(512210) Retirement-PERS Percentage	981,214	1,042,419	1,204,050	1,312,886
(512220) Deferred Compensation	28,240	27,745	32,839	36,435
(512305) Employees Group Insurance	1,194,073	1,186,311	1,323,928	1,320,086
(512320) Post Retirement Medical	97,493	99,141	67,266	35,843
(512325) Life Insurance	7,571	7,393	8,075	7,688
(512330) Workers Comp Insurance	1,259,635	1,287,687	1,311,209	1,345,766
(512335) Workers Comp Sheriff 4850	0	0	-320,000	-320,000
(512410) Gym Membership Fee	0	0	0	691
(512415) Cell Phone Stipend	1,446	1,446	1,440	2,400
(513141) Salary Savings	0	0	-123,500	-142,851
(513150) Salary & Benefit Reimbursement	-939,258	-1,043,024	-928,104	-1,072,445
▼ Services and Supplies	2,127,369	2,627,101	2,607,984	3,174,482
(521120) CSU Supplies	0	0	1,500	1,500
(521150) Expendable Equipment	99,637	43,816	40,000	87,000
(521155) Expendable Equip-Computer	43,322	89,233	14,916	67,320
(521166) Vehicle Equipment	0	0	125,000	135,000
(521180) Clothing & Personal Supplies	86,612	77,754	88,000	83,000
(522117) Maint-Body Cameras and Tasers	0	134,583	113,414	114,000
(522118) Maint-Vehicle Tow	1,980	2,215	2,200	2,500
(522120) Maint-Internal Vehicles	2,345	0	0	0
(522130) Maint-Equip Vehicles	138,443	158,100	169,000	169,000
(522146) Maint-Equip Mandated Software	28,890	33,101	31,364	36,411
(522147) Maint-Equip Dept Software	45,514	71,286	52,000	55,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	122,228
(522155) Maint-Equip Radios Internal	48	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522205) Maint-Buildings & Improvements	357	0	0	0
(522235) Maint-Alarms	0	0	0	854
(523210) Dues & Memberships	18,312	17,129	18,000	18,000
(525110) Office Expense	7,280	8,922	9,000	10,000
(525140) Office-Photocopy	17,930	19,103	19,000	19,000
(525150) Office-Postage	9,019	7,652	8,600	8,600
(525155) Office-Purchasing Dept	13,767	9,253	24,295	48,535
(526061) PS&S-COVID JAG	24,218	3,559	0	0
(526110) PS&S-Professional Services	24,067	39,592	29,200	40,250
(526129) PS&S-Insurance Service	635,215	676,656	521,593	758,711
(526182) PS&S-Searches	5,769	1,832	5,000	5,000
(526183) PS&S-SAR Team - Equipment	19,531	9,831	8,000	8,000
(526955) PS&S-Autopsies	166,807	198,457	238,000	183,257
(527220) Rents-Phone	10,258	9,015	20,076	28,578
(527310) Rents-Buildings & Improvements	137,428	140,466	140,676	146,400
(528000) SDE Special Department Expense	18,168	19,540	22,400	22,400
(528040) SDE-Gloves	0	0	10,000	10,000
(528139) SDE-Crisis Negotiation Team	146	4,539	10,000	10,000
(528160) SDE-SWAT	10,678	21,367	22,515	69,252
(528168) SDE-K-9 Expenses	33,238	39,487	40,000	40,000
(528169) SDE-K-9 Handler Stipend	7,666	7,666	10,951	0
(528176) SDE-Mounted Team	5,309	10	0	0
(528182) SDE-Investigations	54,029	53,937	54,000	54,000
(528183) SDE-Civil Coroner Records	5,792	4,142	8,000	8,000
(528184) SDE-Awards & Certificates	3,010	441	3,500	3,500
(528186) SDE-Lost & Damaged Equipment	1,091	369	1,700	1,700
(528191) SDE-Employment	76,257	70,861	80,000	80,000
(528192) SDE-Vests	9,194	15,019	13,403	20,000
(528193) SDE-Volunteers	11,896	11,927	12,695	13,000
(528210) SDE-Officer Wellness	0	0	0	61,000
(528242) SDE-OSV Operations & Maint	4,419	2,968	5,000	5,000
(528252) SDE-Crime Scene Investigations	4,233	10,406	10,000	10,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(528355) SDE-Vehicle Abatement	18,181	21,752	22,000	22,000
(528365) SDE-AB109	0	0	0	0
(528650) SDE-Range Expenses	22,448	103,726	60,000	60,000
(528655) SDE-Property Expenses	2,948	4,388	6,000	6,000
(528660) SDE-Patrol Expenses	6,094	8,484	10,000	10,000
(528670) SDE-CSU	1,051	947	1,150	2,650
(528680) SDE-SAR	11,352	11,579	11,736	11,736
(528685) SDE-FTO	270	644	1,100	1,100
(528709) SDE-UAV Maintenance	0	2,473	5,500	5,500
(528773) SDE-SART	0	20,000	50,000	25,000
(528786) Undercover Operations	0	0	2,000	2,000
(528879) SDE-Honor Guard	0	285	3,000	3,000
(529110) Travel & Trans-Fuel	165,406	230,910	225,000	235,000
(529112) Travel & Trans-Priv Auto	586	2,048	2,500	2,500
(529116) Training-Travel	99,754	176,881	200,000	200,000
(529119) Training-Coroner Expense	9,512	16,072	15,000	15,000
(529123) Training-Dive Gear	0	-375	0	0
(529210) Utilities	7,893	13,053	10,000	17,000
▼ Fixed Assets	272,063	343,229	325,000	436,962
(543000) Vehicles	260,104	314,136	325,000	436,962
(544400) Misc/Specialized Equipment	11,959	29,093	0	0
▼ Transfers Interfund	-61,674	-65,039	9,227	-47,000
(651144) Intrafund Transfer-Probation	0	0	56,269	0
(651145) Intrafund Transfer-Boat Patrol	-61,674	-65,039	-47,042	-47,000
Revenues Less Expenses	$ -8,668,071	$ -8,768,230	$ -9,956,494	$ -11,036,705

Data filtered by Types, General Fund, Sheriff - Coroner and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-202135 Sheriff-Emergency Medical Communication

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 0	$ 0	$ 0	$ 0
▼ **Expenses**	23,661	25,558	24,660	0
▼ **Services and Supplies**	23,661	25,558	24,660	0
(521310) Communications	1,927	1,451	1,948	0
(527210) Rents-Equipment	21,380	22,104	22,712	0
(527220) Rents-Phone	354	2,003	0	0
Revenues Less Expenses	$ -23,661	$ -25,558	$ -24,660	$ 0

Data filtered by Types, General Fund, Sheriff - Emerg. Medical Comm. and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-202175 Sheriff-Courtroom Security

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 1,121,862	$ 1,100,975	$ 1,137,270	$ 1,318,860
▼ State Revenue	1,121,862	1,100,975	1,137,270	1,318,860
(455210) State-2011 CLR Court Security	1,121,862	1,100,975	1,137,270	1,318,860
▼ Expenses	1,121,862	1,100,975	1,137,270	1,318,860
▼ Salaries and Benefits	1,110,862	1,089,975	1,137,270	1,307,860
(513150) Salary & Benefit Reimbursement	1,110,862	1,089,975	1,137,270	1,307,860
▼ Services and Supplies	11,000	11,000	0	11,000
(521180) Clothing & Personal Supplies	11,000	11,000	0	11,000
Revenues Less Expenses	$ 0	$ 0	$ 0	$ 0

Data filtered by Types, General Fund, Sheriff- Courtroom Security and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-202200 Sheriff-Communications

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 298,789	$ 301,381	$ 392,596	$ 477,600
▼ State Revenue	4,789	2,381	4,000	4,000
(459150) State-Training	4,789	2,381	4,000	4,000
▼ Federal Revenue	0	5,000	0	0
(461634) Fed-USFS Dispatch Services	0	5,000	0	0
▼ Charges for Services	294,000	294,000	388,596	473,600
(472311) Refunds/Reimbursements	0	0	9,596	9,600
(479035) Fees-Sheriff Communications	294,000	294,000	379,000	464,000
▼ Expenses	1,662,921	1,745,629	1,968,243	2,176,081
▼ Salaries and Benefits	1,343,816	1,415,593	1,611,738	1,751,088
(511110) Salaries	604,273	640,861	772,454	896,020
(511115) Salaries-Part Time	24,617	19,228	30,000	26,000
(511118) Fed COVID-19 Leave Salaries	664	2,196	0	0
(511125) Salaries-Overtime	193,924	188,798	170,000	175,311
(511150) Cash Outs-Leave	45,779	42,762	43,104	49,164
(511155) Cash Outs-Holiday	27,739	29,841	31,455	30,000
(511160) Hiring & Recruiting Incentive	0	0	0	6,000
(512115) FICA	66,116	67,561	75,784	70,535

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512120) Unemployment Insurance	7,236	2,781	387	130
(512125) Disability Insurance	0	0	0	352
(512205) Retirement-PERS Fixed	144,342	152,666	174,061	150,175
(512210) Retirement-PERS Percentage	64,411	68,689	74,244	90,519
(512305) Employees Group Insurance	144,428	178,756	220,866	233,880
(512320) Post Retirement Medical	7,827	8,391	4,366	0
(512325) Life Insurance	1,168	1,202	1,482	1,482
(512330) Workers Comp Insurance	11,291	11,861	13,535	21,520
▼ Services and Supplies	319,105	330,036	346,908	415,493
(521110) Supplies-Operating	0	0	0	500
(521150) Expendable Equipment	4,436	2,028	7,500	7,500
(521155) Expendable Equip-Computer	6,877	0	0	6,710
(521310) Communications	109,326	113,867	113,000	116,950
(522146) Maint-Equip Mandated Software	0	5,484	5,475	6,032
(522147) Maint-Equip Dept Software	74,004	69,101	80,681	92,225
(522148) Maint-Ent Infrastructure Solut	0	0	0	21,186
(522155) Maint-Equip Radios Internal	3,282	9,672	18,500	15,500
(522165) Maint-Equip Console	0	573	1,500	1,500
(525110) Office Expense	1,123	1,299	1,500	2,000
(526129) PS&S-Insurance Service	5,672	7,126	8,592	12,230
(527210) Rents-Equipment	0	0	0	23,000
(527220) Rents-Phone	14,150	12,354	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(527241) Rents- Repeaters	93,728	98,241	98,000	98,000
(528000) SDE Special Department Expense	1,590	1,404	1,900	1,900
(529112) Travel & Trans-Priv Auto	0	259	260	260
(529116) Training-Travel	4,917	8,627	10,000	10,000
▸ Fixed Assets	0	0	9,596	9,500
Revenues Less Expenses	$ -1,364,131	$ -1,444,248	$ -1,575,646	$ -1,698,481

Data filtered by Types, General Fund, Sheriff - Communications and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-202500 Sheriff-Boat Patrol

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 215,402	$ 276,359	$ 286,343	$ 286,343
State Revenue	215,402	276,359	286,343	286,343
(459110) State-Other Boat Patrol	209,607	270,095	279,343	279,343
(459150) State-Training	5,795	6,264	7,000	7,000
Expenses	644,801	712,792	761,670	991,140
Salaries and Benefits	473,433	508,214	570,046	638,123
(511110) Salaries	176,736	222,003	273,081	317,057
(511115) Salaries-Part Time	0	0	2,000	2,000
(511125) Salaries-Overtime	37,045	27,663	30,000	35,000
(511130) Salaries-On Call/Call Back	352	0	0	375
(511150) Cash Outs-Leave	44,257	45,259	21,001	28,674
(511155) Cash Outs-Holiday	13,030	15,642	13,840	15,000
(511160) Hiring & Recruiting Incentive	0	-229	0	0
(512115) FICA	18,149	21,060	24,627	24,408
(512120) Unemployment Insurance	2,608	1,044	100	30
(512205) Retirement-PERS Fixed	45,284	41,636	53,440	64,812
(512210) Retirement-PERS Percentage	59,194	48,911	59,800	72,158
(512305) Employees Group Insurance	54,278	65,825	72,684	72,684

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512320) Post Retirement Medical	1,957	1,937	1,008	0
(512325) Life Insurance	330	328	342	342
(512330) Workers Comp Insurance	19,969	17,136	18,124	5,583
(512415) Cell Phone Stipend	245	0	0	0
▼ Services and Supplies	109,694	139,540	144,582	158,042
(521150) Expendable Equipment	12,438	4,185	10,000	11,500
(521155) Expendable Equip-Computer	3,158	0	1,680	0
(521180) Clothing & Personal Supplies	5,775	3,845	5,000	5,000
(521310) Communications	3,806	3,836	4,000	4,000
(522110) Maint-Repairs/Service Other	0	0	200	1,200
(522116) Maint-Vessel/Trailer	6,509	14,418	11,000	11,000
(522118) Maint-Vehicle Tow	85	0	200	200
(522130) Maint-Equip Vehicles	6,965	13,631	15,000	15,000
(522146) Maint-Equip Mandated Software	0	1,265	1,263	1,392
(522148) Maint-Ent Infrastructure Solut	0	0	0	4,889
(522235) Maint-Alarms	0	0	0	867
(525110) Office Expense	565	76	1,000	600
(526129) PS&S-Insurance Service	2,045	2,676	3,110	6,526
(527220) Rents-Phone	708	1,336	1,593	2,268
(527310) Rents-Buildings & Improvements	34,056	34,947	35,136	37,800
(528000) SDE Special Department Expense	1,346	1,451	1,500	1,600
(529110) Travel & Trans-Fuel	15,525	24,805	26,000	26,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529112) Travel & Trans-Priv Auto	0	858	1,000	1,000
(529116) Training-Travel	5,921	12,101	12,000	12,000
(529123) Training-Dive Gear	4,365	12,697	8,000	8,000
(529210) Utilities	6,429	7,412	6,900	7,200
▼ Fixed Assets	0	0	0	147,975
(543000) Vehicles	0	0	0	147,975
▼ Transfers Interfund	61,674	65,039	47,042	47,000
(651140) Intrafund Transfer-Sheriff	61,674	65,039	47,042	47,000
Revenues Less Expenses	$ -429,399	$ -436,433	$ -475,327	$ -704,797

Data filtered by Types, General Fund, Sheriff - Boat Patrol and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-203100 County Jail

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 1,675,933	$ 1,891,078	$ 1,923,674	$ 2,044,830
▼ State Revenue	1,545,972	1,729,549	1,674,650	1,785,438
(451087) State-Housing Inmates COVID 19	374,160	277,624	81,357	0
(451095) State-Hospital MOU	0	0	0	123,375
(451305) State-Officer Wellness	0	0	0	65,294
(452225) State-CalTrans Inmate Wrk Crew	-8,100	0	0	0
(452659) State-BSCC Mental Health Grant	10,550	0	0	0
(455205) State-2011 CLR AB109 Post Rel	633,063	736,870	853,587	879,195
(456200) State-Prop 172 Public Safety	423,219	606,946	603,874	586,942
(456300) State-COP Program	23,784	24,276	24,000	24,000
(456305) State-Dept. of State Hospitals	0	0	10,000	0
(459125) State-DMV CAL ID	71,031	72,064	67,200	72,000
(459150) State-Training	18,265	11,769	34,632	34,632
▼ Federal Revenue	53,459	8,401	11,194	28,162
(461132) Fed-Soft Body Armor Grant	3,459	4,289	8,694	8,000
(461165) Fed-Alien Assistance	0	4,112	2,500	12,934
(461710) Fed-ARP Confinement Facilities	0	0	0	7,228
(462605) Fed-USFS Inmate Work Crew	50,000	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Charges for Services	76,685	53,248	114,330	107,730
(471625) Fees-Inmate Dental	0	0	0	8,400
(472625) Livescan/Fingerprint Fees	2,796	19,790	25,000	20,000
(472660) Cr J Admin Booking Fee City	29,894	32,612	35,330	35,330
(472661) Cr J Admin Booking Fee Cnty	43,994	846	54,000	44,000
▼ Miscellaneous Revenue	-182	270	500	500
(483110) Misc Income	-182	270	500	500
▼ Transfers In	0	99,610	123,000	123,000
(499121) Transfer In-Crim Justice Facil	0	99,610	123,000	123,000
▽ Expenses	7,060,502	8,091,079	9,540,686	10,619,739
▼ Salaries and Benefits	5,985,790	6,514,024	7,644,328	8,383,449
(511110) Salaries	2,533,552	2,667,887	3,380,596	3,839,219
(511115) Salaries-Part Time	34,332	35,816	50,000	50,000
(511118) Fed COVID-19 Leave Salaries	28,305	15,267	0	0
(511125) Salaries-Overtime	752,438	753,468	700,000	750,000
(511130) Salaries-On Call/Call Back	80	0	80	0
(511150) Cash Outs-Leave	144,945	139,424	142,536	134,964
(511155) Cash Outs-Holiday	81,091	101,076	134,421	110,000
(511160) Hiring & Recruiting Incentive	0	0	0	10,000
(512115) FICA	268,308	270,302	335,565	297,525
(512120) Unemployment Insurance	33,043	11,981	5,329	610
(512125) Disability Insurance	542	344	426	473

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512205) Retirement-PERS Fixed	531,249	587,106	685,263	610,811
(512210) Retirement-PERS Percentage	510,091	517,769	575,458	680,449
(512305) Employees Group Insurance	784,011	924,876	1,076,562	996,758
(512320) Post Retirement Medical	39,138	38,084	20,823	0
(512325) Life Insurance	5,264	5,719	6,524	5,884
(512330) Workers Comp Insurance	395,298	502,856	914,881	1,390,505
(512335) Workers Comp Sheriff 4850	0	0	-180,000	-180,000
(512410) Gym Membership Fee	0	0	0	2,006
(513141) Salary Savings	0	0	-70,970	-80,340
(513150) Salary & Benefit Reimbursement	-155,897	-57,951	-133,166	-235,415
▼ Services and Supplies	1,045,433	1,542,617	1,856,358	2,182,021
(521150) Expendable Equipment	40,413	21,333	51,000	49,500
(521155) Expendable Equip-Computer	0	855	3,996	39,780
(521170) Food	3,441	3,131	3,000	5,000
(521172) Food-Commissary	406,484	395,060	420,000	401,000
(521180) Clothing & Personal Supplies	46,912	43,875	62,000	43,000
(521181) Clothing-Inmate	16,652	32,441	39,000	39,000
(521190) Household Expense	38,052	33,126	35,000	35,000
(521191) Household-Inmate Supplies	1,168	192	1,200	1,200
(521192) Household-Cleaning Products	4,639	11,614	13,000	10,000
(521310) Communications	10,793	10,590	12,700	13,500
(522125) Maint-Equipment	6,570	372	7,000	7,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522130) Maint-Equip Vehicles	8,679	8,404	17,000	17,000
(522146) Maint-Equip Mandated Software	15,367	21,091	19,373	23,201
(522147) Maint-Equip Dept Software	10,167	14,306	21,483	26,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	101,042
(522150) Maint-Equip Radio	0	366	0	0
(522155) Maint-Equip Radios Internal	590	0	0	0
(522205) Maint-Buildings & Improvements	1,150	0	900	2,000
(523210) Dues & Memberships	11,689	12,334	12,500	14,000
(525110) Office Expense	13,986	14,537	15,000	15,000
(525140) Office-Photocopy	18,801	21,467	21,500	21,500
(525150) Office-Postage	133	20	200	200
(525155) Office-Purchasing Dept	8,388	5,436	14,624	30,819
(526110) PS&S-Professional Services	95,503	104,322	110,000	172,244
(526129) PS&S-Insurance Service	25,902	48,185	114,843	174,331
(526189) PS&S-Jail Dental Srvs	0	0	0	8,400
(526198) PS&S-Jail Contract	0	257,036	326,000	213,475
(526252) PS&S-Federal Alien Assist	0	0	2,500	12,934
(526255) PS&S-State Hospitals	0	0	10,000	10,000
(526527) PS&S-Transport & Extra	3,378	3,811	4,000	4,000
(527220) Rents-Phone	6,014	17,696	18,483	25,403
(528000) SDE Special Department Expense	21,277	16,141	14,000	14,000
(528132) SDE-Cal ID Program	35,323	42,140	40,000	89,477

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(528155) SDE- Inmate Welfare	0	39,235	0	0
(528185) SDE-ARP Confinement Facility	0	0	0	7,228
(528192) SDE-Vests	1,900	13,088	17,388	19,500
(528210) SDE-Officer Wellness	0	0	0	65,294
(528365) SDE-AB109	20,817	19,965	19,500	19,500
(528606) SDE-Work crew	2,091	2,850	2,000	2,000
(528611) SDE-Nursery	22,416	30,688	39,000	39,000
(529110) Travel & Trans-Fuel	9,410	16,861	25,000	25,000
(529112) Travel & Trans-Priv Auto	0	0	1,000	1,000
(529116) Training-Travel	10,696	50,295	60,000	60,000
(529210) Utilities	126,637	229,753	282,168	324,493
▼ Fixed Assets	29,279	34,439	40,000	54,269
(543000) Vehicles	0	34,439	40,000	39,269
(544400) Misc/Specialized Equipment	29,279	0	0	15,000
Revenues Less Expenses	$ -5,384,569	$ -6,200,001	$ -7,617,012	$ -8,574,909

Data filtered by Types, General Fund, County Jail and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-203200 Probation

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 3,059,618	$ 3,637,384	$ 3,771,129	$ 4,079,731
Fines Forfeitures & Penalties	38,143	31,750	35,000	35,000
(432112) Other Court Fines-General	38,143	31,541	35,000	35,000
(432113) Other Muni Court Fines	0	209	0	0
State Revenue	2,832,767	3,515,929	3,632,354	3,934,306
(451015) State-Pretrial Pilot Grant	203,451	226,699	154,454	154,454
(451108) State-BSCC 2020 COVID Supp	0	32,129	0	0
(451508) SB1869 Criminal Fees	0	133,457	266,914	133,457
(452320) State-SB678 Community Correct	286,306	241,874	310,000	394,259
(452340) State-PRCS Supervision Enhance	57,146	123,805	41,000	41,000
(453150) State-JPCF (TANF)	168,021	172,909	178,418	195,257
(453225) State-Prop 1913 School Program	230,908	197,412	279,736	275,228
(455205) State-2011 CLR AB109 Post Rel	1,177,009	1,376,484	1,405,417	1,767,996
(455272) State-2011 Juvenile Reentry	18,823	24,939	29,231	0
(456200) State-Prop 172 Public Safety	618,633	887,197	862,512	857,983
(457310) State-FURS Mobile Response	5,800	5,136	15,120	15,120
(459109) State-Drug Court Partnership	26,181	44,076	45,000	45,000
(459122) State-Prisoner Costs	15,844	24,304	25,000	35,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(459150) State-Training	24,645	22,536	14,352	14,352
(459610) State-SB933 Out of Home Visit	0	2,971	5,200	5,200
▼ Federal Revenue	19,677	29,839	20,000	30,000
(463121) Fed-JAG MH Training Grant	2,830	5,205	0	0
(468160) Fed-Title IV	16,847	24,634	20,000	30,000
▼ Charges for Services	169,031	59,867	83,775	80,425
(472310) Court Fees & Costs	5	5	25	25
(472313) Court Fees & Costs-Admin	162	146	250	250
(472610) Law Enforcement-Probation Srvs	64,995	3,341	3,500	150
(472617) Specialized Treatment Services	24,577	33,811	50,000	50,000
(476913) Work Release-HSA	18,856	22,705	30,000	30,000
(476920) Care & Services-Work Furlough	60,436	-142	0	0
▼ Expenses	4,573,541	4,714,434	5,433,499	5,979,256
▼ Salaries and Benefits	3,667,016	3,766,769	4,153,245	4,588,678
(511110) Salaries	1,892,835	1,881,997	2,196,238	2,527,498
(511115) Salaries-Part Time	23,118	44,913	50,000	68,856
(511118) Fed COVID-19 Leave Salaries	18,230	17,025	0	0
(511125) Salaries-Overtime	43,577	49,459	25,000	25,000
(511130) Salaries-On Call/Call Back	15,628	21,514	20,000	30,240
(511150) Cash Outs-Leave	209,360	188,191	170,071	173,306
(511160) Hiring & Recruiting Incentive	0	0	0	10,000
(512115) FICA	160,265	159,545	176,047	191,724

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512120) Unemployment Insurance	20,452	7,441	3,307	320
(512125) Disability Insurance	1,593	2,026	2,724	2,970
(512205) Retirement-PERS Fixed	391,757	451,008	486,669	454,354
(512210) Retirement-PERS Percentage	324,902	345,195	377,580	473,024
(512220) Deferred Compensation	10,625	12,178	22,708	24,709
(512305) Employees Group Insurance	414,069	443,938	528,121	545,688
(512320) Post Retirement Medical	56,810	55,119	46,993	29,815
(512325) Life Insurance	3,207	3,191	3,500	3,598
(512330) Workers Comp Insurance	78,020	81,721	85,006	71,102
(512410) Gym Membership Fee	0	0	0	720
(512415) Cell Phone Stipend	1,225	1,156	1,680	2,400
(512505) Employee Physicals	1,343	1,151	2,700	3,145
(513141) Salary Savings	0	0	-45,099	-49,791
▼ Services and Supplies	906,446	947,607	1,202,948	1,355,503
(521145) Small Tools	1,971	1,140	13,782	3,500
(521150) Expendable Equipment	3,026	3,271	7,000	9,500
(521155) Expendable Equip-Computer	10,025	18,605	10,500	27,540
(521180) Clothing & Personal Supplies	2,299	4,057	4,000	5,500
(521310) Communications	18,418	18,954	19,500	24,000
(522120) Maint-Internal Vehicles	6,910	15,075	10,000	10,000
(522130) Maint-Equip Vehicles	37	6	100	100
(522146) Maint-Equip Mandated Software	9,941	12,754	12,754	14,029

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522147) Maint-Equip Dept Software	33,604	34,491	36,699	38,699
(522148) Maint-Ent Infrastructure Solut	0	0	0	52,151
(523210) Dues & Memberships	2,047	3,090	2,800	2,800
(525110) Office Expense	5,890	6,624	6,000	6,000
(525140) Office-Photocopy	17,457	16,979	17,000	19,800
(525150) Office-Postage	1,369	1,048	2,200	2,200
(525155) Office-Purchasing Dept	13,533	8,841	8,629	17,552
(526052) PS&S-PRCS COVID	19,066	72,382	0	0
(526110) PS&S-Professional Services	56,801	57,140	150,000	60,000
(526129) PS&S-Insurance Service	16,032	19,064	19,064	31,516
(526161) PS&S-Administration Fee	1,190	605	700	2,000
(526220) PS&S-SB1869 Criminal fees	0	0	133,914	98,457
(526249) PS&S- JAG MH Training Grant	240	5,205	0	0
(526357) PS&S-BSCC-2020 COVID	0	12,645	0	0
(526368) PS&S-AB109 Post Release	452,306	481,979	582,882	667,574
(526396) PS&S-Pretrial Pilot	51,236	57,213	65,000	70,458
(526704) PS&S-BH Clinician	100,281	3,721	0	70,964
(526800) PS&S-Drug Testing	40,402	30,613	40,000	45,000
(527220) Rents-Phone	11,320	10,684	10,684	15,423
(528000) SDE Special Department Expense	583	2,264	2,500	2,500
(528103) SDE-Employee Events	0	38	0	0
(528318) SDE-CLETS	3,240	3,240	3,240	3,240

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529110) Travel & Trans-Fuel	7,066	10,308	9,000	10,000
(529116) Training-Travel	20,155	35,540	35,000	45,000
(529210) Utilities	0	32	0	0
▼ Other Charges	79	58	75	75
(531110) Care and Support	79	58	75	75
▼ Fixed Assets	0	0	133,500	35,000
(543000) Vehicles	0	0	133,500	35,000
▼ Transfers Interfund	0	0	-56,269	0
(651140) Intrafund Transfer-Sheriff	0	0	-56,269	0
Revenues Less Expenses	$ -1,513,923	$ -1,077,050	$ -1,662,370	$ -1,899,525

Data filtered by Types, General Fund, Probation and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-203220 Regional Juvenile Center

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 669,877	$ 924,492	$ 1,537,824	$ 2,671,790
▼ State Revenue	287,015	605,651	1,091,449	2,193,177
(451108) State-BSCC 2020 COVID Supp	0	29,536	5,449	0
(453140) State-AB 178 Cnty Operated JF	0	0	0	1,072,339
(454122) State-Child Nutrition	27,775	27,014	27,000	27,000
(454172) State-Juv Camps-Ranches 2011	0	111,017	184,744	370,665
(454173) State-Juv Justice Real Block	0	0	300,000	150,000
(455125) St-Youth Programs Fac YPFG	0	0	0	162,903
(455230) State-2011 CLR Youthful Offend	259,240	438,085	564,272	400,286
(459150) State-Training	0	0	9,984	9,984
▼ Other Governments	380,938	301,413	424,375	456,313
(469800) Other Governmental Agencies	380,938	301,413	424,375	456,313
▼ Miscellaneous Revenue	1,924	-150	0	0
(483110) Misc Income	1,924	-150	0	0
▼ Transfers In	0	17,578	22,000	22,300
(499121) Transfer In-Crim Justice Facil	0	17,578	22,000	22,300
▼ Expenses	1,453,837	1,491,132	2,332,005	3,715,723
▼ Salaries and Benefits	1,226,556	1,186,209	1,594,823	1,869,869

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(511110) Salaries	602,226	564,102	864,061	971,716
(511115) Salaries-Part Time	30,529	43,471	40,000	95,538
(511118) Fed COVID-19 Leave Salaries	8,361	8,791	0	0
(511125) Salaries-Overtime	66,316	68,583	70,000	85,000
(511150) Cash Outs-Leave	25,543	23,308	27,272	33,657
(511155) Cash Outs-Holiday	25,024	16,738	20,000	20,000
(512115) FICA	56,164	53,923	77,563	81,645
(512120) Unemployment Insurance	7,680	2,590	253	150
(512125) Disability Insurance	316	762	682	776
(512205) Retirement-PERS Fixed	122,557	146,451	137,168	158,033
(512210) Retirement-PERS Percentage	89,175	85,450	114,636	136,445
(512305) Employees Group Insurance	168,742	147,258	220,705	263,939
(512320) Post Retirement Medical	9,132	9,037	4,702	0
(512325) Life Insurance	1,366	1,086	1,500	1,569
(512330) Workers Comp Insurance	11,700	10,702	12,081	14,771
(512415) Cell Phone Stipend	182	585	0	1,200
(512505) Employee Physicals	1,542	3,371	4,200	5,430
▼ Services and Supplies	227,281	304,923	737,182	1,845,854
(521110) Supplies-Operating	0	279	0	0
(521145) Small Tools	93	78	2,500	2,500
(521150) Expendable Equipment	1,024	8,811	13,000	1,500
(521155) Expendable Equip-Computer	0	14,366	2,000	12,240

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(521180) Clothing & Personal Supplies	10,320	14,099	13,000	10,000
(521310) Communications	919	917	1,000	1,080
(522120) Maint-Internal Vehicles	0	75	2,000	2,000
(522146) Maint-Equip Mandated Software	6,761	9,280	0	10,208
(522147) Maint-Equip Dept Software	9,550	7,177	19,010	8,110
(522148) Maint-Ent Infrastructure Solut	0	0	0	24,446
(522205) Maint-Buildings & Improvements	2,053	0	9,000	0
(525110) Office Expense	949	2,627	2,500	2,500
(525140) Office-Photocopy	5,853	7,118	8,000	8,000
(525150) Office-Postage	131	0	50	50
(525155) Office-Purchasing Dept	2,725	1,769	0	7,533
(526110) PS&S-Professional Services	80,525	87,418	193,740	95,740
(526129) PS&S-Insurance Service	6,021	6,636	0	12,102
(526198) PS&S-Jail Contract	0	29,700	40,000	26,285
(526320) PS&S-AB 178 Fac Imp Grant	0	0	0	1,072,339
(526704) PS&S-BH Clinician	23,027	3,721	0	70,964
(527220) Rents-Phone	7,075	7,012	0	9,072
(528000) SDE Special Department Expense	3,080	4,068	5,000	6,000
(528165) SDE - Youth Programs Fac YPFG	0	0	0	162,903
(528318) SDE-CLETS	3,582	3,582	3,582	3,582
(528348) SDE-Juv Justice Real Block Gr	0	2,500	300,000	150,000
(529110) Travel & Trans-Fuel	786	675	1,100	1,500

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529116) Training-Travel	7,998	16,778	25,000	33,200
(529210) Utilities	38,946	60,140	80,700	96,000
(529213) Utilities-Water & Sewer	15,864	16,100	16,000	16,000
Revenues Less Expenses	$ -783,960	$ -566,640	$ -794,181	$ -1,043,933

Data filtered by Types, General Fund, Regional Juvenile Center and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-206100 Agriculture, Weights and Measures

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 427,724	$ 480,571	$ 454,801	$ 497,458
Licenses Permits & Franchises	64,603	81,290	77,000	86,000
(427130) Other Licenses & Permits	64,603	81,290	77,000	86,000
State Revenue	362,750	398,671	377,301	410,858
(455110) State-Agriculture	361,325	398,671	377,301	410,858
(456475) State-Stove Rebate	1,425	0	0	0
Federal Revenue	512	610	500	600
(466110) Fed-Grazing Fees	512	610	500	600
Miscellaneous Revenue	-141	0	0	0
(483110) Misc Income	-141	0	0	0
Expenses	494,329	610,759	828,757	944,429
Salaries and Benefits	452,115	524,414	702,241	796,769
(511110) Salaries	246,017	280,313	388,344	439,471
(511115) Salaries-Part Time	2,657	26,332	23,000	31,866
(511118) Fed COVID-19 Leave Salaries	1,270	503	0	0
(511125) Salaries-Overtime	16	0	0	0
(511150) Cash Outs-Leave	9,718	8,339	11,590	12,710
(512115) FICA	18,666	23,378	30,993	35,323

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512120) Unemployment Insurance	3,341	1,061	1,042	50
(512125) Disability Insurance	560	646	1,031	1,167
(512205) Retirement-PERS Fixed	64,865	66,202	71,965	87,924
(512210) Retirement-PERS Percentage	23,462	29,492	35,779	44,943
(512220) Deferred Compensation	9,341	11,451	12,495	13,763
(512305) Employees Group Insurance	43,657	51,493	92,532	101,292
(512320) Post Retirement Medical	22,977	20,380	27,511	21,456
(512325) Life Insurance	481	437	650	570
(512330) Workers Comp Insurance	5,089	4,386	5,309	6,234
▼ Services and Supplies	122,614	149,080	159,016	182,566
(521110) Supplies-Operating	4,810	10,417	4,000	4,000
(521155) Expendable Equip-Computer	483	3,286	3,800	6,120
(521180) Clothing & Personal Supplies	150	218	300	900
(521190) Household Expense	50	373	300	600
(521310) Communications	2,552	1,663	1,400	0
(521311) Communications-Cell Phones	0	2,953	5,000	5,000
(522110) Maint-Repairs/Service Other	0	0	0	910
(522120) Maint-Internal Vehicles	3,684	8,669	4,600	8,840
(522125) Maint-Equipment	181	178	5,450	0
(522130) Maint-Equip Vehicles	172	349	600	600
(522146) Maint-Equip Mandated Software	1,229	1,786	4,584	1,965
(522147) Maint-Equip Dept Software	948	2,747	2,000	2,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522148) Maint-Ent Infrastructure Solut	0	0	0	8,149
(523210) Dues & Memberships	2,176	2,207	2,500	2,500
(525110) Office Expense	3,930	4,515	5,000	5,000
(525140) Office-Photocopy	422	114	110	300
(525150) Office-Postage	421	474	450	500
(525155) Office-Purchasing Dept	2,693	1,771	1,198	2,677
(526110) PS&S-Professional Services	2,412	1,850	1,700	1,900
(526129) PS&S-Insurance Service	2,619	2,719	3,476	5,329
(527220) Rents-Phone	354	2,671	2,549	5,897
(527310) Rents-Buildings & Improvements	6,318	6,207	6,700	6,900
(528220) SDE-Wildlife Services	80,894	84,392	86,700	94,379
(529110) Travel & Trans-Fuel	5,589	6,571	12,000	13,500
(529116) Training-Travel	529	2,949	4,600	4,600
▼ Fixed Assets	0	27,786	28,000	0
(543000) Vehicles	0	27,786	28,000	0
▼ Transfers Interfund	-80,400	-90,521	-60,500	-34,906
(651115) Intrafund Transfer-Air Pollut	-80,400	-90,521	-60,500	-34,906
Revenues Less Expenses	$ -66,605	$ -130,187	$ -373,956	$ -446,971

Data filtered by Types, General Fund, Agriculture Comm/Weights&Meas and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-206200 Air Pollution Control

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 1,526,566	$ 1,003,583	$ 750,362	$ 991,997
▼ Fines Forfeitures & Penalties	16,059	0	1,500	27,665
(432060) Fine & Penalties-Air Pollution	16,059	0	1,500	27,665
▼ State Revenue	1,451,511	935,795	653,070	870,097
(451030) State-Community Air Protection	0	36,432	9,000	10,000
(451075) State-Farmers Grant Program	927,427	0	0	0
(454196) State-FARMERS Grant Admin	76,723	0	0	0
(459193) State-Other Air Pollution	44,493	34,402	34,400	34,400
(459194) State-Woodsmoke Reduction	0	0	0	186,190
(459195) State-Woodsmoke Reduction Adm	0	0	0	19,770
(459250) State-Carl Moyer AP	206,132	270,000	180,000	314,175
(459253) State-Carl Moyer Admin	40,000	0	0	45,000
(459300) State-DMV/MVR APC	156,735	594,961	429,670	260,562
▼ Charges for Services	58,997	67,788	95,792	94,235
(478170) Other-Air Pollution Control	58,997	67,788	95,792	94,235
▼ Expenses	1,477,122	963,558	750,362	991,997
▼ Salaries and Benefits	253,246	314,810	446,160	244,858
(511110) Salaries	170,192	194,293	280,774	132,582

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(511118) Fed COVID-19 Leave Salaries	1,386	0	0	0
(511125) Salaries-Overtime	0	93	0	0
(511150) Cash Outs-Leave	11,537	11,468	8,988	2,422
(512115) FICA	13,204	16,683	21,785	10,143
(512120) Unemployment Insurance	1,301	633	68	30
(512125) Disability Insurance	560	560	749	0
(512205) Retirement-PERS Fixed	34,277	43,066	50,383	57,878
(512210) Retirement-PERS Percentage	16,630	19,430	26,538	12,595
(512305) Employees Group Insurance	0	23,474	52,635	25,186
(512320) Post Retirement Medical	1,305	1,937	1,008	0
(512325) Life Insurance	510	482	0	228
(512330) Workers Comp Insurance	1,982	2,614	3,232	3,794
(512415) Cell Phone Stipend	362	78	0	0
▼ Services and Supplies	1,143,476	555,288	243,702	704,233
(521110) Supplies-Operating	327	1,427	0	750
(521155) Expendable Equip-Computer	2,065	222	5,600	0
(521180) Clothing & Personal Supplies	75	0	150	600
(521190) Household Expense	685	1,157	334	500
(521310) Communications	1,340	1,352	1,100	0
(521311) Communications-Cell Phones	0	0	0	1,800
(522120) Maint-Internal Vehicles	1,587	259	260	500
(522125) Maint-Equipment	182	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522130) Maint-Equip Vehicles	36	72	360	5,000
(522146) Maint-Equip Mandated Software	922	969	1,939	1,066
(522148) Maint-Ent Infrastructure Solut	0	0	0	4,889
(523210) Dues & Memberships	950	850	1,250	1,250
(525110) Office Expense	1,273	2,419	2,400	1,200
(525140) Office-Photocopy	59	46	25	100
(525150) Office-Postage	213	225	22	256
(525155) Office-Purchasing Dept	2,167	1,404	2,491	2,424
(526098) PS&S-Farmers Grant	826,126	178,025	0	0
(526129) PS&S-Insurance Service	1,020	1,621	2,115	3,386
(526264) PS&S-Carl Moyer AP	206,132	270,000	180,000	314,175
(526274) PS&S-State Woodsmoke Reduction	61,600	0	0	186,190
(526879) PS&S-St Community Air Protect	0	0	0	10,000
(527220) Rents-Phone	1,415	334	1,235	454
(527310) Rents-Buildings & Improvements	6,318	6,207	6,700	6,854
(528000) SDE Special Department Expense	0	0	1,200	82,839
(528243) SDE-DMV/MVR-APC	0	85,634	0	0
(528269) SDE-Green Waste Recycle Prog	28,224	0	31,020	75,000
(529110) Travel & Trans-Fuel	491	3,066	3,501	2,000
(529112) Travel & Trans-Priv Auto	132	0	0	0
(529116) Training-Travel	137	0	2,000	3,000
▼ Fixed Assets	0	2,939	0	8,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(544400) Misc/Specialized Equipment	0	2,939	0	8,000
▼ Transfers Interfund	80,400	90,521	60,500	34,906
(651110) Intrafund Transfer-AG	80,400	90,521	60,500	34,906
Revenues Less Expenses	$ 49,444	$ 40,025	$ 0	$ 0

Data filtered by Types, General Fund, Air Pollution Control and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-207100 Community Development Department

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 1,642,833	$ 2,547,876	$ 2,417,224	$ 2,489,077
▼ Licenses Permits & Franchises	889,748	1,690,125	1,400,000	1,494,200
(423120) Building Fees & Permits	751,868	1,513,062	1,250,000	1,322,000
(423150) Compliance/Inspection Permits	302	158	0	2,200
(423160) Planning Permits/Land Use Dev	137,578	176,906	150,000	170,000
▼ Fines Forfeitures & Penalties	0	3,245	3,500	3,500
(432215) Fines-Cannabis	0	3,245	3,500	3,500
▼ State Revenue	248,290	92,386	312,481	289,202
(451102) St-Historical Resources Gr	0	0	0	4,000
(451160) State-Census Project	64,429	0	0	0
(451165) State-SB 2 Planning Grant	73,731	15,495	70,774	59,056
(451204) State-Leap Grant	65,082	24,202	60,715	60,000
(451307) State-Reap Grant	0	36,268	164,702	95,172
(453124) State-No Place Like Home Grant	28,489	0	0	0
(454111) State-Health Other	-46	0	0	0
(454155) State-Solid Waste Enforcement	16,605	16,421	16,290	16,000
(456125) St-Fish & Shellfish Signage Gr	0	0	0	6,875
(459910) St-CalEPA Environ Enforce/Trai	0	0	0	46,049
(459935) State- Forum Environmental	0	0	0	2,050
▼ Charges for Services	502,471	762,022	701,243	702,175
(471623) Fees-GIS	0	-54	0	0
(471640) Fees-LAFCO Reimbursement	18,741	24,230	41,500	40,000
(471750) Fees-Code Compliance	10,813	40,849	35,000	35,000
(471760) Fees-CalARP/RMP	235	490	490	490
(471805) Development Support Services	3,873	7,369	6,200	6,200
(471835) Planning Services-Subdivision	82	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(471836) Dev Sup Fees-Env Health	33,918	42,202	35,000	35,000
(472115) Reimb-Home Admin	61,400	58,938	50,000	30,000
(472905) Fees-Mobile Home Rent Contro	17,698	9,568	9,568	10,000
(474120) Fees-USGT	19,872	23,287	22,785	22,785
(474122) Fees-AST	7,887	14,252	13,800	13,800
(474130) Food & Consumer Protection	69,500	109,801	100,700	113,000
(474140) Recreational Health Services	17,766	46,208	43,800	43,800
(474150) Hazardous Materials-Services	21,975	66,164	64,800	64,800
(474152) Hazardous Materials-Site Mitig	6,245	7,132	5,900	8,000
(474157) EH-Body Art	2,454	3,561	2,900	5,800
(474160) Public Water Systems	5,093	4,967	4,400	4,400
(474165) Hazardous Waste Services	14,584	39,497	38,200	38,200
(474170) Solid Waste Services	13,031	11,018	11,000	25,000
(474180) Housing Services	13,250	17,976	15,900	15,900
(474190) Development Mgmt Services	144,455	234,481	190,300	190,000
(474195) Medical Waste Services	3,005	89	0	0
(479810) Reimb-Solid Waste Admin	16,596	0	9,000	0
▼ Miscellaneous Revenue	2,324	98	0	0
(482110) Other Sales	137	98	0	0
(483110) Misc Income	2,187	0	0	0
▼ Expenses	3,834,176	4,116,574	5,197,069	5,588,394
▼ Salaries and Benefits	2,867,575	3,037,201	3,594,119	4,320,854
(511110) Salaries	1,600,722	1,714,211	2,261,937	2,501,608
(511115) Salaries-Part Time	19,388	34,020	45,569	85,569
(511118) Fed COVID-19 Leave Salaries	13,014	15,736	0	0
(511119) OSHA Leave	0	1,221	0	0
(511125) Salaries-Overtime	1,816	4,320	5,000	5,000
(511150) Cash Outs-Leave	96,746	80,521	60,484	72,871
(511160) Hiring & Recruiting Incentive	0	0	0	5,000
(512115) FICA	133,461	142,002	178,650	197,776
(512120) Unemployment Insurance	16,136	5,739	1,390	310
(512125) Disability Insurance	2,505	2,520	3,076	4,425

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512205) Retirement-PERS Fixed	387,661	408,018	453,499	467,145
(512210) Retirement-PERS Percentage	152,890	163,709	206,602	244,893
(512220) Deferred Compensation	10,895	11,644	22,806	25,083
(512305) Employees Group Insurance	347,479	376,102	512,172	555,482
(512320) Post Retirement Medical	49,002	32,066	35,317	21,214
(512325) Life Insurance	2,648	2,742	2,986	3,480
(512330) Workers Comp Insurance	31,248	40,278	55,020	62,900
(512410) Gym Membership Fee	1,044	726	1,720	1,440
(512415) Cell Phone Stipend	920	1,625	2,520	3,000
(512505) Employee Physicals	0	0	1,500	1,500
(513150) Salary & Benefit Reimbursement	0	0	-256,129	16,109
(529120) Training-CalEPA Environmental	0	0	0	46,049
▼ Services and Supplies	880,218	1,050,209	1,518,950	1,267,540
(521145) Small Tools	483	596	600	700
(521150) Expendable Equipment	13	2,038	18,700	7,700
(521155) Expendable Equip-Computer	2,937	15,458	36,500	29,350
(521166) Vehicle Equipment	0	0	0	6,000
(521180) Clothing & Personal Supplies	1,650	2,700	3,500	4,500
(521310) Communications	11,005	16,518	16,000	17,200
(522120) Maint-Internal Vehicles	18,750	18,444	26,432	27,000
(522125) Maint-Equipment	0	0	450	450
(522130) Maint-Equip Vehicles	0	2,218	2,218	2,300
(522146) Maint-Equip Mandated Software	8,298	11,687	11,669	12,855
(522147) Maint-Equip Dept Software	14,122	5,669	7,500	13,150
(522148) Maint-Ent Infrastructure Solut	0	0	0	50,521
(523210) Dues & Memberships	3,409	8,901	22,700	12,000
(525110) Office Expense	15,959	18,320	17,000	17,000
(525140) Office-Photocopy	13,256	16,781	15,000	15,000
(525150) Office-Postage	8,725	9,461	10,000	10,000
(525155) Office-Purchasing Dept	13,444	9,001	7,925	16,788
(525200) Publications & Legal Notices	11,352	5,157	12,400	12,500
(526110) PS&S-Professional Services	192,746	339,486	480,717	282,550

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526123) PS&S-County Counsel	21,782	844	15,000	15,000
(526129) PS&S-Insurance Service	145,672	200,487	207,594	205,699
(526133) PS&S-Public Works	19,696	5,855	0	0
(526335) PS&S-Plan Check Services	82,969	97,581	100,000	100,000
(526387) PS&S-SB 2 Planning Grant	73,731	14,655	70,774	59,056
(526610) PS&S-LEA Grant	268	0	500	0
(526617) PS&S-UST Grant	0	0	1,750	0
(526795) PS&S-Code Compliance	10,998	43,452	35,000	35,000
(527220) Rents-Phone	15,211	14,023	14,022	21,774
(528000) SDE Special Department Expense	4,897	9,511	13,900	13,900
(528080) SDE - Historical Resources	0	0	0	4,000
(528135) SDE - Fish & Shellfish Signage	0	0	0	6,875
(528163) SDE-Archive Charges	0	0	180	0
(528171) SDE-Stipend TCPC	600	2,550	3,000	4,200
(528263) SDE-LEAP Grant	65,082	24,202	60,715	60,000
(528264) SDE-REAP Grant	0	36,268	164,702	95,172
(528305) SDE-Bank Charges & Discount	275	352	300	300
(528480) SDE-Permit Tracking	38,577	37,506	37,507	0
(528556) SDE-Housing	17	10,209	18,600	18,600
(528757) SDE-Census	56,694	0	0	0
(528905) SDE-Env Health	1,179	3,569	4,000	4,000
(528906) SDE-Env Health CUPA	300	294	294	300
(529110) Travel & Trans-Fuel	21,485	29,132	29,000	30,000
(529112) Travel & Trans-Priv Auto	429	1,108	1,500	3,000
(529113) Travel & Trans-Priv Auto TCPC	0	0	1,500	1,500
(529116) Training-Travel	4,205	33,921	46,800	47,600
(529126) Training-Commissioners	0	2,255	3,000	4,000
▼ Fixed Assets	86,383	29,164	84,000	0
(543000) Vehicles	86,383	29,164	70,000	0
(545000) Furniture	0	0	14,000	0
Revenues Less Expenses	$ -2,191,343	$ -1,568,698	$ -2,779,845	$ -3,099,317

2024 Adopted Budget - Governmental Funds

0001-207300 Animal Control

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 218,183	$ 328,609	$ 338,243	$ 331,725
Licenses Permits & Franchises	45,203	39,119	41,900	41,900
(421110) Animal Licenses	44,036	38,410	40,000	40,000
(421150) Vicious Dog Licenses	292	505	700	700
(421160) Quarantine Fee	875	205	1,200	1,200
State Revenue	137,144	255,562	260,343	252,825
(456200) State-Prop 172 Public Safety	137,144	255,562	260,343	252,825
Charges for Services	35,837	33,928	36,000	37,000
(472510) Humane Services-Rabies Fees	563	371	1,000	1,000
(472520) Humane Services-Kennel Fees	16,365	16,317	15,000	15,000
(472525) Humane Services-Education Prog	4,000	3,240	6,000	6,000
(472910) Fees-Animal Remain Disposal	14,909	14,000	14,000	15,000
Expenses	1,054,990	1,155,077	1,289,526	1,366,675
Salaries and Benefits	858,532	953,649	1,028,932	1,099,049
(511110) Salaries	408,416	452,140	507,895	563,313
(511115) Salaries-Part Time	21,171	36,345	45,000	45,721
(511118) Fed COVID-19 Leave Salaries	2,396	1,822	0	0
(511125) Salaries-Overtime	13,965	12,967	25,300	30,721

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(511130) Salaries-On Call/Call Back	13,939	13,432	16,425	16,425
(511150) Cash Outs-Leave	15,224	14,804	19,331	17,439
(511160) Hiring & Recruiting Incentive	0	0	0	3,000
(512115) FICA	36,605	42,267	45,294	46,918
(512120) Unemployment Insurance	4,357	1,759	1,244	110
(512125) Disability Insurance	750	808	654	602
(512205) Retirement-PERS Fixed	86,506	103,264	121,732	109,222
(512210) Retirement-PERS Percentage	37,733	41,807	44,823	53,945
(512220) Deferred Compensation	0	0	0	7,608
(512305) Employees Group Insurance	122,726	138,789	154,969	165,837
(512320) Post Retirement Medical	31,765	33,869	17,786	6,114
(512325) Life Insurance	1,175	1,307	1,200	1,560
(512330) Workers Comp Insurance	61,805	58,270	27,277	30,514
▼ Services and Supplies	163,054	201,428	255,595	267,626
(521150) Expendable Equipment	0	3,880	0	0
(521155) Expendable Equip-Computer	2,302	6,206	12,200	6,120
(521170) Food	5,345	10,533	12,000	15,000
(521180) Clothing & Personal Supplies	5,150	8,258	8,800	8,000
(521190) Household Expense	9,708	8,126	12,000	15,000
(521310) Communications	9,976	12,413	9,934	14,000
(521311) Communications-Cell Phones	0	1,269	2,400	2,398
(522120) Maint-Internal Vehicles	17,890	14,533	18,000	16,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522125) Maint-Equipment	104	0	0	0
(522130) Maint-Equip Vehicles	308	301	170	170
(522140) Maint-Equip Computer	0	0	12,600	0
(522146) Maint-Equip Mandated Software	3,381	4,640	4,633	5,104
(522147) Maint-Equip Dept Software	6,206	0	10,000	10,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	17,927
(522150) Maint-Equip Radio	6,439	7,493	16,500	16,500
(523210) Dues & Memberships	150	175	175	500
(525110) Office Expense	6,461	5,058	4,700	6,500
(525140) Office-Photocopy	2,447	3,059	2,300	2,300
(525150) Office-Postage	1,562	1,605	1,125	1,125
(525155) Office-Purchasing Dept	7,026	4,645	2,010	4,166
(526129) PS&S-Insurance Service	3,416	4,506	5,650	7,808
(526715) PS&S-Misc Medical & Hospital	11,425	20,853	28,000	30,000
(527220) Rents-Phone	2,830	5,676	9,999	7,258
(528000) SDE Special Department Expense	3,855	7,400	6,114	6,000
(528225) SDE-Humane Society Payment	46,469	47,212	48,885	51,965
(529110) Travel & Trans-Fuel	10,295	22,190	25,000	22,385
(529116) Training-Travel	309	1,398	2,400	1,400
▼ Fixed Assets	33,403	0	5,000	0
(543000) Vehicles	33,403	0	5,000	0
Revenues Less Expenses	$ -836,806	$ -826,468	$ -951,283	$ -1,034,950

2024 Adopted Budget - Governmental Funds

0001-505100 Veterans Services

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 59,458	$ 69,870	$ 104,635	$ 97,000
▼ State Revenue	56,958	69,870	102,135	97,000
(457410) State-Veterans Affairs	55,247	69,074	95,000	95,000
(459105) State-Prop 63	1,711	796	7,135	2,000
▼ Other Finance Sources	2,500	0	2,500	0
(496000) Donations	2,500	0	2,500	0
▼ Expenses	212,388	243,325	328,610	347,845
▼ Salaries and Benefits	192,872	217,838	289,947	299,831
(511110) Salaries	123,357	133,393	175,550	193,026
(511115) Salaries-Part Time	0	0	12,213	0
(511118) Fed COVID-19 Leave Salaries	25	318	0	0
(511150) Cash Outs-Leave	3,426	4,726	5,726	4,873
(512115) FICA	9,511	10,351	12,162	14,767
(512120) Unemployment Insurance	914	394	314	35
(512125) Disability Insurance	342	359	302	325
(512205) Retirement-PERS Fixed	26,028	31,524	35,791	35,007
(512210) Retirement-PERS Percentage	11,248	12,345	12,591	18,673
(512305) Employees Group Insurance	13,746	19,950	31,447	29,575

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512320) Post Retirement Medical	1,631	1,614	840	0
(512325) Life Insurance	991	983	1,000	800
(512330) Workers Comp Insurance	1,392	1,630	1,831	2,150
(512415) Cell Phone Stipend	261	251	180	600
▼ Services and Supplies	19,516	25,487	38,663	48,014
(521150) Expendable Equipment	1,713	0	2,500	500
(521155) Expendable Equip-Computer	0	1,867	2,000	3,100
(521310) Communications	363	375	375	400
(522125) Maint-Equipment	0	31	0	0
(522146) Maint-Equip Mandated Software	1,249	1,687	1,685	1,856
(522148) Maint-Ent Infrastructure Solut	0	0	0	7,334
(523210) Dues & Memberships	2,050	5,130	6,000	6,500
(525110) Office Expense	899	963	1,000	1,500
(525140) Office-Photocopy	2,885	2,783	3,500	3,500
(525150) Office-Postage	406	325	700	500
(525155) Office-Purchasing Dept	5,495	3,560	414	1,062
(526125) PS&S-DSS Administration	0	0	0	640
(526129) PS&S-Insurance Service	717	1,011	1,199	2,200
(527220) Rents-Phone	1,061	1,336	956	2,722
(528000) SDE Special Department Expense	301	1,494	5,500	2,000
(528104) SDE-Veterans Prop 63	1,711	1,029	7,135	2,000
(529112) Travel & Trans-Priv Auto	185	173	700	700

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529116) Training-Travel	480	3,724	5,000	11,500
Revenues Less Expenses	$ -152,929	$ -173,455	$ -223,975	$ -250,845

Data filtered by Types, General Fund, Veterans Services and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-506220 Homeless Advocacy and Outreach

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 321,159	$ 228,217	$ 955,687	$ 1,025,040
▼ State Revenue	131,267	12,859	955,687	1,025,040
(451058) State-HHAP #1 Homeless	74,824	11,443	56,547	0
(452058) State-HHAP #2 Homeless	0	1,416	361,329	0
(452345) State-SB840 SMI Homeless Hous	56,443	0	0	0
(453058) State-HHAP #3 Homeless	0	0	537,811	537,811
(453090) State-HHAP3 CSCoC	0	0	0	487,229
▼ Federal Revenue	189,892	215,358	0	0
(461057) Fed-ESG-CFDA 14.231	189,892	215,358	0	0
▼ Expenses	356,663	282,449	1,040,068	1,077,727
▼ Salaries and Benefits	93,059	79,277	189,293	163,126
(511110) Salaries	74,115	42,218	140,142	97,892
(511125) Salaries-Overtime	0	0	2,000	0
(511150) Cash Outs-Leave	1,816	2,345	740	2,757
(512115) FICA	5,832	4,164	10,951	7,489
(512120) Unemployment Insurance	0	232	35	20
(512125) Disability Insurance	419	228	410	455
(512205) Retirement-PERS Fixed	1,540	18,426	8,594	27,888

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512210) Retirement-PERS Percentage	6,516	3,954	12,251	9,300
(512220) Deferred Compensation	0	822	2,501	7,831
(512305) Employees Group Insurance	13,200	4,991	8,400	6,600
(512320) Post Retirement Medical	652	645	672	0
(512325) Life Insurance	180	97	570	336
(512330) Workers Comp Insurance	0	959	1,667	1,958
(512415) Cell Phone Stipend	362	197	360	600
(513150) Salary & Benefit Reimbursement	-11,573	0	0	0
▼ Services and Supplies	263,604	203,172	245,181	26,555
(521155) Expendable Equip-Computer	0	0	2,500	0
(522146) Maint-Equip Mandated Software	0	0	421	0
(522147) Maint-Equip Dept Software	336	0	1,000	0
(522148) Maint-Ent Infrastructure Solut	0	0	0	3,259
(525110) Office Expense	327	1,051	1,000	1,000
(525126) Personnel Advertising	0	852	0	0
(525140) Office-Photocopy	0	0	500	500
(525150) Office-Postage	0	0	500	500
(525155) Office-Purchasing Dept	0	220	2,511	3,360
(525200) Publications & Legal Notices	0	68	0	0
(526110) PS&S-Professional Services	71,820	67,619	116,517	0
(526129) PS&S-Insurance Service	0	594	1,091	1,436
(526210) PS&S Inclement Weather Plan	0	0	0	10,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526239) PS&S-Housing Subsidies	141,974	114,674	74,147	0
(526247) PS&S-HMIS Services	3,595	9,654	32,214	0
(526289) PS&S-Youth Set Aside	6,266	2,538	0	0
(528000) SDE Special Department Expense	39,201	942	5,000	3,000
(528297) SDE-Outreach Expenses	85	4,660	4,280	0
(529112) Travel & Trans-Priv Auto	0	0	1,000	1,000
(529116) Training-Travel	0	299	2,500	2,500
▼ Transfers Out	0	0	605,593	888,046
(641315) Transfer Out-County Capital	0	0	605,593	888,046
Revenues Less Expenses	$ -35,504	$ -54,232	$ -84,381	$ -52,687

Data filtered by Types, General Fund, Homeless Advocacy and Outreach and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-602100 Library

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 75,187	$ 85,697	$ 86,960	$ 86,960
Fines Forfeitures & Penalties	2,063	5,130	5,000	5,000
(432950) Fines-Library	2,063	5,130	5,000	5,000
State Revenue	70,814	53,786	53,960	53,960
(459200) State-Literacy Grant	70,814	48,386	47,960	47,960
(459201) State-Library Zip Books	0	5,400	6,000	6,000
Charges for Services	2,310	4,280	5,500	5,500
(472311) Refunds/Reimbursements	578	302	500	500
(477210) Library Services	1,732	3,978	5,000	5,000
Other Finance Sources	0	22,500	22,500	22,500
(496000) Donations	0	10,000	10,000	10,000
(496007) Donations-Library	0	12,500	12,500	12,500
Expenses	785,734	1,058,442	1,391,584	1,332,254
Salaries and Benefits	587,429	851,652	1,097,212	987,454
(511110) Salaries	248,285	374,926	552,170	493,496
(511115) Salaries-Part Time	22,418	91,333	65,000	60,000
(511118) Fed COVID-19 Leave Salaries	1,273	493	0	0
(511125) Salaries-Overtime	173	366	500	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(511150) Cash Outs-Leave	55,169	42,072	40,881	32,860
(512115) FICA	21,159	40,148	57,440	42,342
(512120) Unemployment Insurance	4,972	1,617	7,827	100
(512125) Disability Insurance	768	822	721	677
(512205) Retirement-PERS Fixed	105,204	129,713	96,262	103,798
(512210) Retirement-PERS Percentage	24,510	36,319	51,222	49,071
(512305) Employees Group Insurance	68,208	95,956	158,172	123,352
(512320) Post Retirement Medical	25,835	20,133	28,168	19,964
(512325) Life Insurance	1,430	1,757	1,800	1,509
(512330) Workers Comp Insurance	8,026	15,997	37,049	60,285
▼ Services and Supplies	198,304	197,690	284,372	334,800
(521150) Expendable Equipment	4,145	0	1,000	1,000
(521155) Expendable Equip-Computer	0	0	32,000	35,025
(521310) Communications	16,125	14,507	16,248	16,248
(522120) Maint-Internal Vehicles	0	0	1,000	1,000
(522146) Maint-Equip Mandated Software	6,761	9,280	9,266	10,208
(522147) Maint-Equip Dept Software	0	6,483	0	0
(522148) Maint-Ent Infrastructure Solut	0	0	0	16,297
(525110) Office Expense	4,687	6,693	8,000	8,000
(525115) Office-Library Books FOTCL	3,506	9,266	15,000	15,000
(525124) Office-Library Books	40,890	40,925	40,000	40,000
(525140) Office-Photocopy	3,373	7,215	8,000	8,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(525150) Office-Postage	1,009	1,498	1,500	2,000
(525155) Office-Purchasing Dept	7,858	5,130	1,999	4,495
(526110) PS&S-Professional Services	21,591	24,516	26,243	29,971
(526129) PS&S-Insurance Service	3,897	4,144	5,132	8,326
(526403) PS&S-Literacy Grant	34,484	5,645	47,960	47,960
(526404) P S & S -Zip Books	0	6,190	6,000	6,000
(527220) Rents-Phone	5,660	5,676	4,780	7,258
(527310) Rents-Buildings & Improvements	24,462	25,078	25,489	26,106
(528000) SDE Special Department Expense	0	0	0	11,000
(528193) SDE-Volunteers	0	0	3,000	1,500
(528285) SDE-Automation	18,794	21,688	22,754	23,924
(528292) SDE-Pub Relations & Promotion	977	3,479	1,500	1,500
(529110) Travel & Trans-Fuel	0	42	2,000	2,000
(529112) Travel & Trans-Priv Auto	86	84	500	500
(529116) Training-Travel	0	150	5,000	11,482
▼ Fixed Assets	0	9,100	10,000	10,000
(543000) Vehicles	0	9,100	10,000	10,000
Revenues Less Expenses	$ -710,547	$ -972,745	$ -1,304,624	$ -1,245,294

Data filtered by Types, General Fund, Library and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-701100 County Recreation

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 18,987	$ 96,907	$ 550,000	$ 555,000
▼ State Revenue	0	0	400,000	400,000
(451180) State- Prop 68 Drought Grant	0	0	400,000	400,000
▼ Charges for Services	18,887	96,407	150,000	155,000
(477310) Park and Rec-Services	18,887	96,407	150,000	155,000
▼ Miscellaneous Revenue	100	0	0	0
(483110) Misc Income	100	0	0	0
▼ Other Finance Sources	0	500	0	0
(496000) Donations	0	500	0	0
▼ Expenses	340,493	584,616	1,253,258	1,289,287
▼ Salaries and Benefits	306,121	513,727	723,792	756,793
(511110) Salaries	116,469	156,468	239,046	269,960
(511115) Salaries-Part Time	21,189	159,695	225,000	215,000
(511118) Fed COVID-19 Leave Salaries	295	1,686	0	0
(511119) OSHA Leave	1,327	0	0	0
(511125) Salaries-Overtime	0	686	7,000	7,000
(511150) Cash Outs-Leave	36,232	38,067	28,207	24,321
(511160) Hiring & Recruiting Incentive	0	3,600	6,000	7,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512115) FICA	12,366	25,864	36,615	37,099
(512120) Unemployment Insurance	3,020	893	2,806	40
(512125) Disability Insurance	689	850	928	1,047
(512205) Retirement-PERS Fixed	27,828	34,312	41,529	49,377
(512210) Retirement-PERS Percentage	12,516	15,935	22,443	27,009
(512220) Deferred Compensation	0	0	0	8,794
(512305) Employees Group Insurance	34,004	34,042	72,384	70,042
(512320) Post Retirement Medical	27,199	29,996	27,453	21,756
(512325) Life Insurance	246	345	500	354
(512330) Workers Comp Insurance	11,639	10,368	12,920	17,394
(512410) Gym Membership Fee	740	560	600	0
(512415) Cell Phone Stipend	362	362	360	600
▼ Services and Supplies	34,372	70,889	529,466	532,494
(521150) Expendable Equipment	0	251	4,000	4,000
(521155) Expendable Equip-Computer	0	0	8,300	3,700
(521180) Clothing & Personal Supplies	1,909	3,501	2,600	2,600
(521310) Communications	4,140	4,498	4,500	4,000
(522120) Maint-Internal Vehicles	183	5,915	2,500	2,500
(522125) Maint-Equipment	126	0	0	0
(522130) Maint-Equip Vehicles	204	72	300	300
(522146) Maint-Equip Mandated Software	1,229	1,687	1,685	1,856
(522147) Maint-Equip Dept Software	0	336	1,000	1,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522148) Maint-Ent Infrastructure Solut	0	0	0	6,519
(522205) Maint-Buildings & Improvements	1,242	433	2,100	2,100
(522230) Maint-Pools	3,039	2,297	0	0
(522235) Maint-Alarms	771	0	0	0
(523210) Dues & Memberships	170	370	600	600
(525110) Office Expense	356	4,834	5,450	5,500
(525125) Office-Advertising	996	1,350	3,000	3,000
(525126) Personnel Advertising	1,290	1,826	2,000	2,000
(525140) Office-Photocopy	629	845	2,000	2,000
(525150) Office-Postage	13	42	300	150
(525155) Office-Purchasing Dept	131	92	2,024	4,048
(526110) PS&S-Professional Services	8,035	9,125	31,500	31,500
(526129) PS&S-Insurance Service	2,367	2,288	3,833	5,492
(526316) PS&S-Prop 68 Drought Grant	0	0	400,000	400,000
(526800) PS&S-Drug Testing	0	0	100	150
(527220) Rents-Phone	5,306	4,674	3,824	3,629
(527310) Rents-Buildings & Improvements	0	2,590	6,000	6,000
(528000) SDE Special Department Expense	1,498	5,074	6,050	6,050
(528290) SDE-Sonora Union School Dist	0	8,250	15,000	15,000
(528295) SDE-Fundraising	0	64	0	0
(528305) SDE-Bank Charges & Discount	638	7,715	7,000	7,000
(529110) Travel & Trans-Fuel	49	761	1,000	1,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529112) Travel & Trans-Priv Auto	21	940	800	800
(529116) Training-Travel	30	1,056	12,000	10,000
Revenues Less Expenses	$ -321,507	$ -487,709	$ -703,258	$ -734,287

Data filtered by Types, General Fund, County Recreation and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-701300 Standard Park

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 1,289	$ 15,654	$ 100,000	$ 100,000
▼ Use of Money & Property	0	2,636	5,000	5,000
(443140) Rents & Concessions-Standard	0	2,636	5,000	5,000
▼ Charges for Services	1,289	13,018	95,000	95,000
(477330) Park and Rec-Standard	1,289	13,018	95,000	95,000
▼ Expenses	199,504	162,758	297,691	282,010
▼ Salaries and Benefits	59,608	126,957	191,180	212,147
(511110) Salaries	17,444	26,938	86,050	88,893
(511115) Salaries-Part Time	9,700	55,126	65,000	55,000
(511125) Salaries-Overtime	121	8	5,500	5,000
(511150) Cash Outs-Leave	4,199	3,051	580	665
(511160) Hiring & Recruiting Incentive	0	0	0	6,500
(512115) FICA	2,142	6,343	9,449	11,007
(512120) Unemployment Insurance	1,283	337	2,003	20
(512205) Retirement-PERS Fixed	18,487	22,794	9,392	1,619
(512210) Retirement-PERS Percentage	1,647	2,983	3,602	8,445
(512305) Employees Group Insurance	675	6,689	7,000	32,628
(512320) Post Retirement Medical	1,305	645	336	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512325) Life Insurance	56	86	100	228
(512330) Workers Comp Insurance	2,549	1,956	1,969	2,142
(512505) Employee Physicals	0	0	200	0
▼ Services and Supplies	83,546	35,802	56,510	69,863
(521145) Small Tools	0	576	300	300
(521150) Expendable Equipment	0	492	500	500
(521155) Expendable Equip-Computer	0	0	0	1,850
(521180) Clothing & Personal Supplies	0	0	3,000	4,000
(521310) Communications	1,560	1,397	2,500	2,500
(522120) Maint-Internal Vehicles	484	1,557	2,000	2,000
(522125) Maint-Equipment	305	1,926	2,300	2,300
(522130) Maint-Equip Vehicles	609	1,016	650	650
(522146) Maint-Equip Mandated Software	615	844	842	928
(522148) Maint-Ent Infrastructure Solut	0	0	0	4,889
(522205) Maint-Buildings & Improvements	69,183	14,998	18,000	20,000
(522235) Maint-Alarms	1,125	1,599	1,500	3,926
(525110) Office Expense	2,566	104	800	800
(525125) Office-Advertising	0	0	2,700	2,700
(525126) Personnel Advertising	0	852	500	1,000
(525155) Office-Purchasing Dept	0	0	0	962
(526110) PS&S-Professional Services	111	96	500	500
(526129) PS&S-Insurance Service	1,006	863	899	1,451

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(527220) Rents-Phone	354	334	319	907
(528000) SDE Special Department Expense	657	4,928	14,500	12,000
(529110) Travel & Trans-Fuel	1,371	1,571	1,500	2,000
(529116) Training-Travel	0	0	500	500
(529210) Utilities	3,600	2,648	2,700	3,200
▼ Fixed Assets	56,350	0	50,000	0
(543500) Heavy Equipment	56,350	0	50,000	0
Revenues Less Expenses	$ -198,215	$ -147,104	$ -197,691	$ -182,010

Data filtered by Types, General Fund, Standard Park and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-701400 Youth Centers

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 0	$ 411	$ 8,000	$ 11,000
▼ Charges for Services	0	411	3,000	6,000
(477320) Park and Rec-Youth Centers	0	411	3,000	6,000
▼ Other Finance Sources	0	0	5,000	5,000
(496500) Fund Raising	0	0	5,000	5,000
▼ Expenses	83,814	254,999	319,900	338,216
▼ Salaries and Benefits	52,990	215,274	269,489	276,056
(511110) Salaries	10,860	104,422	142,820	146,658
(511118) Fed COVID-19 Leave Salaries	0	3,269	0	0
(511125) Salaries-Overtime	471	8,268	9,700	9,700
(511150) Cash Outs-Leave	4,375	7,173	7,347	4,691
(512115) FICA	2,508	8,630	11,668	11,219
(512120) Unemployment Insurance	1,224	302	1,119	30
(512205) Retirement-PERS Fixed	21,211	26,153	25,203	29,250
(512210) Retirement-PERS Percentage	3,005	9,789	12,482	13,933
(512305) Employees Group Insurance	5,225	40,800	52,416	53,197
(512320) Post Retirement Medical	1,957	1,937	1,008	0
(512325) Life Insurance	115	252	200	342

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512330) Workers Comp Insurance	1,864	4,278	5,357	5,966
(512410) Gym Membership Fee	0	0	0	720
(512505) Employee Physicals	175	0	170	350
▼ Services and Supplies	30,824	39,725	50,411	62,160
(521155) Expendable Equip-Computer	0	0	6,000	9,650
(521310) Communications	8,036	8,654	6,500	7,500
(522120) Maint-Internal Vehicles	516	137	1,000	1,000
(522130) Maint-Equip Vehicles	0	0	150	150
(522146) Maint-Equip Mandated Software	2,509	844	842	928
(522147) Maint-Equip Dept Software	0	1,330	0	0
(522148) Maint-Ent Infrastructure Solut	0	0	0	4,889
(522205) Maint-Buildings & Improvements	0	325	700	700
(522235) Maint-Alarms	2,066	1,950	2,400	3,111
(525110) Office Expense	0	193	2,000	2,000
(525125) Office-Advertising	0	0	500	500
(525126) Personnel Advertising	262	262	300	300
(525155) Office-Purchasing Dept	0	0	0	1,033
(526110) PS&S-Professional Services	49	64	0	0
(526129) PS&S-Insurance Service	959	774	1,413	2,045
(526800) PS&S-Drug Testing	0	56	150	150
(527220) Rents-Phone	1,415	1,336	956	454
(527310) Rents-Buildings & Improvements	11,700	11,700	12,000	12,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(528000) SDE Special Department Expense	3,312	7,618	8,000	8,000
(528295) SDE-Fundraising	0	4,307	5,000	5,000
(529110) Travel & Trans-Fuel	0	176	500	750
(529116) Training-Travel	0	0	2,000	2,000
Revenues Less Expenses	$ -83,814	$ -254,588	$ -311,900	$ -327,216

Data filtered by Types, General Fund, Youth Centers and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-801110 Debt Services

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Expenses	$ 2,322,905	$ 2,342,485	$ 2,369,415	$ 2,405,270
▼ Other Charges	2,322,905	2,342,485	2,369,415	2,395,270
(532213) Bond Fees	7,850	7,850	5,000	8,000
(532220) Long Term Debt-Other	205,000	215,000	225,000	230,000
(532221) Long Term Debt-Interest	133,675	123,175	114,425	107,600
(532455) Loan Payments-PERS Side Fund	609,480	630,460	660,890	683,570
(532475) 2018 Bond-Law & Justice	1,366,900	1,366,000	1,364,100	1,366,100
▼ Other Financing Uses	0	0	0	10,000
(532465) Interest-Internal Borrowing	0	0	0	10,000
Revenues Less Expenses	$ -2,322,905	$ -2,342,485	$ -2,369,415	$ -2,405,270

Data filtered by Types, General Fund, Debt Service and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

0001-809100 Transfers Out

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 0	$ 0	$ 0	$ 0
▼ **Expenses**	7,611,699	7,429,433	6,734,004	7,933,240
▼ **Services and Supplies**	8,439	8,439	8,439	8,439
(528687) SDE-San Francisco Pass Thru Ag	8,439	8,439	8,439	8,439
▼ **Transfers Out**	7,603,260	7,420,994	6,725,565	7,924,801
(641101) Transfer Out-Roads	942,066	992,066	942,066	775,018
(641107) Transfer Out-County Fire	1,820,167	583,708	500,000	1,500,455
(641301) Transfer Out-Road Construction	0	0	0	1,085,178
(641315) Transfer Out-County Capital	1,890,000	1,749,894	1,038,000	971,123
(641430) Transfer Out-Columbia Airport	0	50,000	0	0
(641440) Transfer Out-PML Airport	30,896	45,868	182,603	80,784
(641450) Transfer Out-Ambulance	56,808	56,808	56,808	0
(641595) Transfer Out-IT Services	0	0	750,000	0
(641664) Transfer Out-Mental Health	20,042	20,042	20,042	20,242
(641665) Transfer Out-MH VLF	28,858	326,572	174,734	175,761
(642663) Transfer Out-Health AB8	305,830	305,830	305,830	305,830
(642665) Transfer Out-Welfare VLF	216,194	216,194	216,194	216,194
(642667) Transfer Out-DSS VLF FS	301,893	405,927	353,910	354,187

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(643663) Transfer Out-Health VLF	1,950,477	2,628,056	2,145,349	2,400,000
(644664) Transfer Out-CCS MOE	40,029	40,029	40,029	40,029
Revenues Less Expenses	$ -7,611,699	$ -7,429,433	$ -6,734,004	$ -7,933,240

Data filtered by Types, General Fund, Transfers Out and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1101 Public Works Fund Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 7,906,002	$ 9,359,805	$ 12,449,761	$ 12,091,139
▶ Licenses Permits & Franchises	193,821	191,772	119,500	111,500
▶ Use of Money & Property	22,723	32,875	25,000	30,000
▶ State Revenue	4,585,841	5,588,140	9,223,839	9,024,581
▶ Federal Revenue	633,591	772,154	757,574	757,574
▶ Other Governments	692,881	633,598	567,382	534,566
▶ Charges for Services	692,876	1,083,131	762,700	856,700
▶ Miscellaneous Revenue	2,130	5,138	1,700	1,200
▶ Other Finance Sources	140,074	60,932	50,000	0
▶ Transfers In	942,066	992,066	942,066	775,018
▽ Expenses	7,485,102	10,676,299	12,958,348	13,945,371
▶ Salaries and Benefits	4,825,198	4,992,245	5,592,036	5,777,895
▶ Services and Supplies	2,036,405	3,889,453	5,170,186	4,264,829
▶ Other Charges	0	5,520	56,000	0
▶ Fixed Assets	262,210	1,165,175	216,518	0
▶ Contingencies	0	0	1,188,741	2,746,311
▶ Allocations	361,290	623,905	734,867	1,156,336
Revenues Less Expenses	$ 420,900	$ -1,316,494	$ -508,587	$ -1,854,232

2024 Adopted Budget - Governmental Funds

1101-301100 Public Works Administration

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▿ Revenues	$ 732,734	$ 824,952	$ 627,900	$ 686,900
▾ Licenses Permits & Franchises	193,821	191,772	119,500	111,500
(423106) Permits-Transportation	5,828	6,506	4,500	4,500
(423107) Permits-Encroachment	48,063	62,376	55,000	42,000
(423110) Permits-Construction	27,268	103,455	50,000	55,000
(423140) Plan Check & Inspection Fees	112,662	19,435	10,000	10,000
▾ State Revenue	156,554	7,299	10,000	75,000
(459120) State-Other Storm Damage	156,554	7,299	10,000	75,000
▾ Charges for Services	381,094	624,631	497,200	499,200
(471623) Fees-GIS	3,245	4,067	3,500	2,200
(471750) Fees-Code Compliance	1,694	0	0	0
(471805) Development Support Services	10,460	9,782	4,500	5,000
(471810) Planning and Engineering	23,483	30,555	30,000	35,000
(471835) Planning Services-Subdivision	0	0	1,000	0
(471842) Permits-Exempt Grading	502	513	500	0
(471847) Permits-Grading Review	10,324	2,776	2,700	5,000
(471849) Permits-Stockpiling	0	665	1,000	0
(471875) Traffic Studies	0	0	500	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(472117) Tentative Parcel Map	11,708	11,138	8,500	2,000
(479103) PW Projects Reimb Transfer	199,650	386,531	325,000	300,000
(479105) PW Road Fees-County	120,030	178,604	120,000	150,000
▼ Miscellaneous Revenue	1,265	1,250	1,200	1,200
(483180) Special Events	1,265	1,250	1,200	1,200
▼ Expenses	2,488,865	2,769,932	3,045,458	3,649,240
▼ Salaries and Benefits	1,789,006	1,814,875	1,966,923	2,008,159
(511110) Salaries	974,990	992,143	1,034,594	1,128,636
(511115) Salaries-Part Time	13,774	16,046	25,000	0
(511118) Fed COVID-19 Leave Salaries	7,714	5,368	0	0
(511119) OSHA Leave	489	0	0	0
(511125) Salaries-Overtime	0	55	0	250
(511150) Cash Outs-Leave	49,559	39,948	47,292	50,622
(511160) Hiring & Recruiting Incentive	1,500	0	0	0
(512115) FICA	78,608	78,044	81,489	86,630
(512120) Unemployment Insurance	11,154	3,720	2,897	140
(512125) Disability Insurance	1,728	1,640	1,863	1,956
(512205) Retirement-PERS Fixed	236,231	253,149	271,710	234,519
(512210) Retirement-PERS Percentage	89,937	92,500	116,477	111,035
(512220) Deferred Compensation	12,744	13,478	13,562	14,241
(512305) Employees Group Insurance	147,043	164,554	202,272	206,268
(512320) Post Retirement Medical	52,179	52,132	48,590	36,143

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512325) Life Insurance	1,307	1,396	1,710	1,656
(512330) Workers Comp Insurance	108,394	99,178	116,947	131,863
(512410) Gym Membership Fee	138	0	0	0
(512415) Cell Phone Stipend	1,518	1,524	2,520	4,200
▼ Services and Supplies	431,426	460,693	460,567	652,720
(521150) Expendable Equipment	0	10,090	0	0
(521155) Expendable Equip-Computer	0	0	0	3,375
(521180) Clothing & Personal Supplies	818	975	1,800	1,800
(521310) Communications	496	1,328	2,000	1,500
(522140) Maint-Equip Computer	0	0	500	0
(522146) Maint-Equip Mandated Software	3,688	5,062	5,054	5,568
(522147) Maint-Equip Dept Software	23,134	26,779	35,000	35,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	22,816
(522150) Maint-Equip Radio	0	0	200	0
(523210) Dues & Memberships	2,056	3,069	3,500	3,500
(523223) Licenses-Enterprise Technology	29,530	38,504	43,367	37,034
(525110) Office Expense	4,473	1,985	4,500	3,300
(525140) Office-Photocopy	9,002	6,901	7,000	5,200
(525150) Office-Postage	810	370	1,000	1,250
(525155) Office-Purchasing Dept	7,175	4,800	4,856	9,838
(525200) Publications & Legal Notices	0	378	1,500	500
(526110) PS&S-Professional Services	33,585	28,653	38,235	28,900

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526124) PS&S-Auditor-Controller	4,529	4,881	5,700	5,800
(526129) PS&S-Insurance Service	275,693	302,661	273,619	417,774
(526133) PS&S-Public Works	11,400	6,184	7,000	15,000
(527220) Rents-Phone	11,320	5,676	5,736	8,165
(528000) SDE Special Department Expense	1,710	3,684	4,500	32,400
(529110) Travel & Trans-Fuel	2,324	3,611	4,500	3,500
(529112) Travel & Trans-Priv Auto	0	32	1,000	500
(529116) Training-Travel	9,683	5,071	10,000	10,000
▼ Fixed Assets	0	19,128	0	0
(543000) Vehicles	0	29,218	0	0
(544400) Misc/Specialized Equipment	0	-10,090	0	0
▼ Allocations	268,433	475,236	617,968	988,361
(681110) A-87 Allocation	268,433	475,236	617,968	988,361
Revenues Less Expenses	$ -1,756,131	$ -1,944,981	$ -2,417,558	$ -2,962,340

Data filtered by Types, Public Works, Public Works Administration and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1101-301200 Road Maintenance

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 5,343,598	$ 5,414,678	$ 5,941,744	$ 5,742,435
▼ Use of Money & Property	22,723	32,875	25,000	30,000
(441110) Interest Income	22,723	32,875	25,000	30,000
▼ State Revenue	2,812,218	2,761,304	3,593,722	3,612,777
(451219) State-Highway Users Tax 2103	942,525	940,464	1,327,608	1,329,829
(451220) State-Highway Users Tax 2104	936,256	898,570	1,121,542	1,121,215
(451230) State-Highway Users Tax 2105	646,389	629,315	801,350	810,979
(451240) State-Highway Users Tax 2106	276,464	271,279	343,222	350,754
(459120) State-Other Storm Damage	10,584	21,677	0	0
▼ Federal Revenue	660,737	772,154	757,574	757,574
(461265) Fed-RSTP Exchange	307,574	307,574	307,574	307,574
(465110) Fed-Forest Reserve Revenue	353,163	464,580	450,000	450,000
▼ Other Governments	666,595	620,152	557,382	529,566
(469815) Other Govts-LTF	666,595	620,152	557,382	529,566
▼ Charges for Services	98,320	182,144	15,500	37,500
(473110) Road and Street Services	2,346	2,285	2,500	2,500
(479103) PW Projects Reimb Transfer	0	18,298	1,000	0
(479105) PW Road Fees-County	95,974	75,927	12,000	35,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(479160) Reimb-Retro Fit	0	85,634	0	0
Miscellaneous Revenue	865	1,409	500	0
(483110) Misc Income	865	1,409	500	0
Other Finance Sources	140,074	52,574	50,000	0
(491110) Sale of Fixed Assets	140,074	52,574	50,000	0
Transfers In	942,066	992,066	942,066	775,018
(499001) Transfer In-General Fund	942,066	992,066	942,066	775,018
Expenses	3,824,445	4,849,735	4,663,853	4,817,363
Salaries and Benefits	2,527,694	2,614,423	2,975,284	3,106,284
(511110) Salaries	1,225,857	1,291,826	1,551,615	1,693,771
(511118) Fed COVID-19 Leave Salaries	19,799	34,614	0	0
(511125) Salaries-Overtime	41,374	38,318	62,000	62,000
(511130) Salaries-On Call/Call Back	20,006	19,614	21,500	21,500
(511150) Cash Outs-Leave	61,422	60,403	57,172	63,215
(512115) FICA	101,998	107,603	119,915	129,573
(512120) Unemployment Insurance	14,400	5,407	2,643	290
(512125) Disability Insurance	2,190	2,233	1,807	1,989
(512205) Retirement-PERS Fixed	282,018	314,171	348,666	323,175
(512210) Retirement-PERS Percentage	117,684	124,844	140,905	166,703
(512305) Employees Group Insurance	376,326	464,402	547,771	539,296
(512320) Post Retirement Medical	18,916	18,720	9,740	0
(512325) Life Insurance	2,891	3,069	4,104	3,486

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512330) Workers Comp Insurance	240,790	126,887	104,746	97,566
(512410) Gym Membership Fee	726	192	0	720
(512415) Cell Phone Stipend	1,298	2,121	2,700	3,000
▼ Services and Supplies	1,105,405	1,493,657	1,435,317	1,581,819
(521145) Small Tools	3,893	6,679	7,500	7,500
(521150) Expendable Equipment	8,974	14,204	15,500	9,500
(521155) Expendable Equip-Computer	2,072	0	2,800	3,000
(521180) Clothing & Personal Supplies	9,400	12,200	17,400	16,400
(521190) Household Expense	45	71	500	200
(521310) Communications	11,158	11,410	15,500	11,000
(522125) Maint-Equipment	1,992	5,789	6,500	5,500
(522130) Maint-Equip Vehicles	2,079	1,144	3,000	3,000
(522146) Maint-Equip Mandated Software	7,991	8,233	8,216	9,056
(522148) Maint-Ent Infrastructure Solut	0	0	0	47,262
(522205) Maint-Buildings & Improvements	2,370	3,605	5,000	7,000
(523210) Dues & Memberships	100	164	1,000	1,000
(523223) Licenses-Enterprise Technology	57,092	77,007	83,844	76,714
(525110) Office Expense	1,281	1,794	2,500	2,500
(525140) Office-Photocopy	1,462	607	1,000	1,000
(525150) Office-Postage	30	125	150	100
(525155) Office-Purchasing Dept	4,426	2,860	9,149	15,066
(525200) Publications & Legal Notices	0	0	100	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526110) PS&S-Professional Services	27,092	26,265	35,000	25,000
(526124) PS&S-Auditor-Controller	3,292	3,497	4,000	4,000
(526126) PS&S-Radio Communications	30,000	35,000	35,000	35,000
(526129) PS&S-Insurance Service	186,850	292,603	281,543	430,029
(526137) PS&S-Trees	10,250	8,800	20,000	20,000
(526141) PS&S-Jamestown Monitoring	15,569	0	0	0
(526145) PS&S-Striping	118,823	223,087	0	0
(527210) Rents-Equipment	19,035	5,665	15,000	10,000
(527220) Rents-Phone	2,830	1,002	1,275	1,814
(528000) SDE Special Department Expense	75,518	65,560	100,000	107,983
(528162) SDE-Tree and Debris Clearing	0	6,160	43,840	15,195
(528707) SDE-Materials Snow Removal	26,201	17,636	50,000	50,000
(528712) SDE-Surface Treatment	286,537	392,312	300,000	300,000
(529110) Travel & Trans-Fuel	119,479	205,932	250,000	250,000
(529116) Training-Travel	7,806	9,019	55,000	48,000
(529210) Utilities	20,467	26,307	30,000	32,000
(529225) Utilities-Street Lights	41,293	28,919	35,000	37,000
▼ Fixed Assets	129,898	626,036	163,518	0
(543100) Vehicles-Retrofit Purchases	121,278	626,036	0	0
(544400) Misc/Specialized Equipment	8,620	0	163,518	0
▼ Allocations	61,448	115,618	89,735	129,260
(681110) A-87 Allocation	61,448	115,618	89,735	129,260

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues Less Expenses	$ 1,519,153	$ 564,943	$ 1,277,891	$ 925,072

Data filtered by Types, Public Works, Road Maintenance and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1101-301800 SB-1 Transportation

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 1,589,923	$ 2,819,537	$ 5,620,117	$ 5,336,804
▼ State Revenue	1,617,069	2,819,537	5,620,117	5,336,804
(453195) State-OES Storm/Flood 2019	-6,787	0	0	0
(453197) State-OES Storm Admin 2019	-677	0	0	0
(455160) State-SB1 RMRA	1,624,533	2,819,537	5,620,117	5,336,804
▼ Federal Revenue	-27,146	0	0	0
(463178) Fed-FEMA Storm/Flood 2019	-27,146	0	0	0
▽ Expenses	257,463	1,995,647	4,063,939	4,254,275
▼ Services and Supplies	190,405	1,470,116	2,784,198	1,507,964
(521150) Expendable Equipment	21,200	733	0	0
(521310) Communications	152	0	0	0
(522146) Maint-Equip Mandated Software	4,500	0	0	0
(522147) Maint-Equip Dept Software	0	4,500	5,500	35,500
(526145) PS&S-Striping	0	0	375,000	375,000
(527210) Rents-Equipment	0	0	40,000	0
(528000) SDE Special Department Expense	684	0	906,076	411,871
(528712) SDE-Surface Treatment	68,957	59,005	200,000	200,000
(528861) SDE-Ditching & Spraying Prog	23,067	57,008	64,000	69,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(528862) SDE-Culvert Replacement Prog	15,735	22,189	40,000	40,000
(528863) SDE-Traffic Signal & Safety Pr	12,900	5,698	30,000	30,000
(528864) SDE-Rehab/Surface Treatment	40,089	1,218,302	631,820	346,593
(528865) SDE-Reconstruction Program	3,121	102,683	491,802	0
▼ Other Charges	0	5,520	56,000	0
(538370) Contra-Payments	0	5,520	56,000	0
▼ Fixed Assets	67,058	520,010	35,000	0
(543000) Vehicles	-30	108,183	35,000	0
(544400) Misc/Specialized Equipment	67,088	411,827	0	0
▼ Contingencies	0	0	1,188,741	2,746,311
(691110) Appropriation-Contingencies	0	0	1,188,741	2,746,311
Revenues Less Expenses	$ 1,332,460	$ 823,890	$ 1,556,178	$ 1,082,529

Data filtered by Types, Public Works, SB-1 Transportation and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1101-304100 Fleet Services

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▿ Revenues	$ 239,748	$ 300,639	$ 260,000	$ 325,000
▾ Other Governments	26,286	13,446	10,000	5,000
(469800) Other Governmental Agencies	26,286	13,446	10,000	5,000
▾ Charges for Services	213,461	276,356	250,000	320,000
(474250) Fees-Fleet Services	213,461	276,356	250,000	320,000
▾ Miscellaneous Revenue	0	2,479	0	0
(483110) Misc Income	0	2,479	0	0
▾ Other Finance Sources	0	8,358	0	0
(491110) Sale of Fixed Assets	0	8,358	0	0
▿ Expenses	914,330	1,060,985	1,185,098	1,224,493
▾ Salaries and Benefits	508,498	562,947	649,829	663,452
(511110) Salaries	251,544	285,355	339,423	358,032
(511118) Fed COVID-19 Leave Salaries	8,224	1,558	0	0
(511125) Salaries-Overtime	2,055	2,201	4,000	4,000
(511130) Salaries-On Call/Call Back	811	963	1,500	1,500
(511150) Cash Outs-Leave	33,758	34,450	27,558	23,804
(512115) FICA	20,220	25,521	25,993	27,389
(512120) Unemployment Insurance	2,658	1,007	102	50

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512125) Disability Insurance	501	545	504	530
(512205) Retirement-PERS Fixed	53,983	66,099	75,184	81,207
(512210) Retirement-PERS Percentage	25,438	27,984	32,019	36,537
(512305) Employees Group Insurance	70,830	80,037	107,040	119,847
(512320) Post Retirement Medical	3,261	3,228	0	0
(512325) Life Insurance	739	748	912	1,218
(512330) Workers Comp Insurance	34,113	32,889	35,203	8,739
(512415) Cell Phone Stipend	362	362	390	600
(513140) S&B Reimburse-COVID Leaves	0	0	0	-1
▼ Services and Supplies	309,169	464,987	490,104	522,326
(521145) Small Tools	5,255	5,201	6,000	6,000
(521150) Expendable Equipment	0	684	2,000	2,000
(521155) Expendable Equip-Computer	2,072	0	2,800	12,950
(521180) Clothing & Personal Supplies	1,600	1,900	3,000	3,000
(521310) Communications	1,054	533	800	600
(522120) Maint-Internal Vehicles	220,255	363,618	350,000	370,000
(522125) Maint-Equipment	443	120	5,000	5,000
(522130) Maint-Equip Vehicles	1,440	368	1,500	1,500
(522140) Maint-Equip Computer	0	0	500	0
(522146) Maint-Equip Mandated Software	1,229	422	421	464
(522147) Maint-Equip Dept Software	6,972	7,975	8,000	8,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	8,149

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522150) Maint-Equip Radio	0	20	0	0
(522205) Maint-Buildings & Improvements	2,136	8,897	9,000	6,000
(522235) Maint-Alarms	0	0	0	1,131
(523210) Dues & Memberships	0	0	700	700
(523223) Licenses-Enterprise Technology	9,843	13,277	14,456	13,226
(525110) Office Expense	441	359	700	1,400
(525140) Office-Photocopy	58	32	150	150
(525150) Office-Postage	14	48	100	75
(525155) Office-Purchasing Dept	4,095	2,643	1,670	3,828
(526110) PS&S-Professional Services	1,804	1,126	2,500	1,500
(526124) PS&S-Auditor-Controller	546	551	1,000	1,000
(526129) PS&S-Insurance Service	2,084	2,580	3,195	4,931
(527210) Rents-Equipment	6,393	8,583	9,000	9,000
(527220) Rents-Phone	1,415	2,003	1,912	2,722
(528000) SDE Special Department Expense	17,493	17,407	20,000	20,000
(529110) Travel & Trans-Fuel	9,940	13,438	20,000	17,000
(529116) Training-Travel	1,572	1,700	7,700	7,000
(529210) Utilities	11,014	11,501	18,000	15,000
▼ Fixed Assets	65,254	0	18,000	0
(543000) Vehicles	52,327	0	0	0
(544400) Misc/Specialized Equipment	12,927	0	18,000	0
▼ Allocations	31,409	33,051	27,164	38,715

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(681110) A-87 Allocation	31,409	33,051	27,164	38,715
Revenues Less Expenses	$ -674,582	$ -760,346	$ -925,098	$ -899,493

Data filtered by Types, Public Works, Fleet Services and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1105 Monument Preservation Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ **Revenues**	$ 15,456	$ 23,536	$ 0	$ 0
▶ **Use of Money & Property**	1,796	1,936	0	0
▶ **Charges for Services**	13,660	21,600	0	0
Revenues Less Expenses	$ 15,456	$ 23,536	$ 0	$ 0

Data filtered by Types, Monument Preservation, Monumentation and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1105-702100 Monumentation

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 15,456	$ 23,536	$ 0	$ 0
▼ Use of Money & Property	1,796	1,936	0	0
(441110) Interest Income	1,796	1,936	0	0
▼ Charges for Services	13,660	21,600	0	0
(471835) Planning Services-Subdivision	13,660	21,600	0	0
Revenues Less Expenses	$ 15,456	$ 23,536	$ 0	$ 0

Data filtered by Types, Monument Preservation, Monumentation and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1107 Tuolumne County Fire Department Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 6,228,842	$ 4,975,988	$ 4,880,343	$ 10,746,250
▶ Taxes	2,881,025	3,034,255	2,954,925	3,265,387
▶ Licenses Permits & Franchises	26,026	34,907	32,000	30,000
▶ Use of Money & Property	30,155	54,293	37,327	44,715
▶ State Revenue	1,015,679	852,934	656,791	565,239
▶ Federal Revenue	20,838	7,500	7,500	2,997,773
▶ Other Governments	112,009	105,880	140,000	145,000
▶ Charges for Services	133,894	146,320	150,000	195,000
▶ Miscellaneous Revenue	175,451	150,742	151,800	320,800
▶ Other Finance Sources	13,598	5,450	0	0
▶ Transfers In	1,820,167	583,708	750,000	3,182,336
▽ Expenses	5,345,712	5,392,542	5,669,310	10,746,250
▶ Salaries and Benefits	427,499	501,142	455,722	638,391
▶ Services and Supplies	3,850,169	4,060,323	4,897,550	9,935,440
▶ Fixed Assets	897,705	634,650	175,000	0
▶ Allocations	170,339	196,427	141,038	172,419
Revenues Less Expenses	$ 883,130	$ -416,554	$ -788,967	$ 0

Data filtered by Types, County Fire, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1107-204100 County Fire Department

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 6,228,842	$ 4,975,988	$ 4,880,343	$ 10,746,250
▼ Taxes	2,881,025	3,034,255	2,954,925	3,265,387
(411110) Ppty Taxes-Current Secured	2,770,858	2,893,388	2,859,688	3,108,905
(412110) Ppty Taxes-Current Unsecured	66,734	67,711	60,000	65,000
(414110) Ppty Taxes-Prior Unsecured	1,481	1,195	1,237	1,286
(416110) Ppty Taxes-Supplemental	41,952	71,961	34,000	90,196
▼ Licenses Permits & Franchises	26,026	34,907	32,000	30,000
(423120) Building Fees & Permits	15,042	23,023	20,000	20,000
(423160) Planning Permits/Land Use Dev	10,984	11,884	12,000	10,000
▼ Use of Money & Property	30,155	54,293	37,327	44,715
(441110) Interest Income	3,847	17,966	1,000	7,500
(443110) Rents & Concessions	9,325	18,900	18,900	18,900
(443111) Rents & Concessions-Long Barn	16,983	17,427	17,427	18,315
▼ State Revenue	1,015,679	852,934	656,791	565,239
(452136) State-OTS Grant	0	135,741	0	0
(452227) State-Cal Fire Foundation	9,793	0	0	0
(456200) State-Prop 172 Public Safety	172,962	248,047	246,791	239,739
(458110) State-Homeowners Property Tax	28,735	28,324	10,000	25,500
(459119) State-Emergency Fire Fighting	804,190	440,822	400,000	300,000
▼ Federal Revenue	20,838	7,500	7,500	2,997,773
(462209) Fed-SAFER	0	0	0	2,990,273
(465110) Fed-Forest Reserve Revenue	7,500	7,500	7,500	7,500
(469207) Fed-VFA Grant	13,338	0	0	0
▼ Other Governments	112,009	105,880	140,000	145,000
(469825) Other Govts-Amador Plan	80,009	65,880	100,000	105,000
(469835) Other Govts-Mi Wuk Projects	32,000	40,000	40,000	40,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Charges for Services	133,894	146,320	150,000	195,000
(471605) Cty Srvs Impact Mit Fees-Capit	0	0	0	55,000
(471880) Fire Prevention Fees	15,160	27,780	25,000	25,000
(471882) Fire Services-Jamestown	100,000	105,000	115,000	115,000
(472311) Refunds/Reimbursements	18,734	13,541	10,000	0
▼ Miscellaneous Revenue	175,451	150,742	151,800	320,800
(483110) Misc Income	0	0	0	170,000
(483115) Misc Income-Photocopies	1,605	742	1,800	800
(483541) Columbia-B/C Reimbursement	150,000	150,000	150,000	150,000
(489100) Sonora Foundation Grant	13,845	0	0	0
(489107) California Fire Foundation	10,000	0	0	0
▼ Other Finance Sources	13,598	5,450	0	0
(491110) Sale of Fixed Assets	9,298	4,950	0	0
(496000) Donations	0	500	0	0
(496025) Donations-Pincrest Permitees	4,300	0	0	0
▼ Transfers In	1,820,167	583,708	750,000	3,182,336
(499001) Transfer In-General Fund	1,820,167	583,708	750,000	1,500,455
(499165) Transfer In-American Rescue	0	0	0	1,681,881
▽ Expenses	5,345,712	5,392,542	5,669,310	10,746,250
▼ Salaries and Benefits	427,499	501,142	455,722	638,391
(511110) Salaries	169,730	205,808	240,057	344,751
(511115) Salaries-Part Time	7,853	0	0	40,000
(511118) Fed COVID-19 Leave Salaries	841	527	0	0
(511120) Salaries-Reserve	58,986	96,111	95,000	80,000
(511125) Salaries-Overtime	186	981	1,200	1,400
(511130) Salaries-On Call/Call Back	13,564	14,449	14,000	15,000
(511150) Cash Outs-Leave	12,089	8,734	12,683	16,840
(512110) Payroll Taxes	0	1,022	0	0
(512115) FICA	15,545	17,195	18,563	37,462
(512120) Unemployment Insurance	2,826	938	338	40
(512205) Retirement-PERS Fixed	38,239	43,881	51,693	60,362

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512210) Retirement-PERS Percentage	8,296	10,661	13,560	24,281
(512305) Employees Group Insurance	42,100	49,292	50,208	79,336
(512320) Post Retirement Medical	1,957	1,937	1,343	0
(512325) Life Insurance	320	376	300	570
(512330) Workers Comp Insurance	54,784	49,231	36,777	48,349
(512505) Employee Physicals	183	0	0	0
(513150) Salary & Benefit Reimbursement	0	0	-80,000	-110,000
▼ Services and Supplies	3,850,169	4,060,323	4,897,550	9,935,440
(521140) Supplies-First Responder	0	17,783	85,000	28,000
(521145) Small Tools	111,459	26,552	27,500	20,000
(521150) Expendable Equipment	5,859	5,976	6,000	2,000
(521155) Expendable Equip-Computer	7,898	1,068	3,000	5,000
(521170) Food	1,229	2,516	2,200	3,000
(521180) Clothing & Personal Supplies	59,035	15,477	20,000	15,000
(521190) Household Expense	10,649	15,088	8,800	8,000
(521310) Communications	42,250	29,844	25,000	25,000
(522125) Maint-Equipment	31,385	18,027	24,000	25,000
(522130) Maint-Equip Vehicles	123,663	163,822	135,000	185,000
(522145) Maint-Equip Hardware	0	58	0	0
(522146) Maint-Equip Mandated Software	3,104	1,687	1,685	1,856
(522147) Maint-Equip Dept Software	0	2,889	0	0
(522148) Maint-Ent Infrastructure Solut	0	0	0	6,519
(522150) Maint-Equip Radio	-1,314	353	6,000	8,000
(522205) Maint-Buildings & Improvements	14,103	17,501	16,000	30,000
(523210) Dues & Memberships	1,662	2,363	2,185	2,185
(523223) Licenses-Enterprise Technology	5,906	7,966	11,564	10,581
(525110) Office Expense	4,847	4,012	4,400	4,000
(525140) Office-Photocopy	2,420	1,529	3,000	2,000
(525150) Office-Postage	702	380	800	600
(525155) Office-Purchasing Dept	5,058	3,269	10,321	18,313
(526111) PS&S-Contract Svcs	3,167,717	3,281,241	4,099,887	9,145,388
(526124) PS&S-Auditor-Controller	2,209	2,363	2,600	2,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526127) PS&S-ISS	47	0	0	0
(526129) PS&S-Insurance Service	2,215	2,404	2,903	3,458
(526262) PS&S-Volunteer Physicals	1,631	24,023	25,000	10,000
(526375) PS&S-LOSAP Vol Retirement	22,431	21,905	23,955	37,617
(526965) PS&S-Pinecrest Incentive	4,493	0	0	0
(527220) Rents-Phone	2,476	3,005	2,549	5,897
(527310) Rents-Buildings & Improvements	25,418	29,337	30,000	30,026
(528000) SDE Special Department Expense	0	0	60,000	15,000
(528124) SDE-Training Supplies	6,328	1,085	5,400	2,500
(528189) SDE-Public Info & Educ	12,023	12,108	15,000	10,000
(528194) SDE-Cadet Program	0	1,618	900	500
(528196) SDE-Awards & Incentives	5,961	1,358	6,600	5,000
(528204) SDE-Volunteer Residents Prog	9,063	5,879	45,000	30,000
(528360) SDE-Safety Equipment	7,006	5,882	10,000	10,000
(528470) SDE-Fire Prevention Material	3,045	2,094	3,000	3,000
(528630) SDE-Grant Funds	30,655	155,968	0	0
(529110) Travel & Trans-Fuel	71,062	111,507	100,000	150,000
(529116) Training-Travel	2,138	10,760	15,700	10,000
(529129) Training-Joint Fire Agency	2,382	2,133	6,600	5,000
(529210) Utilities	41,921	47,493	50,000	60,000
(529215) Utilities-Garbage	35	0	0	0
▼ Fixed Assets	897,705	634,650	175,000	0
(543000) Vehicles	40,300	634,650	175,000	0
(543500) Heavy Equipment	249,938	0	0	0
(544200) Fire Equipment	607,467	0	0	0
▼ Allocations	170,339	196,427	141,038	172,419
(681110) A-87 Allocation	170,339	196,427	141,038	172,419
Revenues Less Expenses	$ 883,130	$ -416,554	$ -788,967	$ 0

Data filtered by Types, County Fire, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1110 National Disaster Resiliency Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 3,204,643	$ 11,735,024	$ 10,306,132	$ 2,024,354
▶ Use of Money & Property	-292	-1,571	0	0
▶ Federal Revenue	3,204,935	11,735,489	9,966,132	2,024,354
▶ Miscellaneous Revenue	0	270	340,000	0
▶ Other Finance Sources	0	836	0	0
▽ Expenses	3,204,555	11,735,024	10,306,132	2,024,354
▶ Salaries and Benefits	0	140,062	107,438	10,000
▶ Services and Supplies	2,900,085	11,594,962	10,198,694	2,014,354
▶ Fixed Assets	304,470	0	0	0
Revenues Less Expenses	$ 88	$ 0	$ 0	$ 0

Data filtered by Types, National Disaster Resilience and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1110-101400 National Disaster Resilience Department

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 3,106,957	$ 11,625,913	$ 3,954,944	$ 2,024,354
▼ Use of Money & Property	-292	-1,571	0	0
(441110) Interest Income	-292	-1,571	0	0
▼ Federal Revenue	3,107,249	11,626,378	3,614,944	2,024,354
(463135) Fed-NDRC Project	3,107,249	11,626,378	3,614,944	2,024,354
▼ Miscellaneous Revenue	0	270	340,000	0
(483110) Misc Income	0	270	340,000	0
▼ Other Finance Sources	0	836	0	0
(491110) Sale of Fixed Assets	0	836	0	0
▽ Expenses	3,106,869	11,625,913	3,954,944	2,024,354
▼ Salaries and Benefits	0	126,951	60,000	10,000
(513150) Salary & Benefit Reimbursement	0	126,951	60,000	10,000
▼ Services and Supplies	2,802,399	11,498,962	3,894,944	2,014,354
(525110) Office Expense	71	0	0	0
(525200) Publications & Legal Notices	419	612	0	0
(526123) PS&S-County Counsel	281	0	0	200
(526124) PS&S-Auditor-Controller	200	338	400	200
(526127) PS&S-ISS	0	1,984	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526521) PS&S-Consultant Adm Groveland	10,188	6,275	5,000	0
(526522) PS&S-Consultant Adm Tuolumne	10,188	3,650	5,000	0
(526541) PS&S-Groveland	461,970	286,812	518,538	12,500
(526542) PS&S-Tuolumne	437,405	382,702	518,538	12,500
(526581) PS&S-Consultant Act Groveland	3,920	20,215	19,000	0
(526582) PS&S-Consultant Act Tuolumne	3,920	20,987	19,000	0
(526598) PS&S-Construction Groveland	1,079,845	5,895,415	1,624,851	1,016,110
(526599) PS&S-Construction Tuolumne	745,660	4,874,732	1,184,614	972,844
(528127) SDE-CAO Activities Tuolumne	220	300	0	0
(528133) SDE-CAO Admin Srvcs Groveland	24,057	0	0	0
(528134) SDE-CAO Admin Srvcs Tuolumne	24,057	0	0	0
(528910) SDE-Community Development	0	4,941	0	0
(528950) SDE-CAO	0	0	3	0
▼ Fixed Assets	304,470	0	0	0
(541000) Land	304,470	0	0	0
Revenues Less Expenses	$ 88	$ 0	$ 0	$ 0

Data filtered by Types, National Disaster Resilience, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1110-108175 Neighborhood Stabilization Program

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 97,686	$ 109,111	$ 6,351,188	$ 0
▼ Federal Revenue	97,686	109,111	6,351,188	0
(461090) Fed-NSP funds	97,686	109,111	6,351,188	0
▼ Expenses	97,686	109,111	6,351,188	0
▼ Salaries and Benefits	0	13,111	47,438	0
(513150) Salary & Benefit Reimbursement	0	13,111	47,438	0
▼ Services and Supplies	97,686	96,000	6,303,750	0
(526097) PS&S-Consultant Admin	58,425	96,000	57,000	0
(526541) PS&S-Groveland	2,235	0	0	0
(526580) PS&S-Consultant Activity	27,975	0	48,800	0
(526597) PS&S-Construction Services	0	0	6,197,950	0
(528950) SDE-CAO	9,051	0	0	0
Revenues Less Expenses	$ 0	$ 0	$ 0	$ 0

Data filtered by Types, National Disaster Resilience, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1121 Criminal Justice Facility Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 111,532	$ 117,188	$ 145,000	$ 145,000
▶ Fines Forfeitures & Penalties	111,210	116,945	145,000	145,000
▶ Use of Money & Property	322	243	0	0
▼ Expenses	116,219	117,188	145,000	145,300
▶ Transfers Out	116,219	117,188	145,000	145,300
Revenues Less Expenses	$ -4,687	$ 0	$ 0	$ -300

Data filtered by Types, Criminal Justice Facility, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1121-108300 Criminal Justice Facility

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 111,532	$ 117,188	$ 145,000	$ 145,000
▼ Fines Forfeitures & Penalties	111,210	116,945	145,000	145,000
(432110) Fines-Cty Construction	111,210	116,945	145,000	145,000
▼ Use of Money & Property	322	243	0	0
(441110) Interest Income	322	243	0	0
▼ Expenses	116,219	117,188	145,000	145,300
▼ Transfers Out	116,219	117,188	145,000	145,300
(641001) Transfer Out-GF	0	117,188	145,000	145,300
(641315) Transfer Out-County Capital	116,219	0	0	0
Revenues Less Expenses	$ -4,687	$ 0	$ 0	$ -300

Data filtered by Types, Criminal Justice Facility, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1125 Fish and Wildlife Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 2,886	$ 2,956	$ 2,400	$ 10,000
▶ Fines Forfeitures & Penalties	1,515	1,685	1,600	10,000
▶ Use of Money & Property	1,372	1,274	800	0
▶ State Revenue	0	-3	0	0
▽ Expenses	0	4,218	28,278	35,878
▶ Services and Supplies	0	4,218	28,278	10,000
▶ Contingencies	0	0	0	25,878
Revenues Less Expenses	$ 2,886	$ -1,263	$ -25,878	$ -25,878

Data filtered by Types, Fish and Wildlife, Fish and Wildlife and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1125-207950 Fish and Wildlife

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 2,886	$ 2,956	$ 2,400	$ 10,000
▼ Fines Forfeitures & Penalties	1,515	1,685	1,600	10,000
(432130) Fish & Game Fine-Preservation	928	1,032	1,000	9,300
(432132) Fish & Game Penalty Assessment	587	653	600	700
▼ Use of Money & Property	1,372	1,274	800	0
(441110) Interest Income	1,372	1,274	800	0
▼ State Revenue	0	-3	0	0
(432131) Fish & Game Fine-Probation	0	-3	0	0
▽ Expenses	0	4,218	28,278	35,878
▼ Services and Supplies	0	4,218	28,278	10,000
(528924) SDE-Fish & Game	0	4,218	28,278	10,000
▼ Contingencies	0	0	0	25,878
(691110) Appropriation-Contingencies	0	0	0	25,878
Revenues Less Expenses	$ 2,886	$ -1,263	$ -25,878	$ -25,878

Data filtered by Types, Fish and Wildlife, Fish and Wildlife and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1140 Health Fund Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 5,941,442	$ 8,011,731	$ 9,755,471	$ 10,388,963
▶ Fines Forfeitures & Penalties	8,001	8,250	12,500	12,500
▶ Use of Money & Property	0	0	3,000	3,000
▶ State Revenue	1,250,832	1,574,007	2,592,926	3,607,210
▶ Federal Revenue	2,224,195	3,095,515	4,277,116	3,692,394
▶ Other Governments	8,000	10,000	10,000	10,000
▶ Charges for Services	134,234	204,444	272,000	272,000
▶ Miscellaneous Revenue	219,845	145,599	95,721	45,000
▶ Other Finance Sources	0	0	1,000	1,000
▶ Transfers In	2,096,335	2,973,915	2,491,208	2,745,859
▼ Expenses	6,268,382	7,186,235	11,258,239	11,721,639
▶ Salaries and Benefits	3,288,770	4,008,145	5,545,359	5,878,323
▶ Services and Supplies	2,691,274	2,792,290	3,642,248	3,650,713
▶ Fixed Assets	13,070	20,665	25,000	0
▶ Contingencies	0	0	793,398	1,256,771
▶ Allocations	275,268	365,135	852,234	535,832
▶ Transfers Out	0	0	400,000	400,000
▶ Transfers Interfund	0	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues Less Expenses	$ -326,940	$ 825,496	$ -1,502,768	$ -1,332,676

Data filtered by Types, Public Health and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1140-401100 Public Health Department

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 4,604,002	$ 6,495,862	$ 8,074,408	$ 8,686,811
▼ Fines Forfeitures & Penalties	8,001	8,250	12,500	12,500
(432905) EMS MADDY Fines	8,001	8,250	12,500	12,500
▼ State Revenue	692,560	767,400	1,835,005	2,849,289
(451107) State-Prop 56 Oral Health	123,883	197,288	150,809	150,809
(451195) State-CMSP Health System Devel	58,735	34,344	118,751	0
(451197) State-Future of PH Grant	0	0	543,000	793,000
(451199) State-CMSP Local Indigent Care	0	0	0	500,000
(451214) State-CMSP Wellness & Prev Prg	49,009	0	0	0
(452130) State-Realignment Sales Tax	85,508	108,448	108,448	135,000
(452150) State-Realignment Growth	0	255,696	0	0
(452175) State-Realignment Backfl 20/21	238,435	0	0	0
(454116) State-Child Health/Disability	56,171	68,424	93,666	93,666
(454160) State-Aids Program	1,980	3,205	4,668	4,668
(454174) ST-PH Workforce Development	0	1,540	398,902	347,362
(454185) State – CERI	0	2,443	65,000	177,557
(454195) State – DIS Workforce	0	53,180	40,000	106,838
(455128) State-Pandemic Flu	60,608	42,834	61,761	61,761
(456175) State-CASPHI	0	0	0	13,738
(457120) State-Whole Person Grant	18,230	0	250,000	250,000
(457130) State- PH Career Ladder Grant	0	0	0	214,890
▼ Federal Revenue	1,486,072	2,425,266	3,397,003	2,791,192
(461082) Fed-COVID ELC CARES Project	92,516	78,272	0	0
(461085) Fed-COVID 19 Response Grant	27,030	34,045	0	0
(461086) Fed-COVID ELC Enhanced Detect	616,514	1,197,804	1,839,000	1,471,618
(461089) Fed-HPP COVID-19 Supp	82,911	0	43,000	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(462650) Fed-SNAP ED	74,493	210,994	191,502	162,390
(464111) Fed-CCS IAP LEAD & Sub	157,382	425,030	785,750	618,625
(464117) Fed-CHDP & HCPC Programs	62,787	78,886	100,959	100,959
(464132) Fed-Maternal Child/Adolescent	89,550	117,706	134,139	134,139
(466200) Fed-MAA/Public Health	-9,163	-4,040	10,000	10,000
(466210) Fed-MAA/LGA	24,389	6,310	19,996	20,000
(466270) Fed-Bioterrorism Prepared	143,536	123,036	136,946	137,750
(466891) Fed-EMS Grant	108,835	156,291	135,711	135,711
(468150) Fed-Other SB910-TCM	15,291	931	0	0
▼ Other Governments	8,000	10,000	10,000	10,000
(469835) Other Govts-Mi Wuk Projects	8,000	10,000	10,000	10,000
▼ Charges for Services	133,218	205,460	272,000	272,000
(474110) Health Fees-Clinic Fees	7,351	14,201	12,000	12,000
(474145) EMS Coordination Services	125,867	191,260	260,000	260,000
▼ Miscellaneous Revenue	219,845	145,599	95,721	45,000
(483110) Misc Income	219,845	145,600	95,721	45,000
(483121) Misc Over and Short	0	-1	0	0
▼ Other Finance Sources	0	0	1,000	1,000
(496000) Donations	0	0	1,000	1,000
▼ Transfers In	2,056,306	2,933,886	2,451,179	2,705,830
(499002) Transfer In-Gen Fund VLF Match	1,950,477	2,407,083	2,145,349	2,400,000
(499005) Transfer In-GF VLF Growth	0	220,973	0	0
(499007) Transfer In-Gen Fund AB8	305,830	305,830	305,830	305,830
(499009) Transfer In-DSS SLPR	-200,000	0	0	0
▼ Expenses	5,055,934	6,007,620	9,795,936	10,199,337
▼ Salaries and Benefits	2,776,676	3,446,971	4,851,038	5,153,696
(511110) Salaries	1,533,647	1,807,294	2,747,484	3,007,022
(511115) Salaries-Part Time	299,110	356,658	450,000	249,823
(511118) Fed COVID-19 Leave Salaries	7,991	10,643	0	0
(511119) OSHA Leave	360	0	0	0
(511125) Salaries-Overtime	136,502	41,835	50,000	15,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(511130) Salaries-On Call/Call Back	4,391	246	0	0
(511150) Cash Outs-Leave	78,201	81,117	102,693	117,789
(512115) FICA	159,771	171,784	226,122	250,321
(512120) Unemployment Insurance	14,362	5,505	3,753	386
(512125) Disability Insurance	2,715	3,381	4,937	10,367
(512205) Retirement-PERS Fixed	320,189	374,884	466,648	541,710
(512210) Retirement-PERS Percentage	147,455	182,714	247,477	294,963
(512220) Deferred Compensation	2,904	2,909	0	20,659
(512305) Employees Group Insurance	242,553	328,014	587,582	663,842
(512320) Post Retirement Medical	21,538	23,436	10,546	10,114
(512325) Life Insurance	2,318	2,589	4,332	4,555
(512330) Workers Comp Insurance	46,434	47,792	54,590	78,665
(512410) Gym Membership Fee	1,372	1,478	2,006	2,880
(512415) Cell Phone Stipend	546	256	240	600
(512505) Employee Physicals	1,410	4,437	5,006	5,000
(513141) Salary Savings	0	0	-112,378	-120,000
(513150) Salary & Benefit Reimbursement	-247,092	0	0	0
▼ Services and Supplies	2,454,232	2,516,047	3,258,375	3,250,464
(521125) Supplies-Medical & Lab	11,124	21,646	110,000	80,000
(521126) Supplies-Medical & Lab PH	0	967	0	0
(521141) Supplies-Other Medical	20	0	10,000	5,000
(521150) Expendable Equipment	10,488	11,524	30,000	35,000
(521155) Expendable Equip-Computer	2,634	25,325	18,000	20,025
(521310) Communications	9,636	12,749	18,135	18,135
(521645) Insurance-Medical Liability	7,821	21,360	25,000	25,000
(522120) Maint-Internal Vehicles	3,961	1,148	4,000	5,000
(522130) Maint-Equip Vehicles	0	0	1,500	1,500
(522146) Maint-Equip Mandated Software	11,964	14,020	14,846	15,422
(522147) Maint-Equip Dept Software	7,276	4,606	10,000	10,030
(522148) Maint-Ent Infrastructure Solut	0	0	0	62,907
(522205) Maint-Buildings & Improvements	0	0	5,000	5,000
(522235) Maint-Alarms	0	0	0	895

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(523210) Dues & Memberships	15,349	29,450	34,880	90,280
(523223) Licenses-Enterprise Technology	40,161	64,792	90,781	102,108
(525110) Office Expense	15,493	26,731	55,814	30,250
(525125) Office-Advertising	18,771	76,511	110,000	80,000
(525140) Office-Photocopy	10,155	16,603	20,000	20,000
(525150) Office-Postage	1,559	1,708	4,503	4,503
(525155) Office-Purchasing Dept	7,167	5,247	15,141	31,644
(526004) PS&S-Disease Control	2,099	1,553	5,000	5,000
(526024) PS&S-Emerg Medical Servic	3,347	2,916	10,000	10,000
(526110) PS&S-Professional Services	287,817	158,632	210,000	256,500
(526121) PS&S-Fac Mgmt Support	36,827	31,800	30,000	30,000
(526123) PS&S-County Counsel	12,156	14,229	16,000	10,260
(526124) PS&S-Auditor-Controller	5,994	6,332	7,500	7,500
(526125) PS&S-DSS Administration	307,427	216,811	277,314	244,630
(526127) PS&S-ISS	14,459	18,350	20,000	15,125
(526129) PS&S-Insurance Service	11,258	54,444	58,258	92,248
(526135) PS&S-EDP	1,587	0	4,000	4,000
(526189) PS&S-Jail Dental Srvs	20,424	22,331	36,960	36,960
(526197) PS&S-Jail/Amb/Hosp	36,230	12,500	72,509	100,000
(526198) PS&S-Jail Contract	1,278,687	1,278,686	1,278,976	1,278,976
(526239) PS&S-Housing Subsidies	18,230	0	0	0
(526285) PS&S-Lab Contract	15,600	15,600	15,600	15,600
(527220) Rents-Phone	20,517	23,372	20,714	29,032
(527310) Rents-Buildings & Improvements	121,111	132,950	190,816	175,127
(528000) SDE Special Department Expense	45,262	87,291	290,145	121,975
(528260) SDE-FDE Health & Nutrition	4,797	38,745	14,182	14,182
(528294) SDE-Maddy EMS Funds	8,001	8,250	12,500	12,500
(528305) SDE-Bank Charges & Discount	588	638	800	800
(529110) Travel & Trans-Fuel	1,687	2,627	3,500	3,500
(529112) Travel & Trans-Priv Auto	246	0	1,000	1,000
(529115) Training	8,937	20,948	50,000	67,050
(529116) Training-Travel	2,097	12,951	30,000	50,800

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529210) Utilities	15,266	19,505	25,000	25,000
(529215) Utilities-Garbage	0	197	0	0
▼ Fixed Assets	13,070	20,665	25,000	0
(544400) Misc/Specialized Equipment	13,070	20,665	25,000	0
▼ Contingencies	0	0	793,398	1,256,771
(691110) Appropriation-Contingencies	0	0	793,398	1,256,771
▼ Allocations	225,569	323,103	838,125	508,406
(681110) A-87 Allocation	225,569	323,103	838,125	508,406
▼ Transfers Out	0	0	400,000	400,000
(641315) Transfer Out-County Capital	0	0	400,000	400,000
▼ Transfers Interfund	-413,614	-299,165	-370,000	-370,000
(651150) Intrafund Transfer-Health	-413,614	-127,917	-175,000	-175,000
(651151) Intrafund Transfer-Health2	0	-171,248	-195,000	-195,000
Revenues Less Expenses	$ -451,932	$ 488,242	$ -1,721,528	$ -1,512,526

Data filtered by Types, Public Health, Public Health and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1140-401130 Tobacco Control Program

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 169,034	$ 333,182	$ 303,000	$ 303,000
▼ Use of Money & Property	0	0	3,000	3,000
(441110) Interest Income	0	0	3,000	3,000
▼ State Revenue	169,034	333,182	300,000	300,000
(451103) State-Tobacco Program Prop 56	84,517	166,591	150,000	150,000
(454115) State-Tobacco Program Prop 99	84,517	166,591	150,000	150,000
▼ Expenses	248,605	366,623	324,433	293,779
▼ Salaries and Benefits	130,279	149,163	187,889	151,117
(511110) Salaries	71,461	74,758	108,933	113,563
(511118) Fed COVID-19 Leave Salaries	2,514	0	0	0
(511125) Salaries-Overtime	272	0	100	100
(511130) Salaries-On Call/Call Back	45	0	0	0
(511150) Cash Outs-Leave	5,697	1,403	841	0
(512115) FICA	6,134	5,581	8,471	8,688
(512120) Unemployment Insurance	1,358	559	49	20
(512205) Retirement-PERS Fixed	30,643	29,605	24,762	9,082
(512210) Retirement-PERS Percentage	6,978	6,773	9,521	10,788
(512305) Employees Group Insurance	24,895	26,071	37,956	48,636

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512320) Post Retirement Medical	1,957	1,937	17,155	0
(512325) Life Insurance	162	166	0	228
(512330) Workers Comp Insurance	2,068	2,310	2,320	2,724
(513141) Salary Savings	0	0	-22,219	-42,712
(513150) Salary & Benefit Reimbursement	-23,904	0	0	0
▼ Services and Supplies	49,647	126,224	65,027	70,621
(521150) Expendable Equipment	658	1,736	0	683
(521155) Expendable Equip-Computer	5,124	0	2,500	2,500
(521310) Communications	419	375	1,000	1,000
(522146) Maint-Equip Mandated Software	119	1,595	1,593	1,754
(522147) Maint-Equip Dept Software	270	0	500	500
(522148) Maint-Ent Infrastructure Solut	0	0	0	3,259
(522205) Maint-Buildings & Improvements	0	720	0	0
(523210) Dues & Memberships	656	3,740	990	990
(523223) Licenses-Enterprise Technology	5,906	7,966	8,673	5,291
(525110) Office Expense	979	3,193	1,700	1,700
(525125) Office-Advertising	7,745	55,044	10,000	8,000
(525140) Office-Photocopy	376	5,577	1,500	1,500
(525150) Office-Postage	56	2	500	500
(525155) Office-Purchasing Dept	291	189	757	1,048
(526110) PS&S-Professional Services	17,512	23,000	20,059	16,565
(526123) PS&S-County Counsel	188	125	500	500

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526124) PS&S-Auditor-Controller	319	362	550	550
(526127) PS&S-ISS	679	220	998	998
(526129) PS&S-Insurance Service	1,064	1,432	1,519	1,426
(527220) Rents-Phone	708	1,002	637	907
(528000) SDE Special Department Expense	5,381	12,253	4,450	10,310
(529112) Travel & Trans-Priv Auto	0	0	500	500
(529115) Training	0	7,693	0	0
(529116) Training-Travel	1,200	0	6,101	10,140
▼ Allocations	14,637	11,341	6,517	7,041
(681110) A-87 Allocation	14,637	11,341	6,517	7,041
▼ Transfers Interfund	54,041	79,896	65,000	65,000
(651150) Intrafund Transfer-Health	54,041	79,896	65,000	65,000
Revenues Less Expenses	$ -79,571	$ -33,441	$ -21,433	$ 9,221

Data filtered by Types, Public Health, Tobacco Control Program and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1140-403100 California Children Services

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 579,453	$ 597,294	$ 633,021	$ 633,021
▼ State Revenue	385,764	473,424	457,921	457,921
(452130) State-Realignment Sales Tax	293,384	324,893	324,893	324,893
(452210) State-CCS Administration	57,643	96,660	76,250	76,250
(452211) State-CCS MTU	34,737	51,872	56,778	56,778
▼ Federal Revenue	152,644	84,857	135,071	135,071
(461607) Fed-CCS Admin	152,644	84,857	135,071	135,071
▼ Charges for Services	1,016	-1,016	0	0
(472311) Refunds/Reimbursements	1,016	-1,016	0	0
▼ Transfers In	40,029	40,029	40,029	40,029
(499001) Transfer In-General Fund	40,029	40,029	40,029	40,029
▽ Expenses	292,331	231,694	355,516	354,194
▼ Services and Supplies	78,309	60,446	160,516	159,194
(525110) Office Expense	702	718	1,000	1,000
(525155) Office-Purchasing Dept	0	0	1,322	0
(526115) PS&S-Therapist	71,283	55,603	110,000	110,000
(526123) PS&S-County Counsel	625	156	750	750
(526127) PS&S-ISS	169	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526299) PS&S-Hosp & Physicians	2,512	1,256	5,000	5,000
(526300) PS&S-Hosp & Phys Healthy Famil	0	0	500	500
(526301) PS&S-Hosp & Phys MTU	0	0	14,500	14,500
(526710) PS&S-Medical Fees Other	0	0	20,000	20,000
(528000) SDE Special Department Expense	20	355	2,444	2,444
(529105) Travel	2,999	2,357	5,000	5,000
▼ Transfers Interfund	214,021	171,248	195,000	195,000
(651150) Intrafund Transfer-Health	214,021	0	195,000	195,000
(651151) Intrafund Transfer-Health2	0	171,248	0	0
Revenues Less Expenses	$ 287,122	$ 365,600	$ 277,505	$ 278,827

Data filtered by Types, Public Health, California Children Services and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1140-502300 Women, Infant and Children (WIC)

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 588,954	$ 585,392	$ 745,042	$ 766,131
▼ State Revenue	3,474	0	0	0
(456120) State-CRIHB-WIC Dental Pilot	3,474	0	0	0
▼ Federal Revenue	585,479	585,392	745,042	766,131
(464127) Fed-Supp Food Program WIC	585,479	585,392	745,042	766,131
▼ Expenses	671,512	580,297	782,355	874,329
▼ Salaries and Benefits	381,814	412,011	506,432	573,510
(511110) Salaries	172,330	188,241	258,851	311,081
(511115) Salaries-Part Time	63,658	53,403	22,289	22,289
(511118) Fed COVID-19 Leave Salaries	4,330	2,474	0	0
(511125) Salaries-Overtime	1,187	0	1,500	1,500
(511150) Cash Outs-Leave	9,366	11,468	12,337	12,556
(512115) FICA	18,811	18,503	19,825	23,798
(512120) Unemployment Insurance	2,410	937	148	37
(512205) Retirement-PERS Fixed	33,257	45,927	50,366	39,802
(512210) Retirement-PERS Percentage	20,972	21,595	24,051	31,434
(512305) Employees Group Insurance	47,656	61,836	110,556	124,693
(512320) Post Retirement Medical	2,935	2,905	1,511	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512325) Life Insurance	453	458	0	640
(512330) Workers Comp Insurance	3,672	3,871	3,917	4,600
(512415) Cell Phone Stipend	778	393	1,080	1,080
▼ Services and Supplies	109,085	89,574	158,331	170,434
(521150) Expendable Equipment	102	0	0	0
(521155) Expendable Equip-Computer	12,859	0	7,500	9,300
(521310) Communications	796	733	2,100	2,100
(522120) Maint-Internal Vehicles	213	0	600	600
(522130) Maint-Equip Vehicles	128	0	0	0
(522146) Maint-Equip Mandated Software	0	2,658	2,655	2,924
(522147) Maint-Equip Dept Software	0	0	150	150
(522148) Maint-Ent Infrastructure Solut	0	0	0	7,334
(523210) Dues & Memberships	1,276	580	4,000	4,000
(523223) Licenses-Enterprise Technology	8,859	11,949	13,010	11,904
(525110) Office Expense	11,642	11,488	20,000	20,000
(525125) Office-Advertising	9,634	18,025	25,000	23,428
(525140) Office-Photocopy	906	558	1,500	1,500
(525150) Office-Postage	3,267	4,125	4,000	4,000
(525155) Office-Purchasing Dept	849	554	637	2,527
(526110) PS&S-Professional Services	0	0	2,702	2,702
(526123) PS&S-County Counsel	31	250	500	500
(526124) PS&S-Auditor-Controller	1,342	1,173	1,200	1,200

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526127) PS&S-ISS	873	918	1,300	1,300
(526129) PS&S-Insurance Service	1,889	2,400	2,564	3,843
(527220) Rents-Phone	2,476	2,003	1,912	2,722
(527310) Rents-Buildings & Improvements	21,267	21,518	30,000	30,000
(528260) SDE-FDE Health & Nutrition	17,670	7,131	22,000	22,000
(529110) Travel & Trans-Fuel	102	201	2,000	1,000
(529112) Travel & Trans-Priv Auto	0	0	400	400
(529115) Training	11,087	3,311	5,000	5,000
(529116) Training-Travel	1,815	0	7,600	10,000
▼ Allocations	35,062	30,691	7,592	20,385
(681110) A-87 Allocation	35,062	30,691	7,592	20,385
▼ Transfers Interfund	145,551	48,021	110,000	110,000
(651150) Intrafund Transfer-Health	145,551	48,021	110,000	110,000
Revenues Less Expenses	$ -82,558	$ 5,095	$ -37,313	$ -108,198

Data filtered by Types, Public Health, Women, Infants & Children(WIC) and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1145 Behavioral Health Fund Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 10,363,688	$ 10,771,232	$ 13,824,522	$ 16,660,796
▶ State Revenue	6,060,834	6,824,849	9,733,974	11,859,704
▶ Federal Revenue	3,917,820	3,421,486	3,639,472	4,348,989
▶ Other Governments	12,000	15,000	15,000	15,000
▶ Charges for Services	108,932	121,239	120,300	120,300
▶ Miscellaneous Revenue	206,053	47,955	115,000	115,000
▶ Other Finance Sources	9,148	50	6,000	6,000
▶ Transfers In	48,900	340,653	194,776	195,803
▼ Expenses	10,186,581	10,300,983	16,085,135	18,587,976
▶ Salaries and Benefits	5,692,459	5,504,138	7,485,625	7,961,828
▶ Services and Supplies	3,641,548	4,210,884	6,463,458	7,502,540
▶ Fixed Assets	25,000	0	210,000	1,075,000
▶ Contingencies	0	0	1,106,961	976,418
▶ Allocations	710,723	583,932	577,702	737,748
▶ Transfers Out	116,851	2,029	241,390	334,442
Revenues Less Expenses	$ 177,107	$ 470,249	$ -2,260,613	$ -1,927,180

Data filtered by Types, Behavioral/Mental Health, Behavioral/Mental Health and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1145-401300 Behavioral Health

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 10,363,688	$ 10,771,232	$ 13,824,522	$ 16,660,796
▼ State Revenue	6,060,834	6,824,849	9,733,974	11,859,704
(451105) State-MHSA CSS	2,190,223	2,199,898	3,615,363	5,103,541
(451119) State-CalWorks	18,358	5,306	20,000	20,000
(451128) State-MHSA PEI	532,749	566,743	474,215	484,215
(451129) State-Felony IST Planning	0	0	0	100,000
(451252) State-MHSA SB82 Triage	144,246	6,148	0	0
(451253) State-MHSA Workforce Developm	35,483	12,667	62,500	211,723
(451279) State-MHSA CFTN Grant	0	0	306,680	306,680
(451613) State-BH Quality Imp Program	0	0	97,500	97,500
(452130) State-Realignment Sales Tax	1,463,149	1,623,748	1,623,747	1,933,083
(452150) State-Realignment Growth	0	160,601	0	0
(452175) State-Realignment Backfl 20/21	193,234	0	0	0
(452273) State-MH Student Services	0	82,227	682,716	697,639
(453075) State-Felony IST Diversion	0	0	625,000	625,000
(453123) State-Partnership for Success	20	0	0	0
(453211) State-General Funds	39,649	39,196	40,000	40,000
(453217) State-MSHA Innovation	0	0	67,321	67,321
(455205) State-2011 CLR AB109 Post Rel	0	0	48,239	48,239
(455212) State-2011 CLR Behavioral Hlth	1,436,858	1,760,367	1,655,099	2,081,319
(455225) State-2011 Realignment Growth	0	359,729	150,000	0
(457125) State-Crisis Care Mobile Unit	0	438	253,594	31,444
(459608) State-Statham Trust	6,864	7,779	12,000	12,000
▼ Federal Revenue	3,917,820	3,421,486	3,639,472	4,348,989
(461253) Fed-MediCal Drug	44,187	41,788	90,000	90,000
(461613) Fed-BH Quality Imp Program	0	0	97,500	97,500

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(463113) Fed-SAMHSA/MHBG	57,151	64,144	108,450	108,450
(463123) Fed-Partnership for Success	7,018	0	0	0
(465114) Fed-Crisis Care Mobile Unit Gr	0	0	253,594	31,444
(468128) Fed-Perinatal Set-Aside	0	0	5,134	5,134
(468132) Fed-SAPT Discretionary	34,296	101,395	100,000	150,000
(468134) Fed-SAPT Friday Night Live	3,000	3,000	3,000	3,000
(468136) Fed-SAPT Club Live	3,000	3,000	3,000	3,000
(468138) Fed-SAPT Primary Prevention	102,733	99,341	93,246	93,246
(468140) Fed-FFP SD/MC CY	2,355,672	2,364,540	2,300,000	0
(468144) Fed-FFP Admin	696,573	304,421	345,000	0
(468145) Fed-FFP SD/MC IGT	0	0	0	3,526,667
(468146) Fed-FFP QI/UR	150,302	186,431	150,000	150,000
(468148) Fed-FFP Professional Fees	40,000	0	80,000	80,000
(468154) Fed-SAPT ATS	3,843	10,548	10,548	10,548
(468155) Fed-FFP PY	420,046	242,878	0	0
▼ Other Governments	12,000	15,000	15,000	15,000
(469835) Other Govts-Mi Wuk Projects	12,000	15,000	15,000	15,000
▼ Charges for Services	108,932	121,239	120,300	120,300
(472311) Refunds/Reimbursements	10,769	13,322	12,000	12,000
(474210) Fees & Insurance-Mental Health	50,140	64,325	58,000	58,000
(474215) Fees & Insurance-Perinatal	121	0	500	500
(474235) Fees & Insurance-Alcohol/Drug	14,108	16,107	15,000	15,000
(476210) Medicare-Traditional	31,370	24,775	30,000	30,000
(476810) Bad Debt Recovery	104	547	2,000	2,000
(476905) Fees-DUI Monitoring	2,120	2,050	2,500	2,500
(479090) FSP Loan Repayments	200	113	300	300
▼ Miscellaneous Revenue	206,053	47,955	115,000	115,000
(486120) Other Operating Revenue-Misc	206,053	47,955	115,000	115,000
▼ Other Finance Sources	9,148	50	6,000	6,000
(496000) Donations	9,148	50	6,000	6,000
▼ Transfers In	48,900	340,653	194,776	195,803
(499001) Transfer In-General Fund	20,042	20,042	20,042	20,042

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(499002) Transfer In-Gen Fund VLF Match	0	145,876	145,876	146,903
(499005) Transfer In-GF VLF Growth	28,858	174,735	28,858	28,858
▼ Expenses	10,186,581	10,300,983	16,085,135	18,587,976
▼ Salaries and Benefits	5,692,459	5,504,138	7,485,625	7,961,828
(511110) Salaries	3,112,129	2,858,944	4,203,193	4,456,027
(511115) Salaries-Part Time	171,949	187,627	351,787	351,787
(511118) Fed COVID-19 Leave Salaries	19,625	31,667	0	0
(511119) OSHA Leave	298	322	0	0
(511125) Salaries-Overtime	40,890	30,712	55,000	55,000
(511130) Salaries-On Call/Call Back	2,910	37,431	45,000	45,000
(511150) Cash Outs-Leave	116,894	136,734	138,510	157,749
(511160) Hiring & Recruiting Incentive	1,000	1,000	15,000	122,355
(512115) FICA	261,650	244,686	357,348	379,511
(512120) Unemployment Insurance	33,845	12,710	10,114	670
(512125) Disability Insurance	5,304	4,816	5,648	6,414
(512205) Retirement-PERS Fixed	683,836	812,697	762,609	760,444
(512210) Retirement-PERS Percentage	300,061	277,451	378,085	438,739
(512305) Employees Group Insurance	709,880	649,942	915,107	1,062,286
(512320) Post Retirement Medical	46,189	44,922	21,159	6,108
(512325) Life Insurance	5,678	6,231	7,048	9,371
(512330) Workers Comp Insurance	179,431	164,380	204,778	105,367
(512410) Gym Membership Fee	0	107	8,640	0
(512415) Cell Phone Stipend	0	0	1,600	0
(512505) Employee Physicals	1,083	1,759	5,000	5,000
(513150) Salary & Benefit Reimbursement	-193	0	0	0
▼ Services and Supplies	3,641,548	4,210,884	6,463,458	7,502,540
(521130) Supplies-Program	3,678	7,101	8,000	8,000
(521135) Supplies-Pharmaceutical Drug	1,120	263	1,500	1,500
(521150) Expendable Equipment	31,412	10,085	116,000	182,500
(521155) Expendable Equip-Computer	18,000	32,576	30,600	28,675
(521165) Expendable Equip-EDP	2,556	26,224	105,000	155,500
(521310) Communications	36,510	35,839	46,360	46,360

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(521645) Insurance-Medical Liability	37,080	29,434	38,000	49,060
(522120) Maint-Internal Vehicles	1,837	8	26,251	10,000
(522130) Maint-Equip Vehicles	17,092	27,006	25,000	45,877
(522146) Maint-Equip Mandated Software	28,200	46,783	46,724	51,462
(522147) Maint-Equip Dept Software	995	1,473	6,200	6,200
(522148) Maint-Ent Infrastructure Solut	0	0	0	114,080
(522205) Maint-Buildings & Improvements	170	9	86,934	30,000
(522235) Maint-Alarms	0	0	0	2,320
(523210) Dues & Memberships	18,828	22,524	25,000	25,000
(523220) Licenses	1,150	825	2,500	2,500
(523223) Licenses-Enterprise Technology	127,767	169,682	182,141	185,171
(525110) Office Expense	5,925	11,129	15,000	15,000
(525125) Office-Advertising	1,483	1,903	23,000	23,000
(525126) Personnel Advertising	3,430	4,744	10,000	10,000
(525140) Office-Photocopy	24,251	23,541	25,000	25,000
(525150) Office-Postage	6,031	4,728	7,000	7,000
(525155) Office-Purchasing Dept	18,272	12,017	23,140	51,959
(526110) PS&S-Professional Services	25,925	108,864	911,875	901,639
(526111) PS&S-Contract Svcs	143,729	146,381	189,300	189,300
(526113) PS&S-Accounting & Auditing	0	0	10,000	10,000
(526121) PS&S-Fac Mgmt Support	77,715	91,132	100,000	100,000
(526123) PS&S-County Counsel	5,281	14,075	15,000	15,000
(526124) PS&S-Auditor-Controller	10,897	9,902	14,000	14,000
(526125) PS&S-DSS Administration	164,130	365,217	399,336	311,375
(526127) PS&S-ISS	14,527	10,981	12,000	12,000
(526129) PS&S-Insurance Service	47,031	32,565	40,085	56,803
(526132) PS&S-Public Guardian Srvs	0	20,500	20,500	20,500
(526234) PS&S-Older Adults O&E	64,829	65,000	65,000	75,000
(526237) PS&S-Tribal O&E	32,683	32,963	35,000	35,000
(526239) PS&S-Housing Subsidies	16,992	13,300	278,000	278,000
(526241) PS&S-Other Wraparound	3,549	5,357	20,000	20,000
(526281) PS&S-ATCCA FNL Contract	92,576	92,576	97,576	97,576

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526282) PS&S-KV MIS Contract	211,093	240,039	263,013	263,013
(526283) PS&S-Telepsych	339,120	362,878	460,000	460,000
(526360) PS&S-Residential Treatment	709,854	756,228	1,092,514	1,125,000
(526361) PS&S-Residential Treatment AOD	10,281	55,464	150,000	150,000
(526526) PS&S-Transportation Subs	92	0	3,000	3,000
(526705) PS&S-Medical Fees Physician	84,660	82,795	90,000	90,000
(526707) PS&S-Patient Rights	3,258	9	4,500	10,000
(526733) PS&S-Pharmacist Med Review	0	0	500	500
(526739) PS&S-Childcare	0	0	500	500
(526754) PS&S-After Hours Coverage	58,146	59,890	59,892	59,892
(526775) PS&S-Non-Medical Purchase	7,682	7,140	10,000	10,000
(526805) PS&S-State Hospital Beds	190,304	247,270	250,000	150,000
(526850) PS&S-Managed Care	450,046	484,693	485,500	525,000
(526871) PS&S-DUI Monitoring	2,500	5,000	5,000	5,000
(526940) PS&S-Drug Court	56,181	74,076	75,000	75,000
(526985) PS&S-PEI Expenses	324,187	239,135	277,500	277,500
(527220) Rents-Phone	39,619	36,060	34,417	49,898
(527310) Rents-Buildings & Improvements	12,782	12,785	18,000	27,113
(527340) Rents-DL Drop-In Center	18,357	16,800	20,000	20,000
(528000) SDE Special Department Expense	168	0	2,500	2,500
(528305) SDE-Bank Charges & Discount	0	0	500	500
(528314) SDE-Promotional Expense	0	0	5,000	5,000
(528530) SDE-IGT Match	0	0	0	881,667
(529110) Travel & Trans-Fuel	24	71	6,500	6,500
(529112) Travel & Trans-Priv Auto	118	256	2,500	2,500
(529115) Training	8,989	16,142	30,100	30,100
(529116) Training-Travel	3,957	3,077	20,000	20,000
(529210) Utilities	24,477	34,369	40,000	40,000
▼ Fixed Assets	25,000	0	210,000	1,075,000
(542000) Buildings & Improvements	0	0	0	1,000,000
(543000) Vehicles	25,000	0	210,000	75,000
▼ Contingencies	0	0	1,106,961	976,418

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(691110) Appropriation-Contingencies	0	0	1,106,961	976,418
▼ Allocations	710,723	583,932	577,702	737,748
(681110) A-87 Allocation	710,723	583,932	577,702	737,748
▼ Transfers Out	116,851	2,029	241,390	334,442
(641185) Transfer Out-BH Housing	16,851	2,029	151,390	154,442
(641315) Transfer Out-County Capital	0	0	90,000	180,000
(641666) Transfer Out-Welfare SLPR	100,000	0	0	0
Revenues Less Expenses	$ 177,107	$ 470,249	$ -2,260,613	$ -1,927,180

Data filtered by Types, Behavioral/Mental Health, Behavioral/Mental Health and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1146 Behavioral Health Housing Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 81,188	$ 54,854	$ 200,540	$ 203,592
▶ Use of Money & Property	44,518	52,826	49,150	49,150
▶ State Revenue	19,819	0	0	0
▶ Transfers In	16,851	2,029	151,390	154,442
▼ Expenses	65,522	51,652	239,558	234,210
▶ Services and Supplies	65,522	51,652	67,000	65,995
▶ Fixed Assets	0	0	0	145,997
▶ Contingencies	0	0	26,561	22,218
▶ Transfers Out	0	0	145,997	0
Revenues Less Expenses	$ 15,666	$ 3,202	$ -39,018	$ -30,618

Data filtered by Types, Behavioral Health Housing, Health and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1146-401310 Behavioral Health Housing

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▽ Revenues	$ 44,350	$ 28,794	$ 25,000	$ 25,000
▼ Use of Money & Property	24,531	28,794	25,000	25,000
(441110) Interest Income	788	788	0	0
(443147) Rents-Washington House	23,743	28,006	25,000	25,000
▼ State Revenue	19,819	0	0	0
(451256) State-MHSA Administration	19,819	0	0	0
▼ Expenses	28,685	29,649	59,961	55,618
▼ Services and Supplies	28,685	29,649	33,400	33,400
(521130) Supplies-Program	0	35	500	500
(521310) Communications	2,263	3,220	2,800	2,800
(522205) Maint-Buildings & Improvements	371	0	500	500
(526121) PS&S-Fac Mgmt Support	5,232	8,039	8,000	8,000
(526124) PS&S-Auditor-Controller	235	266	500	500
(526293) PS&S-Service Coordinator	7,779	4,450	8,000	8,000
(528305) SDE-Bank Charges & Discount	2,100	2,100	2,100	2,100
(529210) Utilities	10,705	11,539	11,000	11,000
▼ Contingencies	0	0	26,561	22,218
(691110) Appropriation-Contingencies	0	0	26,561	22,218

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues Less Expenses	$ 15,666	$ -855	$ -34,961	$ -30,618

Data filtered by Types, Behavioral Health Housing, Tuolumne County BH Housing and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1146-401320 Cabrini House

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 36,838	$ 26,061	$ 175,540	$ 178,592
Use of Money & Property	19,987	24,032	24,150	24,150
(443143) Rents-Cabrini House	19,987	24,032	24,150	24,150
Transfers In	16,851	2,029	151,390	154,442
(499145) Transfer In-Behavioral Health	16,851	2,029	151,390	154,442
Expenses	36,838	22,003	179,597	178,592
Services and Supplies	36,838	22,003	33,600	32,595
(521130) Supplies-Program	0	0	100	100
(521310) Communications	4,829	1,167	4,000	4,000
(522205) Maint-Buildings & Improvements	9,161	0	500	500
(526121) PS&S-Fac Mgmt Support	6,815	8,173	11,000	9,995
(526293) PS&S-Service Coordinator	9,575	5,198	8,000	8,000
(529210) Utilities	6,458	7,464	10,000	10,000
Fixed Assets	0	0	0	145,997
(542000) Buildings & Improvements	0	0	0	145,997
Transfers Out	0	0	145,997	0
(641315) Transfer Out-County Capital	0	0	145,997	0
Revenues Less Expenses	$ 0	$ 4,057	$ -4,057	$ 0

2024 Adopted Budget - Governmental Funds

1150 Department of Social Services Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 23,735,273	$ 25,266,098	$ 29,036,190	$ 31,375,921
▶ State Revenue	12,087,611	13,432,592	14,747,925	16,553,725
▶ Federal Revenue	10,160,718	10,461,099	12,888,196	13,490,966
▶ Charges for Services	568,334	705,950	758,190	685,952
▶ Miscellaneous Revenue	100,522	36,635	65,775	68,897
▶ Other Finance Sources	0	1,740	6,000	6,000
▶ Transfers In	818,087	628,082	570,104	570,381
▽ Expenses	23,772,593	24,741,803	32,803,291	35,967,380
▶ Salaries and Benefits	10,304,236	10,986,123	13,865,949	15,092,793
▶ Services and Supplies	2,185,922	2,505,651	3,077,106	3,810,503
▶ Other Charges	10,165,075	10,693,197	12,847,407	14,143,701
▶ Fixed Assets	25,794	0	90,000	400,000
▶ Contingencies	0	0	2,009,675	1,242,170
▶ Allocations	1,091,566	453,642	563,154	978,213
▶ Transfers Out	0	103,189	350,000	300,000
Revenues Less Expenses	$ -37,320	$ 524,296	$ -3,767,101	$ -4,591,459

Data filtered by Types, Department of Social Services and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1150-501100 Social Services Administration

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 18,564,998	$ 19,855,725	$ 23,018,740	$ 24,746,635
▼ State Revenue	10,750,135	11,864,488	13,104,437	14,225,538
(451025) State-CDHCD Transition Housing	1,268	2,623	6,400	6,400
(451035) State-PATH Round 1	0	0	0	50,000
(451045) State-CDHCD Housing Navigation	0	3,399	6,370	6,370
(451090) State-Health Navigator Project	150,505	123,822	312,264	312,264
(451092) State-HHAP Project Room Key	120,761	363,287	0	0
(451101) State-Admin IHSS	428,478	421,356	412,512	488,773
(451104) State-Aid Wins	6,201	17,017	7,673	7,673
(451105) State-MHSA CSS	18,358	5,306	20,000	20,000
(451106) State-Admin CalHEERS	875	5,480	1,000	1,000
(451113) State-CalWorks HVI	859	18,162	20,000	40,000
(451114) State-Admin CSBG (114/115)	1,995	176,602	225,000	225,000
(451115) State-Admin CalWorks	345,368	323,416	548,304	401,433
(451116) State-CalWorks Housing Sppt	78,504	30,476	89,000	52,500
(451143) State-Admin CWS (143-149)	136,362	233,030	345,298	345,298
(451155) State-Admin FC Licensing	4,310	150	1,676	0
(451198) State-HHAP NMD Homeless Prev	12,171	0	20,639	20,639
(451203) State-Emerg Child Care Bridge	25,397	22,653	65,483	65,483
(451205) State-Admin Foster Care	-6,484	-30,926	91,121	91,121
(451210) State-Admin Food Stamps	860,789	1,062,672	1,100,000	1,133,876
(451211) State-CMSP CERG Program	110,320	31,026	0	0
(451215) State-Admin MediCal	1,265,790	1,102,113	1,563,151	1,598,918
(451217) State-Admin CMSP	0	1,012	500	500
(451283) State-HDAP Housing & Disab	0	52,303	150,000	290,000
(451300) State-FURS Fam Urgent Response	427,987	175,023	446,305	300,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(451610) State-Public Assistance Admin	8	0	0	0
(452130) State-Realignment Sales Tax	2,030,854	2,248,963	2,248,963	2,248,963
(452160) State-Realignment Case Load Gr	0	268,694	0	0
(452175) State-Realignment Backfl 20/21	488,278	0	0	0
(453025) State-Access to Technology	0	0	0	107,748
(453070) State-Home Safe Program	0	25,993	150,000	340,000
(453114) State-Brining Families Home	0	32,068	254,173	300,000
(453155) State- Family 1st Prev Svcs	0	0	112,875	112,875
(453205) State - CW Stage 1 Child Care	0	20,705	21,592	25,000
(453270) State-Flex Fam Supports	0	0	0	98,160
(455225) State-2011 Realignment Growth	0	433,267	150,000	0
(455237) State-2011 CLR Protective Srvc	4,172,891	4,596,701	4,596,701	5,138,532
(455263) State-2011 CLR Family Support	0	0	0	258,134
(459186) State-CalOES VOCA	68,290	98,094	137,437	138,878
▼ Federal Revenue	6,696,474	7,063,139	8,901,144	9,577,054
(461092) Fed-CF ARPA Tech Enhance	0	0	0	400,000
(461101) Fed-Admin-IHSS (93.778)	385,108	560,033	550,000	580,000
(461104) Fed-Admin-APS Health (93.778)	150,002	79,450	281,480	150,000
(461107) Fed-CWS Health (93.778)	243,245	243,226	282,900	282,900
(461113) Fed-CalWORKS HVI Program	40,466	43,939	45,000	60,000
(461115) Fed-Admin CalWorks	1,464,941	1,146,193	1,750,000	1,800,932
(461116) Fed-CalWorks Housing Support	113,886	117,210	371,500	297,500
(461143) Fed-Admin CWS (143-149)	1,147,431	1,203,049	1,554,121	1,554,121
(461155) Fed-Admin FC Licensing	5,606	80	1,000	0
(461182) Fed-Admin ILP (182/184)	15,678	7,021	17,519	17,519
(461202) Fed-Admin-Medi-Cal (93.778)	1,289,448	1,101,099	1,563,150	1,598,918
(461203) Fed-Emerg Child Care Bridge	12,399	10,306	16,371	16,371
(461205) Fed-Admin Foster Care	63,370	120,309	55,797	130,797
(461206) Fed - CW Stage 1 Child Care	0	64,175	78,408	75,000
(461207) Fed-GAP Title IV-E (93.090)	29,910	23,564	23,564	23,564
(461208) Fed-Admin-TitleXX (93.667)	60,090	120,176	80,120	80,120
(461209) Fed-Admin-TANF (93.558)	241,371	240,482	240,486	240,486

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(461210) Fed-Admin Food Stamps	969,241	1,371,825	1,100,000	1,337,974
(461211) Fed-Admin Adoptions	53,783	101,505	90,000	140,000
(461249) Fed-CalFresh Employ & Training	39,621	64,119	179,145	179,145
(461300) Fed-Fam Urg Res FURS (93.658)	53,800	9,480	123,716	123,716
(461310) Fed-Fam 1st Trans-IV (93.556)	0	0	50,000	50,000
(461504) Fed-Admin AB 2129	12,339	2	8,000	0
(462601) Fed-Enhanced APS (93.747)	0	35,001	25,000	25,000
(462725) Fed-Road to Resilience Grant	264,283	316,485	359,064	359,064
(466145) Fed-PSSF	40,456	43,305	31,239	30,363
(468152) Fed-Other CBCAP	0	41,105	23,564	23,564
▼ Charges for Services	568,334	705,950	758,190	685,952
(472410) Pub Guard Estate Fee-LPS	0	0	0	10,000
(472415) Pub Guard Estate Fees-Probate	865	6,449	7,500	20,500
(472417) Pub Guard Admin Fee-Behav Hlth	20,500	20,500	20,500	0
(472419) Pub Guard Fees-Rep Payee	1,646	1,917	2,000	2,500
(479120) DSS Admin Support Services	545,323	677,084	728,190	652,952
▼ Miscellaneous Revenue	33,861	4,215	32,775	35,897
(483110) Misc Income	33,586	2,271	2,500	2,500
(483113) Misc Income-Overpayment	0	1,944	30,000	30,000
(483300) Subpoena Fees-County Employees	275	0	275	0
(489100) Sonora Foundation Grant	0	0	0	3,397
▼ Other Finance Sources	0	1,740	6,000	6,000
(496000) Donations	0	1,740	6,000	6,000
▼ Transfers In	516,194	216,194	216,194	216,194
(499002) Transfer In-Gen Fund VLF Match	216,194	216,194	216,194	216,194
(499003) Transfer In-Health SLPR	200,000	0	0	0
(499004) Transfer In-Mental Health SLPR	100,000	0	0	0
▽ Expenses	15,518,131	16,207,178	22,810,664	25,163,399
▼ Salaries and Benefits	10,304,236	10,986,123	13,865,949	15,092,793
(511110) Salaries	5,552,185	5,944,244	7,460,729	8,286,997
(511115) Salaries-Part Time	416,858	245,699	450,000	375,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(511118) Fed COVID-19 Leave Salaries	41,932	63,870	0	0
(511119) OSHA Leave	1,231	4,529	0	0
(511125) Salaries-Overtime	44,668	52,334	60,000	75,000
(511130) Salaries-On Call/Call Back	19,210	15,352	20,000	20,000
(511140) Salaries-Termination	73,537	88,234	75,000	275,000
(511145) Cash Outs-Vacation	231,846	178,393	462,755	424,237
(511160) Hiring & Recruiting Incentive	21,550	33,500	35,000	53,900
(512115) FICA	500,638	506,796	651,968	722,137
(512120) Unemployment Insurance	56,820	21,792	14,696	1,185
(512125) Disability Insurance	10,462	11,455	12,756	14,208
(512205) Retirement-PERS Fixed	1,241,572	1,430,551	1,590,628	1,509,183
(512210) Retirement-PERS Percentage	549,715	586,706	683,524	804,984
(512220) Deferred Compensation	35,012	42,229	47,171	40,613
(512305) Employees Group Insurance	1,264,202	1,461,630	2,075,167	2,170,909
(512320) Post Retirement Medical	103,138	93,068	45,823	25,854
(512325) Life Insurance	11,927	11,996	16,923	14,512
(512330) Workers Comp Insurance	184,486	183,816	145,724	259,874
(512410) Gym Membership Fee	2,902	4,194	4,646	4,320
(512415) Cell Phone Stipend	892	1,115	1,440	2,880
(512505) Employee Physicals	1,338	4,620	12,000	12,000
(513150) Salary & Benefit Reimbursement	-61,885	0	0	0
▼ Services and Supplies	2,185,922	2,505,651	3,077,106	3,810,503
(521150) Expendable Equipment	63,099	36,763	55,000	53,300
(521155) Expendable Equip-Computer	68,662	149,821	76,200	124,500
(521165) Expendable Equip-EDP	3,705	4,726	10,750	55,000
(521310) Communications	39,975	50,455	66,000	66,500
(522120) Maint-Internal Vehicles	20,724	18,078	35,000	35,000
(522125) Maint-Equipment	0	2,993	5,000	5,000
(522130) Maint-Equip Vehicles	247	321	5,000	5,000
(522135) Maint-Equip EDP	2,795	2,317	13,100	13,100
(522146) Maint-Equip Mandated Software	46,101	19,129	24,965	21,044
(522147) Maint-Equip Dept Software	75,023	58,790	126,600	127,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522148) Maint-Ent Infrastructure Solut	0	0	0	202,899
(522205) Maint-Buildings & Improvements	51,448	51,946	80,000	45,000
(522215) Maint-Flooring	1,151	18,178	43,000	5,000
(523210) Dues & Memberships	32,964	37,693	47,000	48,300
(523223) Licenses-Enterprise Technology	211,632	288,114	331,034	329,340
(525110) Office Expense	51,980	47,529	60,000	48,430
(525120) Office-EDP	15,731	15,164	19,300	22,000
(525140) Office-Photocopy	43,243	36,721	65,000	65,000
(525150) Office-Postage	58,636	75,688	80,000	80,000
(525155) Office-Purchasing Dept	57,447	38,399	34,008	74,833
(526057) PS&S-HHAP COVID-19	96,791	0	0	0
(526110) PS&S-Professional Services	35,107	46,999	74,400	74,400
(526113) PS&S-Accounting & Auditing	0	0	33,000	33,000
(526120) PS&S-Fac Mgmt	85,175	103,072	105,000	105,000
(526123) PS&S-County Counsel	295,786	276,787	330,000	330,000
(526124) PS&S-Auditor-Controller	17,715	17,462	20,000	20,000
(526129) PS&S-Insurance Service	117,989	136,512	139,131	215,999
(526135) PS&S-EDP	99,264	113,574	118,000	125,500
(526164) PS&S-DA Prosecution Costs	858	56,730	130,000	130,000
(526239) PS&S-Housing Subsidies	0	260,374	300,000	651,434
(526247) PS&S-HMIS Services	0	750	5,000	10,000
(526356) PS&S-State Adoption Fees	140,120	0	0	0
(527220) Rents-Phone	44,217	44,073	48,119	64,414
(527310) Rents-Buildings & Improvements	341,417	347,900	370,100	380,000
(528000) SDE Special Department Expense	0	0	100	100
(528163) SDE-Archive Charges	0	0	100	100
(528453) SDE-Tax Intercept Overpayments	329	19,855	25,000	25,000
(528537) SDE-CWS FC Activities	397	3,070	6,000	6,000
(529110) Travel & Trans-Fuel	18,437	28,175	45,000	45,000
(529112) Travel & Trans-Priv Auto	0	586	5,000	5,000
(529116) Training-Travel	11,502	38,122	81,200	98,310
(529210) Utilities	36,255	58,789	65,000	65,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Other Charges	1,910,613	2,158,573	2,854,780	3,339,720
(531120) Refugee Cash Asst	0	0	0	10,000
(531125) Schools IV-E Foster Care	30,528	28,671	33,100	33,100
(531195) Services Program	1,295,705	1,686,261	1,945,000	2,375,000
(531196) Services Program-WTW	456,165	346,624	690,000	730,000
(531198) Services-Mental Health	15,903	5,306	20,000	20,000
(531199) Emergency Children's Shelter	72,058	71,635	86,560	91,500
(531200) State Grant-CAPIT	21,937	0	25,000	25,000
(531201) Federal Grant-CBFRS	17,952	16,494	22,620	22,620
(531305) 2011 Pub Health Passthrough	365	610	7,500	7,500
(531310) 2011 CWS Probation Passthrough	0	2,971	25,000	25,000
▼ Fixed Assets	25,794	0	90,000	400,000
(542000) Buildings & Improvements	0	0	0	400,000
(543000) Vehicles	25,794	0	90,000	0
▼ Contingencies	0	0	2,009,675	1,242,170
(691110) Appropriation-Contingencies	0	0	2,009,675	1,242,170
▼ Allocations	1,091,566	453,642	563,154	978,213
(681110) A-87 Allocation	1,091,566	453,642	563,154	978,213
▼ Transfers Out	0	103,189	350,000	300,000
(641315) Transfer Out-County Capital	0	103,189	350,000	300,000
Revenues Less Expenses	$ 3,046,867	$ 3,648,547	$ 208,076	$ -416,764

Data filtered by Types, Department of Social Services, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1150-502100 Welfare and Security

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 5,170,275	$ 5,410,373	$ 6,017,450	$ 6,629,286
▼ State Revenue	1,337,477	1,568,104	1,643,488	2,328,187
(451104) State-Aid Wins	13,307	10,254	25,000	15,000
(451120) State-Contra CalWorks	-620,662	-510,238	-505,078	-93,673
(451203) State-Emerg Child Care Bridge	24,344	40,464	47,303	46,423
(451206) State-Contra Foster Care Asst	-231,369	-196,628	-236,564	-143,562
(451509) State-KinGAP	37,333	31,098	49,000	50,000
(451710) State-Public Assistance Prog	12,398	12,715	13,500	17,000
(451901) State-Aid FG/U	169,265	190,832	195,750	473,090
(451902) State-Aid Afdc-Fc	0	72,139	86,791	18,853
(451903) State-Adoption	122,722	256,801	308,161	542,869
(451905) State-Contra Adoption Assist	-106	-5,202	-6,243	-5,547
(455263) State-2011 CLR Family Support	736,550	735,745	735,745	477,611
(455290) State-2011 CLR CalWorks MOE	1,073,695	930,123	930,123	930,123
▼ Federal Revenue	3,464,245	3,397,960	3,987,052	3,913,912
(461203) Fed-Emerg Child Care Bridge	4,348	3,339	4,278	5,158
(461901) Fed-Aid FG/U	564,431	676,685	727,050	1,052,454
(461902) Fed-Aid Foster Care	703,300	596,573	717,741	601,800

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(461903) Fed-Adoption	2,141,990	2,073,319	2,487,983	2,194,500
(461906) Fed-FedGAP	50,176	48,044	50,000	50,000
(465115) Fed-Refugee Cash Asst	0	0	0	10,000
▼ Miscellaneous Revenue	66,661	32,420	33,000	33,000
(481110) Child Support Repayment	66,661	32,420	33,000	33,000
▼ Transfers In	301,893	411,888	353,910	354,187
(499005) Transfer In-GF VLF Growth	0	57,978	0	0
(499006) Transfer In-VLF Child Pov/Fam	301,893	353,910	353,910	354,187
▼ Expenses	8,254,462	8,534,625	9,992,627	10,803,981
▼ Other Charges	8,254,462	8,534,625	9,992,627	10,803,981
(531115) Emerg Child Care Bridge Vouch	34,387	40,257	51,581	51,581
(531130) WINS-CalFresh	13,307	10,254	25,000	15,000
(531140) Family Groups	1,589,029	1,790,759	1,850,000	2,678,000
(531145) FedGAP Assistance	85,904	84,716	86,000	90,000
(531150) Foster Care	1,839,072	1,810,937	2,178,750	2,040,000
(531160) Unemployed Parents	578,381	520,515	650,000	597,400
(531165) KinGAP Assistance	42,867	34,214	55,000	55,000
(531170) General Relief	23,472	23,760	35,000	35,000
(531180) Aid for Adoptions	4,035,645	4,206,497	5,047,796	5,225,000
(531260) LIHEAP/SUAS-CalFresh	12,398	12,715	13,500	17,000
Revenues Less Expenses	$ -3,084,187	$ -3,124,252	$ -3,975,177	$ -4,174,695

Data filtered by Types, Department of Social Services, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1165 American Rescue Plan Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 6,703	$ 5,748,343	$ 5,290,857	$ 2,623,246
▶ Use of Money & Property	6,703	49,572	0	0
▶ Federal Revenue	0	5,583,772	5,290,857	2,623,246
▶ Other Finance Sources	0	115,000	0	0
▼ Expenses	0	3,233,184	7,478,046	6,382,651
▶ Salaries and Benefits	0	991,053	549,129	0
▶ Services and Supplies	0	1,402,045	2,339,467	492,963
▶ Fixed Assets	0	840,087	3,394,119	4,207,807
▶ Contingencies	0	0	1,195,331	0
▶ Transfers Out	0	0	0	1,681,881
Revenues Less Expenses	$ 6,703	$ 2,515,159	$ -2,187,189	$ -3,759,405

Data filtered by Types, American Rescue Plan Fund, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

1165-101375 American Rescue Plan

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 6,703	$ 5,748,343	$ 5,290,857	$ 2,623,246
▼ Use of Money & Property	6,703	49,572	0	0
(441110) Interest Income	6,703	49,572	0	0
▼ Federal Revenue	0	5,583,772	5,290,857	2,623,246
(461075) Fed-American Rescue Plan 2021	0	5,290,857	5,290,857	0
(461081) Fed-COVID 19 Spec Dist	0	292,915	0	0
(469307) Fed-Local Assist Consistency L	0	0	0	2,623,246
▼ Other Finance Sources	0	115,000	0	0
(496000) Donations	0	115,000	0	0
▼ Expenses	0	3,233,184	7,478,046	6,382,651
▼ Salaries and Benefits	0	991,053	549,129	0
(511148) Bonus-ARP	0	920,625	0	0
(512115) FICA	0	70,428	0	0
(513150) Salary & Benefit Reimbursement	0	0	549,129	0
▼ Services and Supplies	0	1,402,045	2,339,467	492,963
(521150) Expendable Equipment	0	91,870	1,588	0
(521155) Expendable Equip-Computer	0	0	5,000	0
(521166) Vehicle Equipment	0	0	120,000	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522107) Main-Siren	0	0	20,000	0
(522147) Maint-Equip Dept Software	0	4,631	0	0
(525110) Office Expense	0	1,117	0	0
(525160) Office-Cleaning & Sanitizing	0	10,146	0	0
(526071) PS&S-COVID SPEC DIST	0	292,915	0	0
(526105) PS&S Consultant Title 17	0	0	75,000	66,447
(526108) PS&S-Update Personnel Policies	0	0	10,000	10,000
(526109) PS&S-Groveland Fire Station	0	12,954	1,000,000	0
(526110) PS&S-Professional Services	0	0	75,000	88,414
(526136) PS&S-Grant Writer HP	0	0	8,000	8,000
(526138) PS&S-ES Standards of Coverage	0	0	70,000	0
(526140) PS&S-IHSS MOU Agreement	0	0	100,000	0
(526212) PS&S-Emerg Op Plan Update	0	0	75,000	0
(526443) PS&S-RAD CARD Econ Stimulus	0	615,000	0	0
(526474) PS&S-Expand Space Needs Study	0	39,730	243,561	93,560
(526476) PS&S-Mailer Businesses	0	2,955	7,045	0
(526487) PS&S-Community Projects	0	321,969	178,031	0
(528107) SDE-Highway 108 Fire Council	0	0	60,000	0
(528481) SDE-Code Enforcement Abatement	0	8,758	241,242	226,542
(528763) SDE-Arts Council	0	0	50,000	0
▼ Fixed Assets	0	840,087	3,394,119	4,207,807
(542000) Buildings & Improvements	0	0	200,000	200,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(542005) LACTF-Crystal Falls Dr	0	0	0	1,259,004
(542006) LACTF-Middle Camp /Sugar Pine	0	0	0	779,634
(542007) LACTF-Jamestown Road	0	0	0	846,392
(542008) LACTF-Lyons Bald Mt	0	0	0	493,380
(542009) LACTF-Merced Falls RD	0	0	0	491,396
(542260) Showers	0	0	10,000	0
(542591) Jamestown Road Cape Seal Project	0	0	335,000	0
(542592) Kewin Mill RD Paving	0	0	1,000,000	0
(542609) Animal Control Floor	0	0	25,000	0
(543000) Vehicles	0	111,186	417,000	0
(543500) Heavy Equipment	0	0	427,000	0
(544100) Computer Equipment	0	0	138,000	138,000
(544150) Software	0	0	110,369	0
(544155) Cyber Security/Software	0	367,722	0	0
(544200) Fire Equipment	0	361,179	576,750	0
(544400) Misc/Specialized Equipment	0	0	5,000	0
(545000) Furniture	0	0	150,000	1
▼ Contingencies	0	0	1,195,331	0
(691110) Appropriation-Contingencies	0	0	1,195,331	0
▼ Transfers Out	0	0	0	1,681,881
(641107) Transfer Out-County Fire	0	0	0	1,681,881
Revenues Less Expenses	$ 6,703	$ 2,515,159	$ -2,187,189	$ -3,759,405

2024 Adopted Budget - Governmental Funds

3301 Road Construction Capital Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 3,198,688	$ 3,538,223	$ 5,205,180	$ 34,290,167
▶ Use of Money & Property	0	-49,774	0	0
▶ State Revenue	1,117,261	933,108	1,081,319	10,787,581
▶ Federal Revenue	1,928,746	2,267,157	3,626,114	16,672,910
▶ Other Governments	22,354	4,779	393,663	5,062,883
▶ Charges for Services	78,834	46,206	20,915	600,047
▶ Miscellaneous Revenue	0	336,748	83,169	81,568
▶ Other Finance Sources	51,493	0	0	0
▶ Transfers In	0	0	0	1,085,178
▽ Expenses	4,155,463	2,819,299	6,070,757	34,569,418
▶ Services and Supplies	33,448	54,449	643,175	1,694,142
▶ Other Charges	-43,210	-1,326,504	-1,185,622	-346,593
▶ Fixed Assets	4,112,802	4,088,474	6,608,204	33,216,869
▶ Other Financing Uses	52,422	2,880	5,000	5,000
Revenues Less Expenses	$ -956,774	$ 718,925	$ -865,577	$ -279,251

Data filtered by Types, Road Construction Capital and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

3301-101330 Storm-Flood 2017

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▿ **Revenues**	$ 1,006,067	$ 32,176	$ 0	$ 0
▾ **State Revenue**	246,418	50,808	0	0
(453148) State-CalRecycle Grant	1	0	0	0
(453175) State-OES Storm/Flood 2017	251,683	101,836	0	0
(453180) State-OES Storm Admin 2017	-5,266	-23,675	0	0
(453185) State-OES Storm/Flood 2018	0	-27,352	0	0
▾ **Federal Revenue**	759,649	-18,632	0	0
(463175) Fed-FEMA Storm/Flood 2017	759,649	-18,632	0	0
▿ **Expenses**	1,861,515	0	0	0
▾ **Fixed Assets**	1,861,515	0	0	0
(542703) Italian Bar Rd 2017 Storm	773,085	0	0	0
(542705) Little Fuller Road 2017 Storm	1,057,737	0	0	0
(542739) Rogue River Court	30,693	0	0	0
Revenues Less Expenses	$ -855,448	$ 32,176	$ 0	$ 0

Data filtered by Types, Road Construction Capital, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

3301-101335 Storm-Flood 2018

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▿ **Revenues**	$ 810,405	$ 759,411	$ 264,000	$ 1,999,800
▾ **State Revenue**	770,843	724,301	264,000	1,999,800
(453185) State-OES Storm/Flood 2018	806,424	714,130	240,000	1,818,000
(453190) State-OES Storm Admin 2018	-35,581	10,170	24,000	181,800
▾ **Federal Revenue**	39,562	35,110	0	0
(463177) Fed-ER Storm/Flood 2018	39,562	35,110	0	0
▿ **Expenses**	1,072,689	132,666	264,000	2,424,000
▾ **Other Charges**	0	-5,520	-56,000	0
(538370) Contra-Payments	0	-5,520	-56,000	0
▾ **Fixed Assets**	1,072,689	138,186	320,000	2,424,000
(542901) Ferretti Rd & Groveland Creek	603	0	0	0
(542902) Marsh Creek Rd & First Creek	17,786	29,102	320,000	2,424,000
(542903) Priest Coulterville Rd-Loc 1	1,044,080	48,366	0	0
(542916) 5 Mile Creek Road	10,220	60,718	0	0
Revenues Less Expenses	$ -262,284	$ 626,745	$ 0	$ -424,200

Data filtered by Types, Road Construction Capital, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

3301-101390 Storm-Flood 2023

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 0	$ 0	$ 0	$ 20,020,001
▼ State Revenue	0	0	0	3,520,688
(453260) State-OES Storm/Flood 22-23	0	0	0	3,200,625
(453265) State-OES Admin 2022/23	0	0	0	320,063
▼ Federal Revenue	0	0	0	15,414,135
(463174) Fed-FEMA Storms ER	0	0	0	2,611,635
(463180) Fed-FEMA Storm/Flood 22-23	0	0	0	12,802,500
▼ Transfers In	0	0	0	1,085,178
(499001) Transfer In-General Fund	0	0	0	1,085,178
▽ Expenses	0	0	0	20,020,000
▼ Fixed Assets	0	0	0	20,020,000
(542545) Mi Wu Culvert	0	0	0	900,000
(542565) Old Priest Grade Slide	0	0	0	2,450,000
(542573) Tuolumne Rd N Slide	0	0	0	2,950,000
(542585) Wards Ferry Storm 2022-23	0	0	0	4,900,000
(542590) Marshes Flat Rd Storm 2022-23	0	0	0	400,000
(542595) Buchanan Rd Storm 2022-23	0	0	0	8,420,000
Revenues Less Expenses	$ 0	$ 0	$ 0	$ 1

2024 Adopted Budget - Governmental Funds

3301-301300 Public Works Projects

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 1,382,216	$ 2,746,637	$ 4,941,180	$ 12,270,366
▼ Use of Money & Property	0	-49,774	0	0
(441110) Interest Income	0	-49,774	0	0
▼ State Revenue	100,000	157,999	817,319	5,267,093
(451261) State-Matching Funds	100,000	100,000	100,000	253,360
(451264) State-Active Transportation	0	38,654	197,000	303,515
(451308) STIP Trans Improve	0	0	0	3,284,000
(453085) State-Clean CA Grant	0	0	520,319	1,426,218
(459217) State-OES MOC Fire	0	19,345	0	0
▼ Federal Revenue	1,129,535	2,250,679	3,626,114	1,258,775
(461520) Fed-HMGP Grant	32,792	34,707	125,146	0
(463125) Fed-Bridge (Hbrr) (Hbp)	882,723	680,419	3,055,435	1,177,775
(463130) Fed-Safety	214,020	1,458,170	445,533	81,000
(469217) Fed-FEMA MOC Fire	0	77,382	0	0
▼ Other Governments	22,354	4,779	393,663	5,062,883
(469800) Other Governmental Agencies	0	0	308,000	1,895,286
(469815) Other Govts-LTF	9,186	4,779	63,913	14,351
(469832) Other Govts-Twain Harte Cm Srv	0	0	21,750	1,226,606

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(469895) Other Govts-Mi Wuk Tribal Fund	13,168	0	0	1,926,640
▼ Charges for Services	78,834	46,206	20,915	600,047
(471660) Traffic Mitigation	0	0	20,915	600,047
(471665) Traffic Mitigation-County	78,834	46,206	0	0
▼ Miscellaneous Revenue	0	336,748	83,169	81,568
(483110) Misc Income	0	336,748	83,169	81,568
▼ Other Finance Sources	51,493	0	0	0
(491105) Sale of Land	51,493	0	0	0
▽ Expenses	1,221,259	2,686,633	5,806,757	12,125,418
▼ Services and Supplies	33,448	54,449	643,175	1,694,142
(526080) PS&S-GRVLD Vibrant Connections	0	0	332,675	326,149
(526085) PS&S-JMST Gateway & Main St	0	0	309,500	1,206,993
(526124) PS&S-Auditor-Controller	441	357	1,000	1,000
(526374) PS&S-Local Road Safety Plan	33,007	54,092	0	0
(526459) PS&S-Groveland Community Conn	0	0	0	160,000
▼ Other Charges	-43,210	-1,320,984	-1,129,622	-346,593
(538370) Contra-Payments	-43,210	-1,320,984	-1,129,622	-346,593
▼ Fixed Assets	1,178,598	3,950,289	6,288,204	10,772,869
(542099) Bridge Lime Kiln 32C0016	3,830	15,216	31,840	5,000
(542122) Rawhide Road at Woods Creek	514,615	110,259	260,813	217,529
(542123) Kewin Mill Road Reconstruction	4,030	4,313	5,000	0
(542125) Marshes Flat Rd Repairs	0	16,243	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(542127) Priest Coulterville Rd Repairs	0	52,422	0	0
(542132) Jacksonville Rd X Tuolumne Riv	1,700	340	0	0
(542133) Hardin Flat Rd X S Fork Tuol	937	1,348	217,715	0
(542144) Willow Springs Dr/Willow S W	0	333,932	0	0
(542164) Bridge-Wards Ferry/Deer Creek	202,443	101,857	45,000	513,837
(542170) Bridge-Draper Mine Road	4,894	3,779	163,314	60,522
(542172) Bridge-Maintenance Plan	2,421	0	0	0
(542173) Bridge-Wards Ferry/Blanket Rd	16,460	19,331	216,967	205,425
(542177) Roadway Safety Signing Audit	18,899	617,791	5,000	0
(542178) Prop 1 Storm Drain THCSD	0	6,920	23,925	1,362,895
(542186) 5th Ave at SR108 Signal	29,713	0	0	0
(542187) Standard Road Rehab	4,600	96,300	305,000	2,512,884
(542188) Jamestown Connectivity Project	0	48,037	216,700	157,866
(542194) Red Hills Rd at Six Bit Creek	41,688	58,917	130,162	5,000
(542197) Evergreen Rd Reconstruction	11,529	7,447	66,000	50,066
(542547) Mono Way Operational & Safety	7,640	14,255	71,465	3,284,000
(542550) TC Guardrail Replacement Project	0	0	0	90,000
(542561) Big Creek Shaft Rd Xing Big Cr	74,346	218,947	2,268,674	5,000
(542563) Italian Bar Rd Crossing Rose	4,424	42,909	71,948	39,710
(542576) Parrots Ferry/SR 49 Intersect	27,105	1,998,093	5,000	5,000
(542577) Tuolumne Rd Widening	18,466	4,672	140,000	0
(542578) Phoenix Lake Rd Widening	21,623	7,184	926,688	5,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(542593) Paving Projects	0	0	865,577	0
(542731) Tuolumne Rd Surface Treatment	1,891	3,373	5,000	2,085,000
(542735) Curtis Creek Bridge Replacemt	32,717	73,188	101,462	75,307
(542736) Algerine Creek Bridge Replace	33,148	88,610	142,954	87,828
(542737) Guardrail Replacement Project	14,410	0	0	0
(542738) Shaws Flat Rd/SR 49 Intersect	78,340	4,264	0	0
(542917) Tuolumne Rd N PM-Mill/Fill	6,731	343	2,000	5,000
▼ Other Financing Uses	52,422	2,880	5,000	5,000
(532465) Interest-Internal Borrowing	52,422	2,880	5,000	5,000
Revenues Less Expenses	$ 160,957	$ 60,004	$ -865,577	$ 144,948

Data filtered by Types, Road Construction Capital, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

3315 County Capital Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▿ Revenues	$ 4,840,226	$ 1,926,394	$ 4,984,590	$ 6,013,169
▸ State Revenue	1,212,179	0	0	0
▸ Charges for Services	128,751	136,307	0	250,000
▸ Miscellaneous Revenue	10	0	0	0
▸ Other Finance Sources	1,493,067	-62,996	2,350,000	3,024,000
▸ Transfers In	2,006,219	1,853,083	2,634,590	2,739,169
▾ Expenses	3,272,752	1,736,761	6,665,651	7,342,560
▸ Salaries and Benefits	0	81,194	245,091	268,127
▸ Services and Supplies	32,538	276,227	221,585	264,213
▸ Other Charges	0	0	100,000	100,000
▸ Fixed Assets	3,185,032	1,346,308	6,098,975	6,710,220
▸ Other Financing Uses	55,182	33,033	0	0
Revenues Less Expenses	$ 1,567,474	$ 189,632	$ -1,681,061	$ -1,329,391

Data filtered by Types, County Capital, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

3315-108100 County Capital

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 4,840,226	$ 1,926,394	$ 4,984,590	$ 6,013,169
State Revenue	1,212,179	0	0	0
(451080) State-PSPS Allocation	182,042	0	0	0
(451560) State-AB900 Jail	339,752	0	0	0
(451665) State-SB1022 Jail	690,385	0	0	0
Charges for Services	128,751	136,307	0	250,000
(471605) Cty Srvs Impact Mit Fees-Capit	128,751	136,307	0	250,000
Miscellaneous Revenue	10	0	0	0
(483110) Misc Income	10	0	0	0
Other Finance Sources	1,493,067	-62,996	2,350,000	3,024,000
(491105) Sale of Land	9,729	1	0	0
(491480) Loan Proceeds	1,483,338	-62,997	2,350,000	3,024,000
Transfers In	2,006,219	1,853,083	2,634,590	2,739,169
(499001) Transfer In-General Fund	1,890,000	1,749,894	1,648,593	1,859,169
(499121) Transfer In-Crim Justice Facil	116,219	0	0	0
(499140) Transfer In-Health	0	0	400,000	400,000
(499145) Transfer In-Behavioral Health	0	0	90,000	180,000
(499146) Transfer in-Cabrini	0	0	145,997	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(499150) Transfer In-DSS	0	103,189	350,000	300,000
▼ Expenses	3,272,752	1,736,761	6,665,651	7,342,560
▼ Salaries and Benefits	0	81,194	245,091	268,127
(511110) Salaries	0	165,805	170,066	178,569
(511150) Cash Outs-Leave	0	0	38,342	35,008
(512115) FICA	0	11,623	11,621	12,522
(512120) Unemployment Insurance	0	0	33	10
(512125) Disability Insurance	0	522	791	830
(512205) Retirement-PERS Fixed	0	0	44,454	41,583
(512210) Retirement-PERS Percentage	0	17,037	16,973	19,178
(512220) Deferred Compensation	0	12,350	13,605	14,286
(512305) Employees Group Insurance	0	13,200	13,200	13,200
(512320) Post Retirement Medical	0	0	22,811	0
(512325) Life Insurance	0	357	0	515
(512330) Workers Comp Insurance	0	0	1,555	1,826
(512415) Cell Phone Stipend	0	362	360	600
(513150) Salary & Benefit Reimbursement	0	-140,062	-88,719	-50,000
▼ Services and Supplies	32,538	276,227	221,585	264,213
(521150) Expendable Equipment	5,327	3,461	0	0
(522148) Maint-Ent Infrastructure Solut	0	0	0	1,630
(522235) Maint-Alarms	0	0	0	5,094
(523223) Licenses-Enterprise Technology	0	0	0	2,645

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526110) PS&S-Professional Services	26,858	257,591	206,987	247,500
(526113) PS&S-Accounting & Auditing	0	15,000	0	0
(526124) PS&S-Auditor-Controller	354	175	0	0
(526129) PS&S-Insurance Service	0	0	4,598	7,344
(526505) PS&S-Special Event	0	0	10,000	0
▼ Other Charges	0	0	100,000	100,000
(532230) Loan Payments-Internal	0	0	100,000	100,000
▼ Fixed Assets	3,185,032	1,346,308	6,098,975	6,710,220
(541000) Land	0	62,500	0	888,046
(542000) Buildings & Improvements	20,400	645,924	1,527,960	468,405
(542003) Reroofing Projects	360,799	46,467	205,111	230,000
(542214) Underground Tank	16,485	0	45,000	0
(542219) Columbia Pool Improvements	0	67,011	427,765	367,400
(542262) Law & Justice Center	47,178	0	0	925,000
(542267) Courthouse Rehabilitation	0	0	2,500,000	2,731,369
(542296) PSPS Grant	80,255	246,126	328,371	0
(542340) Veteran Hall Improvements	-863	0	0	0
(542371) Jail-Construction	1,478,379	0	0	0
(542372) Jail-Additional Eligible Costs	233,756	12,236	0	0
(542373) Jail-Architectural	107,104	0	0	0
(542374) Jail-Project/Construction Mana	31,772	0	0	0
(542377) Jail-State Fees	25,653	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(542383) Jail-Construction Retainage	68,365	0	0	0
(542384) Jail-Furniture, Fixtures & Equ	496,595	63,462	0	0
(542485) HVAC Replacement Projects	219,156	99,395	199,768	220,000
(542523) TGH Remodel	0	103,189	750,000	700,000
(542603) BH FHWC ADA Ramp	0	0	90,000	180,000
(544400) Misc/Specialized Equipment	0	0	15,000	0
(545000) Furniture	0	0	10,000	0
▼ Other Financing Uses	55,182	33,033	0	0
(532465) Interest-Internal Borrowing	55,182	33,033	0	0
Revenues Less Expenses	$ 1,567,474	$ 189,632	$ -1,681,061	$ -1,329,391

Data filtered by Types, County Capital, Departments and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

3320 Capital - Housing Fund Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 0	$ 0	$ 0	$ 2,503,535
▶ Use of Money & Property	0	0	0	19,700
▶ State Revenue	0	0	0	1,103,400
▶ Federal Revenue	0	0	0	1,380,435
▼ Expenses	0	0	0	2,503,535
▶ Services and Supplies	0	0	0	30,000
▶ Fixed Assets	0	0	0	2,473,535
Revenues Less Expenses	$ 0	$ 0	$ 0	$ 0

Data filtered by Types, Capital-Housing, Plant Acquisition and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

3320-108105 Capital CARE Funding

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 0	$ 0	$ 0	$ 1,400,135
▼ Use of Money & Property	0	0	0	19,700
(441110) Interest Income	0	0	0	19,700
▼ Federal Revenue	0	0	0	1,380,435
(461700) Fed-CARE Act Cap Housing	0	0	0	1,380,435
▼ Expenses	0	0	0	1,400,135
▼ Services and Supplies	0	0	0	15,000
(526123) PS&S-County Counsel	0	0	0	10,000
(528000) SDE Special Department Expense	0	0	0	4,000
(529116) Training-Travel	0	0	0	1,000
▼ Fixed Assets	0	0	0	1,385,135
(541000) Land	0	0	0	1,383,635
(542000) Buildings & Improvements	0	0	0	1,500
Revenues Less Expenses	$ 0	$ 0	$ 0	$ 0

Data filtered by Types, Capital-Housing, Capital CARE Funding and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Governmental Funds

3320-108110 Capital Opioid Funding

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 0	$ 0	$ 0	$ 1,103,400
▼ State Revenue	0	0	0	1,103,400
(452330) State-Opioid Grant CDPH	0	0	0	1,103,400
▼ Expenses	0	0	0	1,103,400
▼ Services and Supplies	0	0	0	35,000
(526123) PS&S-County Counsel	0	0	0	10,000
(526147) PS&S-Opioid Coalition	0	0	0	20,000
(528000) SDE Special Department Expense	0	0	0	5,000
▼ Fixed Assets	0	0	0	1,068,400
(541000) Land	0	0	0	1,068,400
Revenues Less Expenses	$ 0	$ 0	$ 0	$ 0

Data filtered by Types, Capital-Housing, Capital Opioid Funding and exported on June 15, 2023. Created with OpenGov

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2024 Adopted Budget - Enterprise Funds

4430 Columbia Airport Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 678,195	$ 698,308	$ 690,433	$ 669,404
▶ Use of Money & Property	473,163	485,829	489,316	494,497
▶ State Revenue	42,243	40,705	38,367	45,000
▶ Federal Revenue	30,000	0	45,000	0
▶ Charges for Services	22,268	25,423	20,400	25,800
▶ Miscellaneous Revenue	3,609	11,808	8,000	5,500
▶ Other Finance Sources	30,494	0	0	0
▶ Transfers In	76,418	134,544	89,350	98,607
▽ Expenses	1,021,369	1,137,555	929,176	908,147
▶ Salaries and Benefits	416,073	412,831	450,872	493,325
▶ Services and Supplies	157,063	240,270	462,167	321,130
▶ Fixed Assets	417,691	455,610	0	46,000
▶ Allocations	30,541	28,844	16,137	47,692
Revenues Less Expenses	$ -343,174	$ -439,247	$ -238,743	$ -238,743

Data filtered by Types, Columbia Airport and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Enterprise Funds

4430-302100 Columbia Airport

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 678,195	$ 698,308	$ 690,433	$ 669,404
▼ Use of Money & Property	473,163	485,829	489,316	494,497
(441110) Interest Income	3,510	3,338	2,500	4,000
(443110) Rents & Concessions	204,403	205,443	212,615	215,000
(443200) Rents-Hangar	217,265	228,806	224,054	225,000
(443210) Rents-Tie Down	13,148	11,028	12,298	12,497
(443220) Rents-Ground	34,837	37,214	37,849	38,000
▼ State Revenue	42,243	40,705	38,367	45,000
(451110) State-Aviation	10,000	10,000	10,000	10,000
(453220) State-Rent & Landing Fees	32,243	30,705	28,367	30,000
(471715) Fees-Gate Cards & Remotes	0	0	0	1,000
(471725) Fees-Refuse	0	0	0	4,000
▼ Federal Revenue	30,000	0	45,000	0
(461075) Fed-American Rescue Plan 2021	0	0	32,000	0
(461080) Fed-COVID 19 CARES	30,000	0	0	0
(461083) Fed-COVID CRSSA	0	0	13,000	0
▼ Charges for Services	22,268	25,423	20,400	25,800
(471700) Fees-Transient Tie Down	2,196	2,805	2,500	2,600

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(471710) Fees-Fuel Flowage	17,458	15,588	15,000	17,000
(471720) Fees-Landing	339	450	400	400
(471730) Fees-Campground and Pavilion	2,275	6,580	2,500	5,800
▼ Miscellaneous Revenue	3,609	11,808	8,000	5,500
(483110) Misc Income	3,609	5,137	500	500
(483182) Father's Day Fly In	0	6,671	7,500	5,000
▼ Other Finance Sources	30,494	0	0	0
(493100) Contributed Capital	30,494	0	0	0
▼ Transfers In	76,418	134,544	89,350	98,607
(499001) Transfer In-General Fund	0	50,000	0	0
(499440) Transfer In-PML Airport	76,418	84,544	89,350	98,607
▽ Expenses	1,021,369	1,137,555	929,176	908,147
▼ Salaries and Benefits	416,073	412,831	450,872	493,325
(511110) Salaries	235,026	229,774	256,578	280,671
(511115) Salaries-Part Time	0	0	0	21,048
(511118) Fed COVID-19 Leave Salaries	2,063	0	0	0
(511125) Salaries-Overtime	835	5,956	5,000	5,000
(511130) Salaries-On Call/Call Back	23,929	3,209	4,000	4,000
(511150) Cash Outs-Leave	3,598	7,033	5,909	6,068
(512115) FICA	20,571	19,203	19,825	23,081
(512120) Unemployment Insurance	2,034	792	76	40
(512125) Disability Insurance	560	560	494	519

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512205) Retirement-PERS Fixed	41,894	61,732	60,696	58,260
(512210) Retirement-PERS Percentage	21,442	20,909	22,178	26,664
(512305) Employees Group Insurance	53,257	55,053	68,772	61,336
(512320) Post Retirement Medical	6,465	4,009	1,343	0
(512325) Life Insurance	400	380	570	582
(512330) Workers Comp Insurance	3,098	3,275	3,625	4,256
(512410) Gym Membership Fee	726	726	726	0
(512415) Cell Phone Stipend	1,085	995	1,080	1,800
(513999) Change in Employee Leave	-909	-774	0	0
▼ Services and Supplies	157,063	240,270	462,167	321,130
(521150) Expendable Equipment	7,574	2,590	4,000	4,000
(521155) Expendable Equip-Computer	0	0	3,500	0
(521190) Household Expense	2,804	1,386	2,500	2,000
(521310) Communications	3,399	2,510	2,750	2,750
(521320) Communications-Other	2,078	2,829	3,000	2,000
(522120) Maint-Internal Vehicles	2,614	2,307	7,900	11,500
(522125) Maint-Equipment	0	0	1,000	500
(522130) Maint-Equip Vehicles	1,913	9,181	1,000	2,500
(522146) Maint-Equip Mandated Software	1,229	1,687	1,685	1,856
(522147) Maint-Equip Dept Software	0	336	350	350
(522148) Maint-Ent Infrastructure Solut	0	0	0	6,519
(522205) Maint-Buildings & Improvements	44,788	44,876	48,000	65,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522235) Maint-Alarms	0	0	0	426
(523210) Dues & Memberships	128	128	200	300
(523223) Licenses-Enterprise Technology	7,875	10,622	11,564	10,581
(525110) Office Expense	475	595	800	1,200
(525125) Office-Advertising	0	991	1,000	500
(525140) Office-Photocopy	315	442	500	600
(525150) Office-Postage	214	120	250	500
(525155) Office-Purchasing Dept	4,514	2,931	1,503	3,001
(526110) PS&S-Professional Services	0	0	500	500
(526123) PS&S-County Counsel	4,000	4,000	4,000	4,000
(526124) PS&S-Auditor-Controller	914	931	1,200	1,200
(526129) PS&S-Insurance Service	1,594	2,030	2,373	3,602
(526133) PS&S-Public Works	4,500	21,824	23,000	20,000
(526144) PS&S-Awos Maintenance	7,800	8,160	8,200	8,500
(526157) PS&S-Monitoring	6,424	4,950	5,500	5,000
(526505) PS&S-Special Event	335	33,510	30,000	15,000
(527220) Rents-Phone	1,415	1,669	1,275	1,814
(528000) SDE Special Department Expense	17,467	36,502	205,216	97,531
(528115) SDE-American Rescue Plan	0	0	32,000	0
(528128) SDE-COVID-CRSSA	0	0	13,000	0
(528305) SDE-Bank Charges & Discount	2,398	3,573	3,600	3,900
(529110) Travel & Trans-Fuel	3,529	7,632	5,300	8,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(529116) Training-Travel	0	2,741	3,000	3,000
(529210) Utilities	26,766	29,216	32,500	33,000
▼ Fixed Assets	417,691	455,610	0	46,000
(542593) Paving Projects	7,500	0	0	0
(543000) Vehicles	9,002	0	0	46,000
(544400) Misc/Specialized Equipment	18,339	10,725	0	0
(559000) Fixed Asset Contra Account	-27,341	-10,725	0	0
(559200) Depreciation Expense	410,192	455,610	0	0
▼ Allocations	30,541	28,844	16,137	47,692
(681110) A-87 Allocation	30,541	28,844	16,137	47,692
Revenues Less Expenses	$ -343,174	$ -439,247	$ -238,743	$ -238,743

Data filtered by Types, Columbia Airport and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Enterprise Funds

4440 Pine Mountain Lake Enterprise Fund Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▿ Revenues	$ 118,278	$ 106,218	$ 273,976	$ 232,984
▸ Use of Money & Property	44,908	47,777	47,973	48,000
▸ State Revenue	10,000	10,000	10,000	10,000
▸ Federal Revenue	30,000	0	31,000	0
▸ Charges for Services	2,474	2,573	2,400	2,400
▸ Transfers In	30,896	45,868	182,603	172,584
▾ Expenses	137,836	119,582	289,193	248,201
▸ Services and Supplies	45,754	19,375	199,843	149,594
▸ Fixed Assets	15,663	15,663	0	0
▸ Transfers Out	76,418	84,544	89,350	98,607
Revenues Less Expenses	$ -19,557	$ -13,364	$ -15,217	$ -15,217

Data filtered by Types, Pine Mountain Lake Airport and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Enterprise Funds

4440-302200 Pine Mountain Lake Enterprise

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 118,278	$ 106,218	$ 273,976	$ 232,984
Use of Money & Property	44,908	47,777	47,973	48,000
(441110) Interest Income	135	110	100	100
(443110) Rents & Concessions	3,490	4,193	3,821	3,900
(443200) Rents-Hangar	25,194	25,710	25,875	26,000
(443210) Rents-Tie Down	6,307	7,581	8,089	8,000
(443220) Rents-Ground	9,782	10,183	10,088	10,000
State Revenue	10,000	10,000	10,000	10,000
(451110) State-Aviation	10,000	10,000	10,000	10,000
Federal Revenue	30,000	0	31,000	0
(461075) Fed-American Rescue Plan 2021	0	0	22,000	0
(461080) Fed-COVID 19 CARES	30,000	0	0	0
(461083) Fed-COVID CRSSA	0	0	9,000	0
Charges for Services	2,474	2,573	2,400	2,400
(471700) Fees-Transient Tie Down	752	1,035	800	800
(471710) Fees-Fuel Flowage	1,722	1,538	1,600	1,600
Transfers In	30,896	45,868	182,603	172,584
(499001) Transfer In-General Fund	30,896	45,868	182,603	172,584

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Expenses	137,836	119,582	289,193	248,201
▼ Services and Supplies	45,754	19,375	199,843	149,594
(521190) Household Expense	260	163	300	250
(521310) Communications	1,108	891	1,200	1,100
(522130) Maint-Equip Vehicles	23	0	100	0
(522205) Maint-Buildings & Improvements	1,125	7,018	32,000	20,000
(525140) Office-Photocopy	105	147	150	250
(525150) Office-Postage	86	21	50	50
(525155) Office-Purchasing Dept	50	32	216	934
(526110) PS&S-Professional Services	3,276	0	101,500	93,800
(526123) PS&S-County Counsel	1,400	1,400	1,400	1,400
(526124) PS&S-Auditor-Controller	168	154	200	200
(527220) Rents-Phone	708	0	775	0
(528000) SDE Special Department Expense	30,944	1,234	22,702	21,610
(528115) SDE-American Rescue Plan	0	0	22,000	0
(528128) SDE-COVID-CRSSA	0	0	9,000	0
(529110) Travel & Trans-Fuel	298	1,135	500	1,500
(529116) Training-Travel	0	0	250	0
(529210) Utilities	6,203	7,181	7,500	8,500
▼ Fixed Assets	15,663	15,663	0	0
(559200) Depreciation Expense	15,663	15,663	0	0
▼ Transfers Out	76,418	84,544	89,350	98,607

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(641430) Transfer Out-Columbia Airport	76,418	84,544	89,350	98,607
Revenues Less Expenses	$ -19,557	$ -13,364	$ -15,217	$ -15,217

Data filtered by Types, Pine Mountain Lake Airport and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Enterprise Funds

4450 Ambulance Enterprise Fund Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 6,696,156	$ 8,203,295	$ 8,528,064	$ 8,921,439
▶ Use of Money & Property	55,805	54,000	54,200	69,200
▶ Federal Revenue	232,933	-17,627	296,505	296,505
▶ Charges for Services	5,793,028	7,751,392	7,753,651	8,132,026
▶ Miscellaneous Revenue	9,856	27,658	36,000	36,000
▶ Other Finance Sources	218,436	228	0	0
▶ Transfers In	386,097	387,646	387,708	387,708
▼ Expenses	6,350,957	6,778,577	12,593,198	13,125,594
▶ Salaries and Benefits	182,022	195,523	231,583	244,267
▶ Services and Supplies	5,541,048	6,033,715	7,463,120	7,779,115
▶ Fixed Assets	495,459	454,719	487,000	1,895,000
▶ Contingencies	0	0	4,087,219	2,931,510
▶ Allocations	132,428	94,620	174,277	275,702
▶ Transfers Out	0	0	150,000	0
Revenues Less Expenses	$ 345,198	$ 1,424,718	$ -4,065,134	$ -4,204,155

Data filtered by Types, Ambulance, Hospital Care and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Enterprise Funds

4450-402100 Ambulance Enterprise Fund

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 5,868,034	$ 7,148,451	$ 7,446,258	$ 7,806,975
▼ Use of Money & Property	55,805	54,000	54,200	69,200
(441110) Interest Income	36,605	34,800	35,000	50,000
(443110) Rents & Concessions	19,200	19,200	19,200	19,200
▼ Federal Revenue	232,933	-17,627	269,605	269,605
(461080) Fed-COVID 19 CARES	142,930	0	0	0
(461215) Fed-Emergency Rural Health Car	0	0	269,605	269,605
(465103) Fed-GEMT Medi-Cal	90,003	-17,627	0	0
▼ Charges for Services	5,351,004	7,084,194	7,086,453	7,432,170
(474125) Fees-EMS	12,302	14,741	17,000	17,000
(474225) Fees & Insurance-Billing	14,000	14,000	14,000	14,000
(476910) Institutional Care & Services	5,324,702	7,055,453	7,055,453	7,401,170
▼ Miscellaneous Revenue	9,856	27,658	36,000	36,000
(483110) Misc Income	9,856	27,658	36,000	36,000
▼ Other Finance Sources	218,436	228	0	0
(491105) Sale of Land	0	228	0	0
(491110) Sale of Fixed Assets	13,085	0	0	0
(493100) Contributed Capital	205,351	0	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Expenses	5,467,230	5,846,019	11,419,031	11,886,003
▼ Salaries and Benefits	182,022	195,523	231,583	244,267
(511110) Salaries	100,249	101,546	111,012	118,783
(511115) Salaries-Part Time	490	144	20,000	20,000
(511118) Fed COVID-19 Leave Salaries	0	1,867	0	0
(511125) Salaries-Overtime	187	249	500	500
(511150) Cash Outs-Leave	4,148	4,494	3,971	5,259
(512115) FICA	7,409	7,790	10,060	10,655
(512120) Unemployment Insurance	966	398	36	20
(512205) Retirement-PERS Fixed	19,938	26,587	27,226	25,701
(512210) Retirement-PERS Percentage	8,990	9,297	9,605	11,173
(512305) Employees Group Insurance	37,276	43,108	46,536	49,909
(512320) Post Retirement Medical	1,305	1,291	672	0
(512325) Life Insurance	230	229	228	228
(512330) Workers Comp Insurance	1,472	1,643	1,737	2,039
(513999) Change in Employee Leave	-637	-3,120	0	0
▼ Services and Supplies	4,725,644	5,169,480	6,503,953	6,754,524
(521125) Supplies-Medical & Lab	126,600	163,525	160,000	165,000
(521135) Supplies-Pharmaceutical Drug	26,700	36,573	45,000	60,000
(521140) Supplies-First Responder	27,804	37,742	40,000	45,000
(521150) Expendable Equipment	12,373	20,464	150,000	150,000
(521155) Expendable Equip-Computer	4,631	0	88,400	50,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(521310) Communications	13,090	11,288	15,000	15,000
(522120) Maint-Internal Vehicles	85,019	-1,918	90,000	20,000
(522125) Maint-Equipment	14,880	34,063	35,000	10,000
(522130) Maint-Equip Vehicles	3,684	89,604	25,000	80,000
(522146) Maint-Equip Mandated Software	3,218	5,316	5,310	5,848
(522147) Maint-Equip Dept Software	18,964	60,774	44,500	70,000
(522148) Maint-Ent Infrastructure Solut	0	0	0	3,259
(522205) Maint-Buildings & Improvements	5,506	15,420	50,000	50,000
(522235) Maint-Alarms	0	0	0	1,497
(523223) Licenses-Enterprise Technology	3,937	5,311	5,782	5,291
(525110) Office Expense	14,435	15,338	18,000	17,000
(525125) Office-Advertising	1,440	774	0	0
(525140) Office-Photocopy	1,934	2,657	3,600	3,600
(525150) Office-Postage	4,931	5,935	8,000	8,000
(525155) Office-Purchasing Dept	9,276	6,235	15,511	36,887
(526110) PS&S-Professional Services	255	0	5,000	5,000
(526120) PS&S-Fac Mgmt	33,502	19,383	30,000	30,000
(526123) PS&S-County Counsel	4,500	16,424	20,000	10,000
(526124) PS&S-Auditor-Controller	1,631	1,537	2,250	2,250
(526125) PS&S-DSS Administration	73,767	95,056	100,000	100,000
(526126) PS&S-Radio Communications	40,000	40,000	40,000	40,000
(526127) PS&S-ISS	7,885	3,010	15,000	5,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526129) PS&S-Insurance Service	758	1,019	1,137	1,757
(526135) PS&S-EDP	6,329	6,853	7,000	20,000
(526302) PS&S-PH/EMS Administration	125,867	191,260	260,000	260,000
(526558) PS&S-Manteca Standby Events	0	0	51,337	53,904
(526727) PS&S-Sheriff Communications	294,000	294,000	379,000	464,000
(526740) PS&S-Manteca	2,975,245	3,300,275	3,393,867	3,563,560
(526741) PS&S-Manteca Standby	463,826	231,634	498,000	522,900
(526742) PS&S-Manteca Safety Car	61,951	54,652	89,727	94,214
(527220) Rents-Phone	2,122	3,339	3,824	4,990
(527310) Rents-Buildings & Improvements	33,748	35,435	137,207	139,067
(528000) SDE Special Department Expense	5,471	-438	10,000	10,000
(528105) SDE-GEMT Admin Fee	0	8,835	10,000	10,000
(528109) SDE-GEMT QAF	87,594	172,014	220,000	22,000
(528112) SDE-GEMT IGT Match	0	0	200,000	368,000
(528280) SDE-Fingerprint Clearance DOJ	6,618	7,891	12,000	12,000
(528305) SDE-Bank Charges & Discount	2,543	3,458	10,000	10,000
(529110) Travel & Trans-Fuel	72,723	118,752	140,000	140,000
(529112) Travel & Trans-Priv Auto	0	78	500	500
(529116) Training-Travel	845	3,051	9,000	9,000
(529210) Utilities	46,041	51,458	60,000	60,000
(529215) Utilities-Garbage	0	1,406	0	0
▼ Fixed Assets	427,136	386,396	272,000	1,680,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(541000) Land	0	0	0	1,000,000
(543000) Vehicles	0	27,877	240,000	630,000
(544400) Misc/Specialized Equipment	56,900	40,439	32,000	50,000
(544750) Medical Equipment	219,189	0	0	0
(559000) Fixed Asset Contra Account	-276,089	-68,316	0	0
(559200) Depreciation Expense	427,136	386,396	0	0
▼ Contingencies	0	0	4,087,219	2,931,510
(691110) Appropriation-Contingencies	0	0	2,087,219	931,510
(691111) Contingency-Bldgs & Improvemts	0	0	1,500,000	1,500,000
(691112) Contingency-Equipment	0	0	500,000	500,000
▼ Allocations	132,428	94,620	174,277	275,702
(681110) A-87 Allocation	132,428	94,620	174,277	275,702
▼ Transfers Out	0	0	150,000	0
(641315) Transfer Out-County Capital	0	0	150,000	0
Revenues Less Expenses	$ 400,804	$ 1,302,432	$ -3,972,773	$ -4,079,028

Data filtered by Types, Ambulance, Ambulance Enterprise and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Enterprise Funds

4450-402200 Groveland Ambulance Enterprise Fund

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 828,122	$ 1,054,844	$ 1,081,806	$ 1,114,464
▼ Federal Revenue	0	0	26,900	26,900
(461215) Fed-Emergency Rural Health Car	0	0	26,900	26,900
▼ Charges for Services	442,024	667,198	667,198	699,856
(474275) Fees-Ambulance Other	700	700	700	700
(476910) Institutional Care & Services	441,324	666,498	666,498	699,156
▼ Transfers In	386,097	387,646	387,708	387,708
(499001) Transfer In-General Fund	56,808	56,808	56,808	56,808
(499164) Transfer In-CSA #21	329,289	330,838	330,900	330,900
▼ Expenses	883,728	932,558	1,174,167	1,239,591
▼ Services and Supplies	815,404	864,235	959,167	1,024,591
(521125) Supplies-Medical & Lab	9,658	1,851	13,000	13,000
(521135) Supplies-Pharmaceutical Drug	2,323	115	3,500	3,500
(521150) Expendable Equipment	0	2,167	2,500	2,500
(521155) Expendable Equip-Computer	0	0	3,600	3,600
(521310) Communications	2,951	2,163	3,600	3,600
(522120) Maint-Internal Vehicles	6,274	1,918	6,000	1,000
(522130) Maint-Equip Vehicles	298	-3,667	2,500	7,500

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522205) Maint-Buildings & Improvements	217	80	2,500	5,000
(525110) Office Expense	14,000	14,474	18,000	20,000
(526107) PS&S-Tax Parcel Fee	400	400	10,500	10,500
(526120) PS&S-Fac Mgmt	6,556	2,075	5,000	5,000
(526740) PS&S-Manteca	743,811	818,193	848,467	890,891
(527220) Rents-Phone	354	0	0	0
(528000) SDE Special Department Expense	476	438	1,000	1,000
(528109) SDE-GEMT QAF	8,355	12,297	15,000	1,500
(528112) SDE-GEMT IGT Match	0	0	0	32,000
(529110) Travel & Trans-Fuel	6,626	1,520	10,000	10,000
(529210) Utilities	13,106	10,213	14,000	14,000
▼ Fixed Assets	68,323	68,323	215,000	215,000
(543000) Vehicles	0	0	210,000	210,000
(544400) Misc/Specialized Equipment	0	0	5,000	5,000
(559200) Depreciation Expense	68,323	68,323	0	0
Revenues Less Expenses	$ -55,606	$ 122,286	$ -92,361	$ -125,127

Data filtered by Types, Ambulance, Groveland Enterprise and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Enterprise Funds

4490 Solid Waste Compliance Summary

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 1,861,010	$ 1,735,851	$ 1,811,653	$ 1,806,628
▶ Use of Money & Property	28,528	25,015	13,000	30,000
▶ State Revenue	93,968	75,738	293,153	249,128
▶ Charges for Services	1,737,211	1,629,708	1,504,500	1,522,500
▶ Miscellaneous Revenue	1,304	5,390	1,000	5,000
▽ Expenses	1,802,188	1,486,744	4,196,745	4,191,720
▶ Salaries and Benefits	432,010	484,884	594,753	658,980
▶ Services and Supplies	1,318,990	955,066	2,490,381	1,065,317
▶ Other Charges	0	-8,431	0	0
▶ Fixed Assets	9,360	7,213	35,225	0
▶ Contingencies	0	0	1,013,379	2,384,147
▶ Allocations	41,828	48,012	63,006	83,276
Revenues Less Expenses	$ 58,822	$ 249,107	$ -2,385,092	$ -2,385,092

Data filtered by Types, Solid Waste Managmt Compliance, Solid Waste Mgmt Compliance and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Enterprise Funds

4490-404100 Solid Waste Compliance

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 1,861,010	$ 1,735,851	$ 1,811,653	$ 1,806,628
▼ Use of Money & Property	28,528	25,015	13,000	30,000
(441110) Interest Income	28,528	25,015	13,000	30,000
▼ State Revenue	93,968	75,738	293,153	249,128
(453085) State-Clean CA Grant	0	0	129,160	105,155
(453125) State-Oil Block Grant	15,000	15,000	6,000	6,000
(453135) State-DOC Recycle	18,007	17,754	18,000	18,000
(455147) State-SB 20/50	60,961	42,984	45,000	30,000
(459207) State-SB1381 Grant	0	0	84,993	79,973
(459208) State-CalTrans Clean Up	0	0	10,000	10,000
▼ Charges for Services	1,737,211	1,629,708	1,504,500	1,522,500
(472311) Refunds/Reimbursements	18,906	0	0	10,000
(475125) Fees-Solid Waste	1,704,715	1,626,188	1,500,000	1,510,000
(475140) HHW Revenues	4,456	3,521	4,500	2,500
(475147) Reimb-RCRC ESJPA Tire	9,052	0	0	0
(479103) PW Projects Reimb Transfer	82	0	0	0
▼ Miscellaneous Revenue	1,304	5,390	1,000	5,000
(483110) Misc Income	1,304	5,390	1,000	5,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Expenses	1,802,188	1,486,744	4,196,745	4,191,720
Salaries and Benefits	432,010	484,884	594,753	658,980
(511110) Salaries	229,846	289,067	352,566	346,878
(511115) Salaries-Part Time	38,979	0	0	0
(511118) Fed COVID-19 Leave Salaries	1,920	3,504	0	0
(511150) Cash Outs-Leave	5,727	5,918	0	1,792
(512115) FICA	20,473	22,351	27,281	26,536
(512120) Unemployment Insurance	2,280	1,144	485	50
(512125) Disability Insurance	210	560	575	569
(512205) Retirement-PERS Fixed	53,493	51,697	76,842	66,508
(512210) Retirement-PERS Percentage	22,185	28,341	32,846	32,953
(512305) Employees Group Insurance	47,584	64,222	97,464	82,837
(512320) Post Retirement Medical	3,261	3,228	1,679	0
(512325) Life Insurance	368	581	684	570
(512330) Workers Comp Insurance	3,474	4,727	4,090	4,966
(512415) Cell Phone Stipend	283	0	240	1,430
(513150) Salary & Benefit Reimbursement	0	0	0	93,891
(513999) Change in Employee Leave	1,924	9,544	0	0
Services and Supplies	1,318,990	955,066	2,490,381	1,065,317
(521145) Small Tools	0	0	500	500
(521155) Expendable Equip-Computer	0	0	2,800	0
(521180) Clothing & Personal Supplies	300	525	900	900

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(522120) Maint-Internal Vehicles	325	1,426	1,500	2,000
(522146) Maint-Equip Mandated Software	1,229	1,687	1,685	1,856
(522147) Maint-Equip Dept Software	336	0	0	0
(522148) Maint-Ent Infrastructure Solut	0	0	0	8,149
(522205) Maint-Buildings & Improvements	23,273	5,281	250,000	115,000
(523210) Dues & Memberships	5,456	8,251	15,000	15,000
(523223) Licenses-Enterprise Technology	11,189	13,277	14,456	13,226
(525110) Office Expense	2,230	1,210	3,000	3,000
(525140) Office-Photocopy	2,080	2,188	1,900	3,500
(525150) Office-Postage	82	34	1,000	700
(525155) Office-Purchasing Dept	2,680	1,733	6,414	13,557
(525200) Publications & Legal Notices	0	1,019	500	2,500
(526016) PS&S-Doc Recycling Program	11,336	10,281	18,000	18,000
(526047) PS&S Clean CA Grant	0	0	129,160	105,155
(526110) PS&S-Professional Services	2,881	24,143	35,000	35,000
(526124) PS&S-Auditor-Controller	1,190	1,064	1,500	1,700
(526129) PS&S-Insurance Service	1,788	2,931	2,677	4,513
(526133) PS&S-Public Works	20,147	18,446	25,000	40,000
(526141) PS&S-Jamestown Monitoring	33,823	5,403	0	0
(526225) PS&S-Groveland Monitoring	135,961	0	0	0
(526270) PS&S-State Fees & Charges	49,004	51,160	55,000	55,000
(526310) PS&S-Toxic Collections	49,912	94,327	85,000	85,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526312) PS&S-Load Ck Program	10,040	8,998	20,000	20,000
(526321) PS&S-Cleanup Day	0	0	10,000	10,000
(526353) PS&S-SB 20/50	22,179	18,292	15,000	15,000
(526390) PS&S-Pinecrest Station	179	0	0	0
(526392) PS&S-Used Oil Grant	19,582	19,725	20,000	6,000
(526615) PS&S-GTS	106,581	108,586	130,000	140,000
(526655) PS&S-Recyclable HHW Collection	13,608	11,905	15,000	65,000
(526795) PS&S-Code Compliance	16,596	0	20,000	20,000
(527220) Rents-Phone	1,415	1,669	1,912	2,722
(528000) SDE Special Department Expense	1,377	376	576,456	4,041
(528206) SDE-SB1383	0	0	84,993	79,973
(528248) SDE-Jamestown Closure	361,985	238,015	380,264	0
(528258) SDE- Groveland Closure	361,985	203,015	345,264	0
(528262) SDE-Jamestown Pt Closure Maint	10,000	40,590	80,000	68,697
(528272) SDE-Groveland Pt Closure Maint	19,426	27,890	50,000	48,628
(528278) SDE-Illegal Disposal Fee	7,183	10,050	40,000	20,000
(528694) SDE-Permanent HHW Facility	2,477	546	7,000	7,000
(528955) SDE-County Counsel	3,813	17,289	20,000	20,000
(529110) Travel & Trans-Fuel	708	1,005	2,000	3,500
(529112) Travel & Trans-Priv Auto	0	0	1,500	500
(529116) Training-Travel	4,637	2,730	20,000	10,000
▼ Other Charges	0	-8,431	0	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(532500) Closure Expense	0	-8,431	0	0
▼ Fixed Assets	9,360	7,213	35,225	0
(542000) Buildings & Improvements	0	0	35,225	0
(543000) Vehicles	0	25,908	0	0
(559000) Fixed Asset Contra Account	0	-25,908	0	0
(559200) Depreciation Expense	9,360	7,213	0	0
▼ Contingencies	0	0	1,013,379	2,384,147
(691110) Appropriation-Contingencies	0	0	1,013,379	2,384,147
▼ Allocations	41,828	48,012	63,006	83,276
(681110) A-87 Allocation	41,828	48,012	63,006	83,276
Revenues Less Expenses	$ 58,822	$ 249,107	$ -2,385,092	$ -2,385,092

Data filtered by Types, Solid Waste Managmt Compliance, Solid Waste Mgmt Compliance and exported on June 15, 2023. Created with OpenGov

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2024 Adopted Budget - Internal Service Funds

5510-110100 Liability Self Insurance

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 1,581,427	$ 2,339,788	$ 2,342,000	$ 3,594,122
▼ Use of Money & Property	1,321	-23	1,000	1,000
(441110) Interest Income	1,321	-23	1,000	1,000
▼ Charges for Services	1,552,289	1,922,158	2,341,000	3,593,122
(472311) Refunds/Reimbursements	-12,399	541	0	0
(479405) Liability Insurance Svcs-Cty	1,564,689	1,921,617	2,341,000	3,593,122
▼ Miscellaneous Revenue	27,817	417,653	0	0
(483111) Misc Income-Reimbursements	0	360,047	0	0
(483450) Refunds-Insurance Premiums	1,947	0	0	0
(483455) Settlement Payments	25,870	57,606	0	0
▼ Expenses	1,608,050	2,347,288	2,806,300	3,593,122
▼ Services and Supplies	1,433,305	2,347,288	2,595,897	3,130,497
(521150) Expendable Equipment	0	602	0	0
(521155) Expendable Equip-Computer	1,339	0	0	0
(521620) Insurance-Excess Premium	1,000,317	1,165,869	1,563,000	2,158,000
(521628) Insurance-Deductible	43,630	75,127	250,000	150,000
(521635) Insurance-Cyber Liability	3,627	13,098	23,000	29,700
(521641) Insurance-Primary Premium	1,858	16,233	15,500	0

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(521660) Insurance-Surety	12,767	22,089	26,600	22,300
(521670) Insurance-Watercraft Premium	1,763	1,480	1,700	2,200
(521680) Insurance-Pollution	12,370	11,271	15,500	19,000
(521695) Insurance-Property	215,428	282,500	301,000	335,000
(521696) Insurance-Airport	3,568	3,747	4,400	4,800
(523210) Dues & Memberships	650	0	700	0
(526123) PS&S-County Counsel	28,017	18,095	30,000	35,000
(526124) PS&S-Auditor-Controller	203	182	250	250
(526128) PS&S-Human Resources	28,940	51,346	56,247	69,247
(528000) SDE Special Department Expense	74,783	678,520	300,000	300,000
(529116) Training-Travel	4,044	7,130	8,000	5,000
▼ Fixed Assets	33,953	0	0	0
(543000) Vehicles	33,953	0	0	0
▼ Other Financing Uses	2,432	0	0	0
(532465) Interest-Internal Borrowing	2,432	0	0	0
▼ Allocations	138,360	0	210,403	462,625
(681110) A-87 Allocation	138,360	0	210,403	462,625
Revenues Less Expenses	$ -26,623	$ -7,500	$ -464,300	$ 1,000

Data filtered by Types, Liability Self Insurance, Other General and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Internal Service Funds

5520-110700 Unemployment Insurance

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▿ **Revenues**	$ 405,346	$ 157,505	$ 78,500	$ 13,791
▾ **Use of Money & Property**	4,605	6,005	2,000	5,000
(441110) Interest Income	4,605	6,005	2,000	5,000
▾ **Charges for Services**	400,741	151,500	76,500	8,791
(479520) Unemployment Fees-Cty	399,241	150,000	75,000	7,291
(479521) Unemployment Fees-NonCty	1,500	1,500	1,500	1,500
▾ **Expenses**	103,773	84,811	101,261	75,735
▾ **Services and Supplies**	88,776	84,811	101,261	75,735
(521640) Insurance-Unemployment	88,261	84,422	100,000	75,000
(522146) Maint-Equip Mandated Software	0	0	531	0
(526124) PS&S-Auditor-Controller	11	11	30	35
(526162) PS&S-Claims Administration	504	378	700	700
▾ **Allocations**	14,997	0	0	0
(681110) A-87 Allocation	14,997	0	0	0
Revenues Less Expenses	$ 301,574	$ 72,694	$ -22,761	$ -61,944

Data filtered by Types, Unemployment Insurance, Other General and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Internal Service Funds

5530-106100 Telecommunications

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 334,874	$ 309,983	$ 305,759	$ 437,170
▼ Use of Money & Property	6,382	5,462	5,000	5,000
(441110) Interest Income	6,382	5,462	5,000	5,000
▼ Charges for Services	298,919	304,521	300,759	432,170
(479447) Telecom Depr-Cty	294,508	303,169	299,232	427,762
(479448) Telecom Fees-NonCty	4,411	1,352	1,527	4,408
▼ Other Finance Sources	29,573	0	0	0
(493100) Contributed Capital	29,573	0	0	0
▼ Expenses	535,689	435,819	332,327	437,988
▼ Services and Supplies	379,129	277,623	304,803	436,313
(521150) Expendable Equipment	889	-27	3,500	3,500
(521155) Expendable Equip-Computer	15,992	4,578	5,000	0
(521310) Communications	66,880	63,646	66,960	67,884
(521320) Communications-Other	37,775	562	1,527	4,408
(522120) Maint-Internal Vehicles	4,625	554	4,000	4,000
(522130) Maint-Equip Vehicles	15	24	500	500
(522146) Maint-Equip Mandated Software	307	532	531	585
(522147) Maint-Equip Dept Software	0	0	47,400	68,000

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(525110) Office Expense	850	546	1,000	1,000
(525155) Office-Purchasing Dept	300	0	300	300
(526110) PS&S-Professional Services	178,872	180,941	161,655	273,386
(526124) PS&S-Auditor-Controller	130	133	130	150
(528000) SDE Special Department Expense	72,004	0	0	0
(529110) Travel & Trans-Fuel	489	1,334	1,800	2,100
(529112) Travel & Trans-Priv Auto	0	0	500	500
(529116) Training-Travel	0	24,800	10,000	10,000
▼ Fixed Assets	149,306	152,720	22,000	0
(544500) Communication Equipment	29,573	0	22,000	0
(559000) Fixed Asset Contra Account	-29,573	0	0	0
(559200) Depreciation Expense	149,306	152,720	0	0
▼ Allocations	7,255	5,476	5,524	1,675
(681110) A-87 Allocation	7,255	5,476	5,524	1,675
Revenues Less Expenses	$ -200,815	$ -125,835	$ -26,568	$ -818

Data filtered by Types, Telecommunications, Communications and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Internal Service Funds

5540-110200 Workers Compensation Self Insurance

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 3,306,298	$ 3,257,422	$ 3,751,000	$ 3,927,951
▼ Use of Money & Property	121,819	122,267	150,000	15,000
(441110) Interest Income	121,819	122,267	150,000	15,000
▼ Charges for Services	3,184,478	3,135,155	3,601,000	3,912,951
(472311) Refunds/Reimbursements	144,920	35,912	25,000	0
(479415) Workers Comp Svcs-Cty	3,039,558	3,099,243	3,576,000	3,912,951
▼ Expenses	2,627,113	3,082,693	3,550,871	3,841,116
▼ Salaries and Benefits	382,410	535,404	500,000	500,000
(512320) Post Retirement Medical	0	645	0	0
(512335) Workers Comp Sheriff 4850	382,410	534,758	500,000	500,000
▼ Services and Supplies	2,195,870	2,547,289	2,754,022	2,905,860
(521155) Expendable Equip-Computer	1,339	0	0	0
(521620) Insurance-Excess Premium	247,262	315,024	385,000	514,020
(521641) Insurance-Primary Premium	1,705,719	1,422,626	2,000,000	2,000,000
(521699) Insurance-Liability Adjustment	0	513,000	0	0
(523210) Dues & Memberships	200	150	200	200
(526124) PS&S-Auditor-Controller	67	53	75	75
(526128) PS&S-Human Resources	28,940	51,346	56,247	68,771

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526129) PS&S-Insurance Service	0	0	0	3,794
(526161) PS&S-Administration Fee	154,100	159,356	160,000	165,000
(528000) SDE Special Department Expense	57,969	85,409	150,000	150,000
(528197) SDE-Safety Incentive Program	0	0	0	1,500
(529116) Training-Travel	275	325	2,500	2,500
▼ Allocations	48,833	0	296,849	435,256
(681110) A-87 Allocation	48,833	0	296,849	435,256
Revenues Less Expenses	$ 679,184	$ 174,729	$ 200,129	$ 86,835

Data filtered by Types, Workers Compensation, General Government and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Internal Service Funds

5550-102500 Purchasing and Special Services

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
Revenues	$ 670,880	$ 549,925	$ 749,601	$ 1,059,551
Use of Money & Property	2,746	3,199	0	0
(441110) Interest Income	2,746	3,199	0	0
Charges for Services	668,134	546,726	749,601	1,059,551
(479121) Photocopy Fees-County	245,964	230,912	340,000	336,000
(479123) Postage Fees-County	108,446	107,887	150,000	175,000
(479124) Postage Fees-Non-County	10,724	7,849	0	0
(479440) Purchasing Services	303,000	200,078	259,601	548,551
Expenses	519,159	604,749	864,577	1,060,320
Salaries and Benefits	47,150	117,172	189,802	236,793
(511110) Salaries	29,446	70,069	116,267	139,658
(511118) Fed COVID-19 Leave Salaries	144	1,726	0	0
(511150) Cash Outs-Leave	3,960	171	2,319	5,906
(512115) FICA	2,380	5,820	9,308	10,684
(512120) Unemployment Insurance	652	97	802	20
(512125) Disability Insurance	0	370	364	463
(512205) Retirement-PERS Fixed	15,354	8,719	17,187	24,787
(512210) Retirement-PERS Percentage	2,691	6,526	10,162	14,501

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(512220) Deferred Compensation	0	0	5,480	7,959
(512305) Employees Group Insurance	1,575	13,387	24,948	32,628
(512320) Post Retirement Medical	1,305	0	672	0
(512325) Life Insurance	100	60	100	294
(512330) Workers Comp Insurance	1,230	626	1,634	-1,307
(512415) Cell Phone Stipend	0	299	360	1,200
(512505) Employee Physicals	0	192	200	0
(513150) Salary & Benefit Reimbursement	-10,066	0	0	0
(513999) Change in Employee Leave	-1,621	9,111	0	0
▼ Services and Supplies	472,009	484,934	580,149	550,086
(521155) Expendable Equip-Computer	0	4,055	0	0
(522146) Maint-Equip Mandated Software	307	422	421	464
(522147) Maint-Equip Dept Software	0	0	50,488	750
(522148) Maint-Ent Infrastructure Solut	0	0	0	3,259
(523223) Licenses-Enterprise Technology	3,937	3,189	5,782	5,291
(525110) Office Expense	3,972	3,598	5,000	5,500
(525126) Personnel Advertising	0	187	200	200
(525132) Office-Copy Paper	26,539	26,636	40,000	36,000
(525140) Office-Photocopy	307,488	306,807	300,000	300,000
(525150) Office-Postage	101,830	125,410	150,000	175,000
(525200) Publications & Legal Notices	209	0	150	168
(526124) PS&S-Auditor-Controller	15,628	2,583	375	420

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(526129) PS&S-Insurance Service	511	249	914	1,426
(527215) Rents-Postage	11,233	11,149	10,000	11,200
(527220) Rents-Phone	354	334	319	908
(529110) Travel & Trans-Fuel	0	0	500	500
(529116) Training-Travel	0	315	2,000	9,000
(529215) Utilities-Garbage	0	0	14,000	0
▼ Fixed Assets	0	1,083	50,488	0
(544150) Software	0	64,988	50,488	0
(559000) Fixed Asset Contra Account	0	-64,988	0	0
(559200) Depreciation Expense	0	1,083	0	0
▼ Allocations	0	1,560	44,138	273,441
(681110) A-87 Allocation	0	1,560	44,138	273,441
Revenues Less Expenses	$ 151,721	$ -54,824	$ -114,976	$ -769

Data filtered by Types, Purchasing and Special Srvcs, Finance and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Internal Service Funds

5560-110400 Employee Group Insurance

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▿ Revenues	$ 9,592,692	$ 11,092,549	$ 11,373,500	$ 14,313,835
▾ Charges for Services	9,471,253	10,959,527	11,373,500	14,313,835
(478610) Insurance-Retirees Cobra	184,051	431,252	160,000	1,100,000
(478620) Insurance-Post Retiree	597,965	602,095	0	655,000
(478630) Insurance-Liberty Insurance	69,024	10,619	64,000	80,000
(479420) Employee Group Ins-Cty	8,620,214	9,915,561	11,149,500	12,478,835
▾ Miscellaneous Revenue	121,439	133,022	0	0
(483455) Settlement Payments	121,439	133,022	0	0
▾ Expenses	9,583,370	11,092,549	11,368,500	11,771,845
▾ Services and Supplies	9,583,306	11,091,006	11,368,500	11,771,845
(521611) Insurance-PERS Health	8,397,983	9,644,283	9,881,000	10,657,261
(521614) Insurance-Vision Service Plan	48,237	49,886	55,000	91,213
(521616) Insurance-Myers-Stevens Safety	47,930	51,745	55,000	55,000
(521618) Insurance-Med Eye Admin Cost	10,655	9,341	12,000	860
(521621) Insurance-Delta Dental Claims	530,155	768,454	780,000	502,499
(521622) Insurance-Sun Life	99,950	106,118	110,000	0
(521623) Insurance-Med Eye Svcs Claims	65,442	68,593	70,000	2,000
(521626) Insurance-Sun STD/LTD	293,944	302,152	305,000	315,512

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
(521631) Insurance-Sun Voluntary Life	63,641	62,924	70,000	115,000
(521633) Insurance-Liberty Mutual	12,284	11,900	15,000	15,000
(526124) PS&S-Auditor-Controller	522	399	500	500
(528000) SDE Special Department Expense	12,563	15,213	15,000	17,000
▼ Other Financing Uses	64	1,543	0	0
(532465) Interest-Internal Borrowing	64	1,543	0	0
Revenues Less Expenses	$ 9,322	$ 0	$ 5,000	$ 2,541,990

Data filtered by Types, Employee Group Insurance, General Government and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Internal Service Funds

5570-110300 Employee Leave Liability

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▼ Revenues	$ 2,012,420	$ 2,015,365	$ 2,012,000	$ 2,015,000
▼ Use of Money & Property	12,420	15,365	12,000	15,000
(441110) Interest Income	12,420	15,365	12,000	15,000
▼ Charges for Services	2,000,000	2,000,000	2,000,000	2,000,000
(479400) Interfund-Term & Cashout	2,000,000	2,000,000	2,000,000	2,000,000
▼ Expenses	1,963,252	2,172,430	1,800,000	1,900,000
▼ Salaries and Benefits	1,963,252	2,172,430	1,800,000	1,900,000
(511140) Salaries-Termination	619,823	684,494	800,000	900,000
(511145) Cash Outs-Vacation	1,212,198	971,590	1,000,000	1,000,000
(513999) Change in Employee Leave	131,230	516,346	0	0
Revenues Less Expenses	$ 49,168	$ -157,066	$ 212,000	$ 115,000

Data filtered by Types, Employee Leave Liability, General Government and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Internal Service Funds

5580-110800 Post Retirement Insurance Fund

Collapse All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▿ Revenues	$ 1,147,337	$ 1,217,154	$ 1,100,000	$ 652,266
▾ Use of Money & Property	91,060	88,766	100,000	50,000
(441110) Interest Income	91,060	88,766	100,000	50,000
▾ Charges for Services	1,056,277	1,128,388	1,000,000	602,266
(478620) Insurance-Post Retiree	1,056,277	1,128,388	1,000,000	602,266
▾ Expenses	884,145	758,259	781,357	2,716,200
▾ Services and Supplies	884,145	758,259	781,357	2,716,200
(521610) Insurance	596,695	602,095	765,107	700,000
(521698) Insurance-Post Retirement	271,515	141,139	1,200	1,200
(526110) PS&S-Professional Services	15,925	15,022	15,000	15,000
(526124) PS&S-Auditor-Controller	11	4	50	0
(526510) PS&S-PERS Additional Payment	0	0	0	1,000,000
(526515) PS&S-Section 115 Payment	0	0	0	1,000,000
Revenues Less Expenses	$ 263,192	$ 458,894	$ 318,643	$ -2,063,934

Data filtered by Types, Post Retirement Insurance, General Government and exported on June 15, 2023. Created with OpenGov

2024 Adopted Budget - Internal Service Funds

5595-110505 Information Technology Services ISF

Expand All	2021 Actual	2022 Actual	2022-23 Budget	2023-24 Adopted Budget
▽ **Revenues**	$ 0	$ 0	$ 752,000	$ 1,829,872
▽ **Revenues**	0	0	0	80,417
(472622) Fees-Alarms	0	0	0	80,417
▽ **Use of Money & Property**	0	0	2,000	0
(441110) Interest Income	0	0	2,000	0
▽ **Charges for Services**	0	0	0	1,749,455
(472740) Computer Replacement Fee	0	0	0	529,455
(472745) Enterprise Infrastructure Fee	0	0	0	1,220,000
▽ **Transfers In**	0	0	750,000	0
(499001) Transfer In-General Fund	0	0	750,000	0
▽ **Expenses**	0	0	0	1,288,872
▼ **Services and Supplies**	0	0	0	1,288,872
(521155) Expendable Equip-Computer	0	0	0	529,455
(522235) Maint-Alarms	0	0	0	80,417
(528705) SDE-Enterprise Infrastructure	0	0	0	679,000
Revenues Less Expenses	$ 0	$ 0	$ 752,000	$ 541,000

Data filtered by Types, Information Technology Services, Information Technology ISF and exported on June 15, 2023. Created with OpenGov