MODOC COUNTY RECLASSIFICATION REVIEW AND SALARY ADJUSTMENT COMMITTEE

Geri Byrne, Supervisor
Kathie Rhoads, Supervisor

Kathie Rhoads
Chairperson

Chester Robertson
County Administrative Officer

Board of Supervisors Room
204 S. Court St., Room # 203, Alturas, CA 90101
(530) 233-6201
http://www.co.modoc.ca.us/

SPECIAL MEETING
AGENDA FOR THURSDAY, JUNE 10, 2021
10:00 AM

10:00 AM Call to Order

I. Consent Agenda Items

1.a. CONSIDERATION/ACTION: Requesting approval of the May 20, 2021 meeting minutes for the Reclassification Review and Salary Adjustment Committee. (Clerk of the Board)

II. Library Items

2.a. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Library Associate I from Range 131: Step A-F; $1,874.00-$2,391.00 monthly to Range 175: Step A-F; $2,334.00-$2,980.00 monthly. (Library)

2.b. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Library Associate II from Range 141: Step A-F; $1,971.00-$2,517.00 monthly to Range 185: Step A-F; $2,454.00-$3,132.00 monthly. (Library)

III. Agriculture Items

3.a. CONSIDERATION/ACTION: Requesting approval of a reclassification for the position of Automotive and Equipment Mechanic/Weed Abatement Field Coordinator to Auto Equipment Mechanic/Program Supervisor. (Agriculture)

IV. Social Services Items

4.a. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors create the position of Employment and Training Worker Supervisor, Range 300: Step A-F; $4,355.00-$5,559.00 monthly. (Social Services)

4.b. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to create the position of Supervising Staff Services Analyst, Range 304: Step A-F; $4,443.00-$5,670.00 monthly. (Social Services)

V. Health Services Items

5.a. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Senior Environmental Health Specialist, Range 322: Step A-F; $4,860.00-$6,202.00 to Range 342: Step A-F; $5,370.00-$6,854.00 monthly. (Health Services)

VI. Road/Airport Items

6.a. CONSIDERATION/ACTION: Requesting permission to review the class specification for the Deputy Road Commissioner of Administration & Project Delivery and adjust salary at the recommendation of the Reclassification Review and Salary Adjustment Committee. (Road/Airport)

6.b. CONSIDERATION/ACTION: Requesting permission to review the class specification for the Deputy Road Commissioner of Maintenance & Operations and adjust salary at the recommendation of the Reclassification Review and Salary Adjustment Committee. (Road/Airport)

ADJOURNMENT

Parties with a disability as provided by the American Disabilities Act who require special accommodations or aides in order to participate in the public meeting should make the request to the Clerk of the Board at least 48 hours prior to the meeting.
If you wish to review the attachments available for each item you can view them at the Clerk of the Board's Office which is located at 204 S. Court Street, Room #204, Alturas, CA 96101 or you can find them on our website at: http://www.co.modoc.ca.us/departments/board-of-supervisors/agenda-minutes-audio. You may also contact the Clerk of the Board at (530) 233-6201 or by email at TiffanyMartinez@co.modoc.ca.us

POSTED ON BOARDROOM DOOR, COURTHOUSE BULLETIN BOARD AND THE ALTURAS POST OFFICE, JUNE 7, 2021.

MODOC COUNTY BOARD OF SUPERVISORS
AGENDA REQUEST FORM

Date of Meeting for Which Item is Requested: **June 10, 2021**
Name of Requesting Party or Entity: **Tiffany Martinez, Clerk of the Board**

Regular or Consent: **Consent**

Kind of Action Requested: **Consideration/Action**

Describe Specific Action Requested or Information to be Discussed:

Requesting approval of the May 20, 2021 meeting minutes for the Reclassification Review and Salary Adjustment Committee.

Budget Affected: No

Clerk's Instructions:
Certified Copies Needed: 1
Minutes Orders Needed: 1

Date Submitted: 6/7/2021

Phone Number: (530) 233-6201

Email: TiffanyMartinez@co.modoc.ca.us

Agenda Item Number: 1.a

NED COE
1st District

PATRICIA CULLINS
2nd District

KATHIE RHOADS
3rd District

ELIZABETH CAVASSO
4th District

GERI BYRNE
5th District



TIFFANY A. MARTINEZ
CLERK OF THE
BOARD OF SUPERVISORS

204 S. COURT STREET
ALTURAS, CALIFORNIA
96101

PHONE (530) 233-6201

Reclassification Review and Salary Adjustment Committee
May 20, 2021

Call to Order

Attendee Name	Title	Status	Arrived
Geri Byrne	Supervisor	Present	
Kathie Rhoads	Supervisor	Present	
Laura Shinn	Staff Services Manager	Present	
Luvina Albright	Support Services Administrator	Present	
Lisa Phillips	Assistant Auditor-Clerk	Present	
Kristen DePaul	Assessor-Recorder	Present	
Tiffany Martinez	Assistant County Administrative Officer	Present	
Pam Randall	Human Resources Director and Risk Manager	Present	

For items 1-4 the Reclassification Review and Salary Adjustment Committee included Supervisor Rhoads, Supervisor Byrne, Assistant County Administrative Officer, Tiffany Martinez, Staff Services Manager, Laura Shinn, and Support Services Administrator, Luvina Albright.

1. Consent Agenda Items

RESULT:	**APPROVED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Luvina Albright, Support Services Administrator
AYES:	Byrne, Rhoads, Shinn, Albright, Martinez
EXCUSED:	Phillips
AWAY:	DePaul

1.a. CONSIDERATION/ACTION: Requesting approval of the February 15, 2018 meeting minutes for the Reclassification Review and Salary Adjustment Committee. (Clerk of the Board)

1.b. CONSIDERATION/ACTION: Requesting approval of the February 4, 2019 meeting minutes for the Reclassification Review and Salary Adjustment Committee. (Clerk of the Board)

1.c. CONSIDERATION/ACTION: Requesting approval of the June 10, 2019 meeting minutes for the Reclassification Review and Salary Adjustment Committee. (Clerk of the Board)

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1.d. CONSIDERATION/ACTION: Requesting approval of the October 2, 2019 and October 7, 2019 meeting minutes for the Reclassification Review and Salary Adjustment Committee. (Clerk of the Board)

1.e. CONSIDERATION/ACTION: Requesting approval of the July 29, 2020 meeting minutes for the Reclassification Review and Salary Adjustment Committee. (Clerk of the Board)

The Chair of the Board elected to begin at item 2.b.

2. Assessor Items

2.a. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Auditor-Appraiser II, from Range 218: Step A-F; $2,892.00-$3,691.00 monthly to Range 286: Step A-F; $4,061-$5,183.00 monthly. (Assessor)

Assessor-Recorder, Kristen DePaul and Administrative Assistant, Cindy Mohr provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Assessor-Recorder DePaul.

Ordered on a motion by Support Services Administrator Albright, seconded by Assistant County Administrative Officer Martinez to recommend as amended to the Board of Supervisors to reclassify the position of Auditor-Appraiser II, from Range 218: Step A-F; $2,892.00-$3,691.00 monthly to Range 284: Step A-F; $4,021.00-$5,132.00 monthly and designate this job classification as non-exempt.

Motion carried unanimously.

The Chair of the Board moved to item 2.c.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Luvina Albright, Support Services Administrator
SECONDER:	Tiffany Martinez, Assistant County Administrative Officer
AYES:	Byrne, Rhoads, Shinn, Albright, Martinez
AWAY:	Phillips, DePaul

2.b. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Auditor-Appraiser I, from Range 198: Step A-F; $2,619.00-$3,343.00 monthly to Range 264: Step A-F; $3,639.00-$4,645.00 monthly. (Assessor)

Assessor-Recorder, Kristen DePaul and Administrative Assistant, Cindy Mohr provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Assessor-Recorder DePaul.

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Assessor-Recorder Depaul reported this position will be classified as non-exempt as stated on the job classification.

The Chair of the Board moved to item 2.a.

RESULT:	**APPROVED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Laura Shinn, Staff Services Manager
AYES:	Byrne, Rhoads, Shinn, Albright, Martinez
AWAY:	Phillips, DePaul

2.c. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to create the position of Appraiser III, Range 288: Step A-F; $4,101.00-$5,233.00 monthly. (Assessor)

Assessor-Recorder, Kristen DePaul and Administrative Assistant, Cindy Mohr provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Assessor-Recorder DePaul.

Ordered on a motion by Support Services Administrator Albright, seconded by Staff Services Manager Shinn to recommend as amended to the Board of Supervisors to create the position of Appraiser III, Range 302: Step A-F; $4,399.00-$5,615.00 monthly and designate this job classification as non-exempt.

Motion carried unanimously.

The Chair of the Board moved to item 2.e.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Luvina Albright, Support Services Administrator
SECONDER:	Laura Shinn, Staff Services Manager
AYES:	Byrne, Rhoads, Shinn, Albright, Martinez
AWAY:	Phillips, DePaul

2.d. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Appraiser II, Range 213: Step A-F; $2,822.00-$3,602.00 monthly to Range 251: Step A-F; $3,411.00-$4,353.00 monthly. (Assessor)

Assessor-Recorder, Kristen DePaul and Administrative Assistant, Cindy Mohr provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Assessor-Recorder DePaul.

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Ordered on a motion by Supervisor Byrne, seconded by Staff Services Manager Shinn to recommend as amended to the Board of Supervisors to reclassify the position of Appraiser II, Range 213: Step A-F; $2,822.00-$3,602.00 monthly to Range 272: Step A-F; $3,787.00-$4,833.00 monthly and designate this job classification as non-exempt.

Motion carried unanimously.

The Chair of the Board moved to item 3.b.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Laura Shinn, Staff Services Manager
AYES:	Byrne, Rhoads, Shinn, Albright, Martinez
AWAY:	Phillips, DePaul

2.e. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Appraiser I, Range 198: Step A-F; $2,619.00-$3,343.00 to Range 230: Step A-F; $3,071.00-$3,920.00 monthly. (Assessor)

Assessor-Recorder, Kristen DePaul and Administrative Assistant, Cindy Mohr provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Assessor-Recorder DePaul.

Ordered on a motion by Supervisor Byrne, seconded by Support Services Administrator Albright to recommend as amended to the Board of Supervisors to reclassify the position of Appraiser I, Range 198: Step A-F; $2,619.00-$3,343.00 to Range 252: Step A-F; $3,428.00-$4,374.00 monthly and designate this job classification as non-exempt.

Motion carried unanimously.

The Chair of the Board moved to item 2.d.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Luvina Albright, Support Services Administrator
AYES:	Byrne, Rhoads, Shinn, Albright, Martinez
AWAY:	Phillips, DePaul

3. Recorder Items

3.a. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to create the position of Assessor-Recorder Technician II, Range 202: Step A-F; $2,671.00-$3,409.00 monthly. (Assessor)

Assessor-Recorder, Kristen DePaul and Administrative Assistant, Cindy Mohr provided a background on the proposed reclassification.

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A discussion was held and several questions were asked of Assessor-Recorder DePaul.

Ordered on a motion by Supervisor Byrne, seconded by Support Services Administrator Albright to recommend as amended to the Board of Supervisors to create the position of Assessor-Recorder Technician II, Range 223: Step A-F; $2,966.00-$3,786.00 monthly and designate this job classification as non-exempt.

Motion carried unanimously.

The Chair of the Board moved to item 4.a.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Luvina Albright, Support Services Administrator
AYES:	Byrne, Rhoads, Shinn, Albright, Martinez
AWAY:	Phillips, DePaul

3.b. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to create the position of Assessor-Recorder Technician I, Range 188: Step A-F; $2,490.00-$3,178.00 monthly. (Assessor)

Assessor-Recorder, Kristen DePaul and Administrative Assistant, Cindy Mohr provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Assessor-Recorder DePaul.

Ordered on a motion by Supervisor Byrne, seconded by Assistant County Administrative Officer Martinez to recommend as amended to the Board of Supervisors to create the position of Assessor-Recorder Technician I, Range 203: Step A-F; $2,684.00-$3,425.00 monthly and designate this job classification as non-exempt.

Motion carried unanimously.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Tiffany Martinez, Assistant County Administrative Officer
AYES:	Byrne, Rhoads, Shinn, Albright, Martinez
AWAY:	Phillips, DePaul

4. Administrative Services Items

4.a. CONSIDERATION/ACTION: Requesting to recommend to the Board of Supervisors to reclassify the Building and Grounds Maintenance Supervisor, Range 188: Step A-F; $2,490.00 - $3,178.00 monthly to Range 279: Step A-F; $3,921.00 - $5,004.00 monthly. (Administrative Services)

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County Administrative Officer, Chester Robertson, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of CAO Robertson.

RESULT:	**APPROVED [4 TO 0]**
MOVER:	Laura Shinn, Staff Services Manager
SECONDER:	Geri Byrne, Supervisor
AYES:	Byrne, Rhoads, Shinn, Albright
ABSTAIN:	Martinez
AWAY:	Phillips, DePaul

For items 5-7 the Reclassification Review and Salary Adjustment Committee included Supervisor Rhoads, Supervisor Byrne, Assistant County Administrative Officer, Tiffany Martinez, Assessor-Recorder, Kristen DePaul, and Assistant Auditor-Clerk, Lisa Phillips. The Chair of the Board moved to item 5.d.

5. Treasurer/Tax Collector Items

5.a. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to create the position of Chief Deputy Treasurer-Tax Collector, Range 328: Step A-F; $5,008.00-$6,391.00 monthly. (Treasurer/Tax Collector)

Treasurer-Tax Collector, Cheryl Knoch, provided a background on the proposed reclassification.

An extensive discussion was held and several questions were asked of Treasurer-Tax Collector Knoch.

Ordered on a motion by Assessor-Recorder DePaul, seconded by Assistant Auditor Phillips to recommend as amended to the Board of Supervisors to create the position of Chief Deputy Treasurer-Tax Collector, Range 320: Step A-F; $4,812.00-$6,143.00 monthly as a confidential exempt employee and make recommended changes to the job classification.

Motion carried unanimously.

RESULT:	**APPROVE AS AMENDED [UNANIMOUS]**
MOVER:	Kristen DePaul, Assessor-Recorder
SECONDER:	Lisa Phillips, Assistant Auditor-Clerk
AYES:	Byrne, Rhoads, Shinn, Albright, Phillips, DePaul, Martinez

11:30 a.m. Motion for a ten minute recess.

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RESULT:	**APPROVED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Kristen DePaul, Assessor-Recorder
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

11:40 a.m. The Committee reconvened with all members present. The Chair of the Board moved to item 6.b.

5.b. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to create the position of Treasurer-Tax Collector Technician III, Range 260: Step A-F; $3,567.00-$4,552.00 monthly. (Treasurer/Tax Collector)

Treasurer-Tax Collector, Cheryl Knoch, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Treasurer-Tax Collector Knoch.

Ordered on a motion by Supervisor Byrne, seconded by Assessor DePaul to recommend as amended to the Board of Supervisors to create the position of Treasurer-Tax Collector Specialist III, Range 260: Step A-F; $3,567.00-$4,552.00 monthly as a confidential non-exempt employee and make recommended changes to the job classification.

Motion carried unanimously.

The Chair of the Board moved to item 5.a.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Kristen DePaul, Assessor-Recorder
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

5.c. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisor to create the position of Treasurer-Tax Collector Technician II, Range 240: Step A-F; $3,229.00-$4,121.00 monthly. (Treasurer/Tax Collector)

Treasurer-Tax Collector, Cheryl Knoch, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Treasurer-Tax Collector Knoch.

Ordered on a motion by Assessor-Recorder DePaul, seconded by Assistant Auditor-Clerk Phillips to recommend as amended to the Board of Supervisor to create the position of Treasurer-Tax Collector Specialist II, Range 240: Step A-F; $3,229.00-$4,121.00 monthly as a confidential non-exempt employee and make recommended changes to the job classification.

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Motion carried unanimously.

The Chair of the Board moved to item 5.b.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Kristen DePaul, Assessor-Recorder
SECONDER:	Lisa Phillips, Assistant Auditor-Clerk
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

5.d. CONSIDERATION/ACTION: Requesting to recommend to the Board of Supervisors to create the position of Treasurer-Tax Collector Technician I, Range 220: Step A-F; $2,921.00-$3,728.00 monthly. (Treasurer/Tax Collector)

Treasurer-Tax Collector, Cheryl Knoch, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Treasurer-Tax Collector Knoch.

Ordered on a motion by Assessor-Recorder DePaul, seconded by Assistant Auditor-Clerk Phillips to recommend as amended to the Board of Supervisors to create the position of Treasurer-Tax Collector Specialist I, Range 220: Step A-F; $2,921.00-$3,728.00 monthly as a confidential non-exempt employee and make recommended changes to the job classification.

Motion carried unanimously.

The Chair of the Board moved to item 5.c.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Kristen DePaul, Assessor-Recorder
SECONDER:	Lisa Phillips, Assistant Auditor-Clerk
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

6. Behavioral Health Items

6.a. CONSIDERATION/ACTION: Requesting approval recommend to the Board of Supervisors to reclassify and rename the position of Behavioral Health Specialist III Range 235: Step A-F; $3,149.00-$4,018.00 to Behavioral Health Case Management Specialist III, Range 254: Step A-F; $3,462.00-$4,418.00 monthly. (Health Services)

Director of Health Services, Stacy Sphar, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Director of Health Services Sphar.

Ordered on a motion by Assessor-Recorder DePaul, seconded by Assistant Auditor Phillips to recommend as amended to the Board of Supervisors to reclassify and rename the position of

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Behavioral Health Specialist III Range 235: Step A-F; $3,149.00-$4,018.00 to Behavioral Health Case Management Specialist II, Range 254: Step A-F; $3,462.00-$4,418.00 monthly as a non-exempt employee and make recommended changes to the job classification.

Motion carried unanimously.

The Chair of the Board moved to item 6.d.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Kristen DePaul, Assessor-Recorder
SECONDER:	Lisa Phillips, Assistant Auditor-Clerk
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

6.b. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify and rename the position of Behavioral Health Specialist II, Range 221: Step A-F; $2,936.00-$3,747.00 to Behavioral Health Case Management Specialist I, Range 240: Step A-F; $3,229.00-$4,121.00 monthly. (Health Services)

Director of Health Services, Stacy Sphar, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Director of Health Services Sphar.

Ordered on a motion by Supervisor Assessor-Recorder DePaul, seconded by Supervisor Byrne to recommend as amended to the Board of Supervisors to reclassify and rename the position of Behavioral Health Specialist II, Range 221: Step A-F; $2,936.00-$3,747.00 to Behavioral Health Case Management Specialist I, Range 240: Step A-F; $3,229.00-$4,121.00 monthly as a non-exempt employee and make recommended changes to the job classification.

Motion carried unanimously.

The Chair of the Board moved to item 6.a.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Kristen DePaul, Assessor-Recorder
SECONDER:	Geri Byrne, Supervisor
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

6.c. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Behavioral Health Clinician II, Range 299: Step A-F; $4,333.00-$5,531.00 to Range 318: Step A-F; $4,764.00 - $6,081.00 monthly. (Health Services)

Director of Health Services, Stacy Sphar, provided a background on the proposed reclassification.

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A discussion was held and several questions were asked of Director of Health Services Sphar.

Ordered on a motion by Supervisor Byrne, seconded by Assessor-Recorder DePaul to recommend as amended to the Board of Supervisors to reclassify the position of Behavioral Health Clinician II, Range 299: Step A-F; $4,333.00-$5,531.00 to Range 311: Step A-F; $4,601.00 - $5,873.00 monthly as a non-exempt employee and make recommended changes to the job classification.

Motion carried unanimously.

The Chair of the Board moved to item 7.a.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Kristen DePaul, Assessor-Recorder
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

6.d. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Behavioral Health Clinician I, Range 274: Step A-F; $3,825.00-$4,881.00 to Range 293: Step A-F; $4,206.00-$5,368.00 monthly. (Health Services)

Director of Health Services, Stacy Sphar, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Director of Health Services Sphar.

Ordered on a motion by Supervisor Byrne, seconded by Assessor-Recorder DePaul approval to recommend as amended to the Board of Supervisors to reclassify the position of Behavioral Health Clinician I, Range 274: Step A-F; $3,825.00-$4,881.00 to Range 286: Step A-F; $4,061.00-$5,138.00 monthly as a non-exempt employee and make recommended changes to the job classification.

Motion carried unanimously.

The Chair of the Board moved to item 6.c.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Kristen DePaul, Assessor-Recorder
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

7. Health Services Items

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7.a. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to create the position of Public Health Nurse II, Range 334: Step A-F; $5,160.00-$6,586.00 monthly. (Health Services)

Director of Health Services, Stacy Sphar, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Director of Health Services Sphar.

Ordered on a motion by Assessor-Recorder DePaul, seconded by Assistant Auditor-Clerk Phillips to recommend as amended to the Board of Supervisors to create the position of Public Health Nurse II, Range 333: Step A-F; $5,134.00-$6,553.00 monthly as a non-exempt employee and make recommended changes to the job classification.

Motion carried unanimously.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Kristen DePaul, Assessor-Recorder
SECONDER:	Lisa Phillips, Assistant Auditor-Clerk
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

7.b. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to create the position of Health Services Financial Officer, Range 300: Step A-F; $4,355.00-$5,559.00 monthly. (Health Services)

Director of Health Services, Stacy Sphar, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Director of Health Services Sphar.

Ordered on a motion by Assessor-Recorder DePaul to recommend as amended to the Board of Supervisors to create the position of Health Services Financial Manger, Range 300: Step A-F; $4,355.00-$5,559.00 monthly as a confidential exempt employee and make recommended changes to the job classification.

Motion carried unanimously.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Kristen DePaul, Assessor-Recorder
SECONDER:	Geri Byrne, Supervisor
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

7.c. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Health Program Manager, Range 266: Step A-F; $3,675.00-$4,691.00 to Range 280: Step A-F; $3,941.00-$5,030.00 monthly. (Health Services)

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Director of Health Services, Stacy Sphar, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Director of Health Services Sphar.

Ordered on a motion by Supervisor Byrne, seconded by Assistant County Administrative Officer Martinez to recommend as amended to the Board of Supervisors to reclassify the position of Health Program Manager, Range 266: Step A-F; $3,675.00-$4,691.00 to Range 280: Step A-F; $3,941.00-$5,030.00 monthly as a non-exempt employee and make recommended changes to the job classification.

Motion carried unanimously.

RESULT:	**APPROVE AS AMENDED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Tiffany Martinez, Assistant County Administrative Officer
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

7.d. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify and rename the position of Health Specialist, Range 221: Step A-F; $2,936.00-$3,747.00 to Health Education Specialist, Range 233: Step A-F; $3,117.00-$3,978.00 monthly. (Health Services)

Director of Health Services, Stacy Sphar, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of Director of Health Services Sphar.

Ordered on a motion by Assessor-Recorder DePaul, seconded by Assistant Auditor-Clerk Phillips to recommend as amended to the Board of Supervisors to reclassify and rename the position of Health Specialist, Range 221: Step A-F; $2,936.00-$3,747.00 to Health Education Specialist, Range 233: Step A-F; $3,117.00-$3,978.00 monthly as a non-exempt employee and make recommended changes to the job classification.

Motion carried unanimously.

RESULT:	**APPROVED [5 TO 0]**
MOVER:	Kristen DePaul, Assessor-Recorder
SECONDER:	Lisa Phillips, Assistant Auditor-Clerk
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

Adjournment

Motion to adjourn.

Motion to adjourn the May 20, 2021 meeting.

DRAFT

Attachment: 21 05 20 DRAFT Minutes (May 20, 2021)

RESULT:	**APPROVED [5 TO 0]**
MOVER:	Geri Byrne, Supervisor
SECONDER:	Kristen DePaul, Assessor-Recorder
AYES:	Byrne, Rhoads, Phillips, DePaul, Martinez
AWAY:	Shinn, Albright

The meeting was adjourned at 12:40 p.m.

Tiffany A. Martinez
Clerk of the Board

Kathie Rhoads
Chair, Reclassification Review
and Salary Adjustment Committee

DRAFT

Attachment: 21 05 20 DRAFT Minutes (May 20, 2021)

MODOC COUNTY BOARD OF SUPERVISORS
AGENDA REQUEST FORM

Date of Meeting for Which Item is Requested: **June 10, 2021**
Name of Requesting Party or Entity: **Cheryl Baker, Library**

Regular or Consent: **Regular**

Kind of Action Requested: **Consideration/Action**

Describe Specific Action Requested or Information to be Discussed:

Requesting approval to recommend to the Board of Supervisors to reclassify the position of Library Associate I from Range 131: Step A-F; $1,874.00-$2,391.00 monthly to Range 175: Step A-F; $2,334.00-$2,980.00 monthly.

Budget Affected: No

Clerk's Instructions:
Certified Copies Needed: 1
Minutes Orders Needed: 1

Date Submitted: 6/7/2021

Phone Number: (530) 233-6340

Email: CherylBaker@co.modoc.ca.us

Agenda Item Number:2.a

Job Classification Survey - GENERAL UNIT
Reclassification Review and Salary Adjustment Committee

rev.21.06(

Date:

Position Title: Library Associate I **Date of previous reclass:** 1996

Department: Library **Number of Hours worked:** 37.5

Is this classification used in other departments in the county: YES: NO: X

Current Range and Step A-F 131 Step A-F $1,874-$2,391 **Proposed Range and Step A-F** 175 Step A-F $2,334 - $2,980

Supervisor's Name: Cheryl Baker

Supervisor's Title: Librarian

Please enter suggested $ amount in the Monthly column (please note three or more must be filled in for formula to calculate)

Fill in the required information for all counties with comparable positions at a Step-A. If there is no comparable position please detail in the job title section.

Job Title	County	Salary Monthly	Salary	Benefits Monthly	Benefits Annual	Total Salary and Benefits	Monthly Benefits	Health	Dental	Vision	Life
Library Assistant I	**Colusa**	$2,156.00	$ 25,872.00	$1,520.00	$18,240.00	$ 44,112.00	$ 1,520.00	$ 1,520.00	$ 45.00	100% EO	Included $50,000
N/A	**Del Norte**			$2,529.00			$ 2,529.00	$ 2,529.00	Cost Share	Cost Share	Included $15,000
N/A	**Glenn**			$1,053.07			$ 1,053.07	$ 1,053.07	N/A	100% EO	Included $10,000
Library Specialist I	**Inyo**	$2,708.00	$ 32,496.00	$1,629.03	$19,548.36	$ 52,044.36	$ 1,629.03	$ 1,629.03	Family 50%	Family 100%	Included
N/A	**Lassen**			$ 415.00			$ 415.00	$ 415.00	$40.00	Included	Included $40,000
Library Aide	**Plumas**	$2,426.67	$ 29,120.04	$1,486.00	$17,832.00	$ 46,952.04	$ 1,486.00	$ 1,486.00	Included	Included	Included
N/A	**Sierra**			$1,020.00			$ 1,020.00	$ 1,020.00	Included	Included	Included $50,000
Library Technician	**Siskiyou**	$2,605.20	$ 31,262.40	$1,239.99	$14,879.88	$ 46,142.28	$ 1,239.99	$ 1,239.99	$ 106.25	$ 7.50	Included $25,000
Library Assistant I	**Trinity**	$2,431.67	$ 29,180.04	$ 704.87	$ 8,458.44	$ 37,638.48	$ 704.87	$ 700.00	Family 100%	Employee 100%	Included $25,000
	Average	**$2,487.85**	**$ 29,854.16**	**$1,236.14**	**$16,983.96**	**$ 45,735.44**					
	CURRENT Step	**$1,874.00**	**$ 22,488.00**	**$1,400.00**	**$16,800.00**	**$ 39,288.00**	$ 1,400.00	$ 1,400.00	$ 57.50	$ 17.32	Included $20,000
	PROPOSED Step	**$2,334.00**	**$ 28,008.00**	**$1,400.00**	**$16,800.00**	**$ 44,808.00**	$ 1,400.00	$ 1,400.00	$ 57.00	$ 17.32	Included $20,000

% INCREASE 24.55%

Benefits last updated: 21 01 06

Attachment: Library Associate I Reclass Form (Library Associate I)

Please detail the need for this position to be reclassified. This position has not been reclassified in recent history and Step A is below minimum wage.

List the Educational Requirements:

Required Degree:

Required Certificate(s):

Supervisor Requirements:

Number of employees to be supervised:

List the titles of employees who will be supervised by this position:

County of Colusa
Monthly Job Class/Salary Schedule

Effecti
Board Revision Date: 3/16/21

Job Title	Sch/Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Base Monthl Hours
HEALTH PRG SPECIALIST I	PF 26	3,663	3,849	4,046	4,251	4,468	4,695	4,812	4,933	5,057	5,184	5,314	5,447	5,583	5,724	6,014	162.5
HEALTH PRG SPECIALIST II	PF 30	4,046	4,251	4,468	4,695	4,933	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,640	162.5
HEALTH PRG SPECIALIST III	PF 34	4,468	4,695	4,933	5,184	5,447	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,807	6,977	7,331	162.5
HEALTH PRG SPECIALIST SUP	PF 40	5,184	5,447	5,724	6,014	6,319	6,640	6,807	6,977	7,152	7,331	7,515	7,703	7,896	8,094	8,503	162.5
HEAVY EQUIP MECHANIC	MSC29	3,908	4,108	4,317	4,537	4,768	5,010	5,136	5,265	5,397	5,533	5,671	5,813	5,958	6,108	6,418	173.3
HUMAN RESOURCE ANALYST	CNF35	4,537	4,768	5,010	5,265	5,533	5,813	5,958	6,108	6,261	6,418	6,578	6,742	6,911	7,084	7,443	162.5
HUMAN RESOURCE TECHNICIAN	CNF23	3,368	3,539	3,719	3,908	4,108	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,533	162.5
HUMAN RESOURCES DIRECTOR	UDH35	8,082	8,491	8,922	9,374	9,849	10,347	10,607	10,872	11,144	11,423	11,709	12,002	12,302	12,610	13,248	162.5
HUMAN SERVICES SUPERVISOR	MSC30	4,007	4,212	4,426	4,651	4,887	5,136	5,265	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,578	162.5
INFO SYSTEMS ANALYST	MSC35	4,537	4,768	5,010	5,265	5,533	5,813	5,958	6,108	6,261	6,418	6,578	6,742	6,911	7,084	7,443	162.5
INFORMATION SYSTEMS TECH	MSC32	4,212	4,426	4,651	4,887	5,136	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,418	6,578	6,911	162.5
LEAD CUSTODIAN	MSC09	2,378	2,498	2,626	2,760	2,900	3,048	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,719	3,908	162.5
LEAD TRANSIT SPECIALIST	MSC27	3,719	3,908	4,108	4,317	4,537	4,768	4,887	5,010	5,136	5,265	5,397	5,533	5,671	5,813	6,108	173.3
LEGAL ADMINISTRATIVE ASST	CNF32	4,212	4,426	4,651	4,887	5,136	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,418	6,578	6,911	162.5
LEGAL SECRETARY	MSC18	2,973	3,125	3,284	3,453	3,628	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,887	162.5
LIBRARIAN	PF 23	3,401	3,574	3,755	3,947	4,147	4,358	4,468	4,580	4,695	4,812	4,933	5,057	5,184	5,314	5,583	162.5
LIBRARY ASSISTANT I	MSC05	2,156	2,264	2,378	2,498	2,626	2,760	2,829	2,900	2,973	3,048	3,125	3,204	3,284	3,368	3,539	162.5
LIBRARY ASSISTANT II	MSC09	2,378	2,498	2,626	2,760	2,900	3,048	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,719	3,908	162.5
LIBRARY ASSISTANT III	MSC12	2,561	2,692	2,829	2,973	3,125	3,284	3,368	3,453	3,539	3,628	3,719	3,813	3,908	4,007	4,212	162.5
LICENSED PSYCHIATRIC TECH	PFA31	4,123	4,333	4,553	4,784	5,028	5,283	5,416	5,552	5,691	5,834	5,981	6,131	6,284	6,442	6,769	162.5
LICENSED VOCATIONAL NURSE	PFA26	3,643	3,828	4,022	4,226	4,441	4,667	4,784	4,905	5,028	5,154	5,283	5,416	5,552	5,691	5,981	162.5
LIEUTENANT	MGS10	6,602	6,933	7,285	7,655	8,044	8,453	8,664	8,881	9,103	9,331	9,564	9,803	10,048	10,299	10,820	173.3
LITERACY PROGRAM COORDINA	PF 23	3,401	3,574	3,755	3,947	4,147	4,358	4,468	4,580	4,695	4,812	4,933	5,057	5,184	5,314	5,583	162.5
MARKETING & ADMIN SPECIAL	MSC19	3,048	3,204	3,368	3,539	3,719	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,768	5,010	162.5
MEDICAL BILLING SPEC	MSC22	3,284	3,453	3,628	3,813	4,007	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,397	162.5
MENTAL HEALTH SPECIALIST	PF 28	3,849	4,046	4,251	4,468	4,695	4,933	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,319	162.5
MENTAL HLTH CLINICAL SUPV	MGT18	5,322	5,595	5,879	6,179	6,492	6,822	6,993	7,168	7,348	7,532	7,721	7,914	8,112	8,316	8,738	162.5
MHSA COORD GRANT WRITER	PF 29	3,947	4,147	4,358	4,580	4,812	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,165	6,477	162.5
MHSA FAMILY FACILITATOR	PF 35	4,580	4,812	5,057	5,314	5,583	5,867	6,014	6,165	6,319	6,477	6,640	6,807	6,977	7,152	7,515	162.5
MHSA FAMILY SPECIALIST	PF 32	4,251	4,468	4,695	4,933	5,184	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,977	162.5
MIGRANT HSG PROG MNGR	MGT02	3,589	3,769	3,959	4,158	4,366	4,586	4,701	4,819	4,940	5,064	5,191	5,322	5,457	5,595	5,879	162.5
MIGRANT HSG RES MANAGER	MSC17	2,900	3,048	3,204	3,368	3,539	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,768	162.5
MOBILE COMP LAB AST/DRIVR	MSC05	2,156	2,264	2,378	2,498	2,626	2,760	2,829	2,900	2,973	3,048	3,125	3,204	3,284	3,368	3,539	162.5
OFFICE ASSISTANT I	MSC02	2,003	2,105	2,211	2,322	2,439	2,561	2,626	2,692	2,760	2,829	2,900	2,973	3,048	3,125	3,284	162.5
OFFICE ASSISTANT II	MSC06	2,211	2,322	2,439	2,561	2,692	2,829	2,900	2,973	3,048	3,125	3,204	3,284	3,368	3,453	3,628	162.5
OFFICE ASSISTANT III	MSC10	2,439	2,561	2,692	2,829	2,973	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,719	3,813	4,007	162.5
OFFICE ASSISTANT SUPERVIS	MSC16	2,829	2,973	3,125	3,284	3,453	3,628	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,651	162.5
OPERATIONS SUPERVISOR	MSC24	3,453	3,628	3,813	4,007	4,212	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,397	5,671	173.3
PARENT PARTNER	MSC18	2,973	3,125	3,284	3,453	3,628	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,887	162.5

Attachment: Colusa pay schedule (Library Associate I)

County of Inyo
Salary Schedule - March 4, 2021

The base salaries of all employment positions at the County of Inyo as of March 4, 2021 are listed in the table below. The values in the table do not include additional compensation and benefits.

		Monthly Base Salary						Annual Total	
Position ▲	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step E
ADMINISTRATIVE ANALYST 02	070	$4,753	$4,994	$5,240	$5,506	$5,781	$0	$57,036	$69,372
ADMINISTRATIVE ANALYST 03	072	$4,981	$5,235	$5,490	$5,760	$6,050	$0	$59,772	$72,600
AG BIOL W/M INSPECTOR SENIOR	070	$4,753	$4,994	$5,240	$5,506	$5,781	$0	$57,036	$69,372
AG BIOL WGHTS & MSRS INSPECTOR 01	060	$3,758	$3,941	$4,139	$4,350	$4,564	$0	$45,096	$54,768
AG BIOL WGHTS & MSRS INSPECTOR 02	065	$4,216	$4,433	$4,655	$4,889	$5,129	$0	$50,592	$61,548
AG CANNABIS INSPECTOR 01	060	$3,758	$3,941	$4,139	$4,350	$4,564	$0	$45,096	$54,768
AG CANNABIS INSPECTOR 02	065	$4,216	$4,433	$4,655	$4,889	$5,129	$0	$50,592	$61,548
AG CANNABIS INSPECTOR 03	070	$4,753	$4,994	$5,240	$5,506	$5,781	$0	$57,036	$69,372
AGRICULTURAL BIOLOGIST SUPV	078	$5,741	$6,022	$6,328	$6,644	$6,976	$0	$68,892	$83,712

Attachment: Inyo SalarySchedule (Library Associate I)

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	
LEGAL SECRETARY	$18.72	$19.67	$20.65	$21.69	$22.77	$23.92	$25.12	$26.37	$27.70	
LEGAL SECRETARY - SENIOR	$19.86	$20.86	$21.91	$23.01	$24.17	$25.38	$26.65	$27.99	$29.39	$30.86
LEGAL SECRETARY - TRAINEE	$16.98	$17.83	$18.73	$19.67	$20.66	$21.70	$22.79	$23.93	$25.13	$26.3
LEGAL SERVICES ASSISTANT 1	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
LEGAL SERVICES ASSISTANT 2	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86	$24.0
LIBRARIAN	$21.01	$22.07	$23.18	$24.34	$25.57	$26.85	$28.20	$29.62	$31.10	$32.6
LIBRARY AIDE	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
LIBRARY LITERACY CLERK	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
LIBRARY TECHNICIAN	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
LICENSED VOCATIONAL NURSE 1-BH	$20.19	$21.21	$22.27	$23.39	$24.56	$25.80	$27.09	$28.45	$29.88	$31.3
LICENSED VOCATIONAL NURSE 1-PH	$20.19	$21.21	$22.27	$23.39	$24.56	$25.80	$27.09	$28.45	$29.88	$31.3
LICENSED VOCATIONAL NURSE 2-BH	$21.20	$22.26	$23.38	$24.55	$25.79	$27.08	$28.45	$29.87	$31.37	$32.9
LICENSED VOCATIONAL NURSE 2-PH	$21.20	$22.26	$23.38	$24.55	$25.79	$27.08	$28.44	$29.87	$31.37	$32.9
LITERACY PROGRAM ASSISTANT 1	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
LITERACY PROGRAM ASSISTANT 2	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86	$24.0
MANAGEMENT ANALYST 1	$21.13	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.8
MANAGEMENT ANALYST 2	$23.50	$24.67	$25.91	$27.21	$28.57	$30.01	$31.52	$33.09	$34.75	$36.4
MENTORING COORDINATOR	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
MUSEUM REGISTRAR	$14.57	$15.31	$16.08	$16.88	$17.73	$18.62	$19.56	$20.54	$21.58	$22.6
NATURAL RESOURCES ANALYST	$20.63	$21.67	$22.75	$23.90	$25.09	$26.35	$27.68	$29.06	$30.52	$32.0
NURSE PRACTITIONER	$46.47	$48.80	$51.25	$53.81	$56.50	$59.34	$62.31	$65.43	$68.70	$72.1
OFFICE ASSISTANT 1	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
OFFICE ASSISTANT 2	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.8
OFFICE ASSISTANT 3	$16.21	$17.02	$17.88	$18.77	$19.72	$20.71	$21.76	$22.85	$24.00	$25.2
OFFICE AUTOMATION ANALYST	$22.18	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.4
OFFICE AUTOMATION SPECIALIST	$18.26	$19.18	$20.14	$21.16	$22.22	$23.34	$24.51	$25.74	$27.03	$28.3
PARALEGAL 1	$16.08	$16.88	$17.73	$18.62	$19.56	$20.54	$21.58	$22.66	$23.80	$24.9
PARALEGAL 2	$17.73	$18.62	$19.56	$20.54	$21.58	$22.66	$23.80	$24.99	$26.25	$27.5
PARALEGAL 3	$19.17	$20.13	$21.15	$22.21	$23.33	$24.50	$25.73	$27.01	$28.37	$29.8
PERMIT TECHNICIAN	$16.47	$17.30	$18.17	$19.10	$20.05	$21.05	$22.11	$23.22	$24.38	$25.6
PHYSICIAN ASSISTANT	$46.47	$48.80	$51.25	$53.81	$56.50	$59.34	$62.31	$65.43	$68.70	$72.1
PLANNING TECHNICIAN	$17.81	$18.70	$19.65	$20.63	$21.67	$22.75	$23.90	$25.09	$26.35	$27.6
PREVENTION AIDE	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
PROG COMPL & TRAINING ANALYST	$19.17	$20.13	$21.15	$22.21	$23.33	$24.50	$25.73	$27.01	$28.37	$29.8
PROGRAMMER ANALYST	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.82	$34.4
PROJECT MANAGER	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.88	$41.8
PROPERTY TAX ASSESSMENT SPEC 1	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.8
PROPERTY TAX ASSESSMENT SPEC 2	$16.21	$17.02	$17.88	$18.77	$19.72	$20.71	$21.76	$22.85	$24.00	$25.2
PROPERTY TAX ASSESSMENT TECH	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
PSYCHIATRIC NURSE 1	$26.14	$27.46	$28.83	$30.28	$31.80	$33.40	$35.07	$36.83	$38.68	$40.6
PSYCHIATRIC NURSE 2	$29.28	$30.74	$32.28	$33.90	$35.60	$37.39	$39.26	$41.23	$43.30	$45.4
PSYCHIATRIC TECHNICIAN	$18.25	$19.17	$20.13	$21.15	$22.21	$23.33	$24.50	$25.73	$27.01	$28.3
PUBLIC HEALTH NURSE 1	$26.14	$27.46	$28.83	$30.28	$31.80	$33.40	$35.07	$36.83	$38.68	$40.6
PUBLIC HEALTH NURSE 2	$29.28	$30.74	$32.28	$33.90	$35.60	$37.39	$39.26	$41.23	$43.30	$45.4
PUBLIC HEALTH NURSE 3	$32.41	$34.04	$35.75	$37.54	$39.42	$41.40	$43.47	$45.65	$47.94	$50.3
PUBLIC WORKS SR ENV PLANNER	$25.68	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.8
QUALITY ASSURANCE COORDINATOR	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18	$37.9
RECORDING SECRETARY	$15.32	$16.09	$16.90	$17.76	$18.65	$19.59	$20.57	$21.61	$22.69	$23.8
RECORDS MANAGEMENT TECH 1	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77
RECORDS MANAGEMENT TECH 2	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86	$24.01

Attachment: Plumas pay schedule (Library Associate I)



UNDER CONSTRUCTION
The following is a PARTIAL complete list of all job classifications for Siskiyou County.
For more information, please click on the job title for which you are interested.

Branch Library Assistant II

0502
$31,262.40 - $38,022.40 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under general supervision, to be responsible for the operations and services of a County Branch Library; to perform a v...

Library/Museum Director

1403
$64,813.06 - $88,972.00 Annually

The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer. We welcome applicants of any race, religion, or ancestry. DEFINITION Under administrative direction, to plan, organize, manage, direct and supervise the functions and activities, programs, a...

Library Technician

0521
$31,262.40 - $38,022.40 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under general direction, a Library Technician performs a variety of difficult and complex processing of library materials; ...

Branch Library Assistant I

0501
$29,806.40 - $36,233.60 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under general supervision, to be responsible for the operations and services of a County Branch Library; to perform a v...

County Librarian

1401
$64,812.80 - $78,777.92 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under administrative direction, to plan, organize, manage, direct and supervise the activities, programs, and services of ...

Librarian I

4131
$37,139.70 - $45,143.28 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under direction, to perform a variety of professional library services and programs for adults and children; to assist with...

Librarian II

4132
$40,749.28 - $49,531.56 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under direction, to perform a variety of professional library services and programs for adults and children; to be respons...

Executive Assistant / Legal - CONFIDENTIAL

0433
$44,096.00 - $53,601.60 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under general direction, serves as primary office manager, managing, directing and supervising a variety of legal, admin...

Geographic Information Systems Coordinator

3813
$58,552.00 - $72,113.60 Annually

The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer W e welcome applicants of any race, religion, or ancestry. DEFINITION Under general supervision, the Geographic Information Systems (GIS) Coordinator plans, implements, coordinates, over...

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Attachment: Siskiyou County pay (Library Associate I)

Range	Description	Step	Annual Sal.	Monthly Sal.	Hourly Rate
G151	General	A	27,763.76	2,313.65	13.34796
		B	29,151.95	2,429.33	14.01536
		C	30,609.54	2,550.80	14.71613
		D	32,140.02	2,678.34	15.45193
		E	33,747.02	2,812.25	16.22453
		F	35,434.37	2,952.86	17.03576
		G	37,206.09	3,100.51	17.88754
G152	General	A	28,041.40	2,336.78	13.48144
		B	29,443.47	2,453.62	14.15551
		C	30,915.64	2,576.30	14.86329
		D	32,461.42	2,705.12	15.60645
		E	34,084.49	2,840.37	16.38678
		F	35,788.72	2,982.39	17.20611
		G	37,578.15	3,131.51	18.06642
G153	General	A	28,321.81	2,360.15	13.61626
		B	29,737.90	2,478.16	14.29707
		C	31,224.80	2,602.07	15.01192
		D	32,786.04	2,732.17	15.76252
		E	34,425.34	2,868.78	16.55064
		F	36,146.60	3,012.22	17.37818
		G	37,953.94	3,162.83	18.24708
G154	General	A	28,605.03	2,383.75	13.75242
		B	30,035.28	2,502.94	14.44004
		C	31,537.04	2,628.09	15.16204
		D	33,113.90	2,759.49	15.92014
		E	34,769.59	2,897.47	16.71615
		F	36,508.07	3,042.34	17.55196
		G	38,333.47	3,194.46	18.42956
G155	General	A	28,891.08	2,407.59	13.88994
		B	30,335.63	2,527.97	14.58444
		C	31,852.41	2,654.37	15.31366
		D	33,445.04	2,787.09	16.07934
		E	35,117.29	2,926.44	16.88331
		F	36,873.15	3,072.76	17.72748
		G	38,716.81	3,226.40	18.61385
G156	General	A	29,179.99	2,431.67	14.02884
		B	30,638.99	2,553.25	14.73028
		C	32,170.94	2,680.91	15.46680
		D	33,779.49	2,814.96	16.24014
		E	35,468.46	2,955.70	17.05214
		F	37,241.88	3,103.49	17.90475
		G	39,103.98	3,258.66	18.79999
G157	General	A	29,471.79	2,455.98	14.16913
		B	30,945.38	2,578.78	14.87759
		C	32,492.65	2,707.72	15.62147
		D	34,117.28	2,843.11	16.40254
		E	35,823.14	2,985.26	17.22267
		F	37,614.30	3,134.53	18.08380
		G	39,495.02	3,291.25	18.98799
G158	General	A	29,766.51	2,480.54	14.31082
		B	31,254.83	2,604.57	15.02636
		C	32,817.57	2,734.80	15.77768
		D	34,458.45	2,871.54	16.56656
		E	36,181.38	3,015.11	17.39489
		F	37,990.44	3,165.87	18.26464
		G	39,889.97	3,324.16	19.17787
G159	General	A	30,064.17	2,505.35	14.45393
		B	31,567.38	2,630.62	15.17663
		C	33,145.75	2,762.15	15.93546
		D	34,803.04	2,900.25	16.73223
		E	36,543.19	3,045.27	17.56884
		F	38,370.35	3,197.53	18.44728
		G	40,288.87	3,357.41	19.36965
G160	General	A	30,364.81	2,530.40	14.59847
		B	31,883.06	2,656.92	15.32839
		C	33,477.21	2,789.77	16.09481
		D	35,151.07	2,929.26	16.89955
		E	36,908.62	3,075.72	17.74453
		F	38,754.05	3,229.50	18.63176
		G	40,691.76	3,390.98	19.56334

Attachment: Trinity Salary_Schedule_EXHIBIT_B (Library Associate I)

ALPHABETICIAL LISTING OF CLASSIFICATIONS

Approved by the Board of Supervisors on _____

	UNIT KEY
APPOINTED & ELECTED OFFICIALS	DXXX
GENERAL UNIT CLASSIFICATIONS	GXXX
MANAGEMENT CLASSIFICATIONS	MXXX
NON-REPRESENTED CLASSIFICATIONS (GENERAL)	NXXX
PROBATION PEACE OFFICERS ASSOCIATION CLASSIFICATIONS	OXXX
DEPUTY SHERIFFS' ASSOCIATION CLASSIFICATIONS	SXXX
SKILLED TRADES UNIT CLASSIFICATIONS	TXXX
NON-REPRESENTED CLASSIFICATIONS (MANAGEMENT)	XXXX

CLASSIFICATION TITLE	SALARY RANGE
EVIDENCE TECHNICIAN II	S135
EVIDENCE TECHNICIAN III	S145
FACILITIES OPERATIONS SUPERINTENDENT	M229
FACILITIES OPERATIONS SUPERVISOR	G197
FOOD SERVICES MANAGER - CORRECTIONS	M229
GATE ATTENDANT I	G156
GATE ATTENDANT II	G161
GRANTS CORDINATOR I	N215
GRANTS CORDINATOR II	N225
HEALTH EDUCATION SPECIALIST I	G177
HEALTH EDUCATION SPECIALIST II	G187
HEALTH EDUCATION SPECIALIST SUPERVISOR	M229
HEALTH PROGRAM COORDINATOR I	G196
HEALTH PROGRAM COORDINATOR II	G206
HEALTH PROGRAM COORDINATOR III (LEADWORKER)	G216
HOUSING PROGRAM CORDINATOR	N183
HUMAN SERVICES FRAUD INVESTIGATOR I	G191
HUMAN SERVICES FRAUD INVESTIGATOR II	G201
INFORMATION SYSTEMS SPECIALIST I	N183
INFORMATION SYSTEMS SPECIALIST II	N197
INFORMATION SYSTEMS SPECIALIST III	N212
INFORMATION SYSTEMS SPECIALIST, SENIOR	N227
JAIL COOK	G157
LEGAL SECRETARY - SENIOR	M226
LEGAL SECRETARY I	G166
LEGAL SECRETARY II	G176
LEGAL SECRETARY III	M224
LIBRARY ASSISTANT I	G156
LIBRARY ASSISTANT II	G166
LIBRARY ASSISTANT III	G176
LOSS PREVENTION SPECIALIST I	N186
LOSS PREVENTION SPECIALIST II	N196
MAINTANCE WORKER/CUSTODIAN	G156
MECHANIC APPRENTICE	T169
MECHANIC I	T183
MECHANIC II	T193
MECHANIC III	T203
MEDICAL RECORDS COORDINATOR	G191
MENTAL HEALTH CLINICIAN I	G212
MENTAL HEALTH CLINICIAN II	G221
MENTAL HEALTH CLINICIAN III	G231
MENTAL HEALTH SERVICES ACT COORDINATOR I	M229
MENTAL HEALTH SERVICES ACT COORDINATOR II	M238
MENTAL HEALTH SERVICES ACT COORDINATOR III	M248

Attachment: Alphbetical_Listing_of_Classifications_EXHIBIT_A (Library Associate I)

Library Technician

Class Code: 0521

Bargaining Unit: Miscellaneous

COUNTY OF SISKIYOU
Established Date: Jun 1, 2016
Revision Date: Feb 6, 2019

SALARY RANGE

$15.03 - $18.28 Hourly
$1,202.40 - $1,462.40 Biweekly
$2,605.20 - $3,168.53 Monthly
$31,262.40 - $38,022.40 Annually

DESCRIPTION:

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.

DEFINITION
Under general direction, a Library Technician performs a variety of difficult and complex processing of library materials; provides patrons, branch staff and volunteers with assistance in the use of library materials, in the use of library resources and in the use of library-related computer programs; performs a variety of office assistance tasks will do related work, as required.

DISTINGUISHING CHARACTERISTICS
This is a specialized job classification. Incumbents have responsibility for performing a variety of complex technical library duties in specialty areas, such as cataloging, interlibrary loans, event programming, technical support and acquisitions.

Responsibilities require substantial library background and experience, or an equivalent experience relevant to their assigned duties. Incumbents are expected to be familiar with policies, functions, and operations of the County Library System. They have specialized knowledge related to their area of assignment, and they are given primary responsibility for a significant aspect of library services.

Library Technician will provide lead direction for other branch staff and volunteers.

REPORTS TO
County Librarian, Librarian I or Librarian II

Attachment: County of Siskiyou - Class Specification Library Technician (Library Associate I)

CLASSIFICATIONS SUPERVISED
Guidance and lead direction may be provided for other Library support staff.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS
A Library Technician oversees daily operations for one or more aspects of library services:

- performs technical processing of library media and materials, including
- cataloging and classification of materials
- processing of physical materials (labeling, barcode, etc.)

- maintains records and files;
- assists patrons and branch staff with computers, microfilm machines and photocopiers
- processes interlibrary loans;
- compiles information for summaries and reports;
- trains branch staff and volunteers
- provides training and assistance for Library users
- creates instructional materials
- develops recommendations for the purchase of material for the collection (including physical and electronic resources)
- maintains the integrity of the library catalog database
- manages and schedules library deliveries between branches
- maintains and updates the library's online presence
- organizes, publicizes, and supports library programming and events for patrons
- prepares and distributes publicity information
- corresponds with public, staff and volunteers
- represents the County Library when interacting with community groups
- performs specialized functions as assigned

TYPICAL QUALIFICATIONS:

Training and Experience:
Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of general office support and public relations experience including two years of library experience comparable to that of a Library Assistant II with Siskiyou County.

Special Requirements:
None.

SUPPLEMENTAL INFORMATION:

TYPICAL PHYSICAL REQUIREMENTS

Attachment: County of Siskiyou - Class Specification Library Technician (Library Associate I)

- sit for extended periods;
- frequently stand and walk;
- normal manual dexterity and eye-hand coordination;
- lift and move objects weighing up to 25 lbs.;
- corrected hearing and vision to normal range;
- verbal communication;
- use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS
Work is performed in both office and library environments; continuous contact with other staff and the public. Occasional trips to branch libraries in the county, and out of county for training, are considered part of the job.

SPECIAL REQUIREMENTS:

Special Requirements:
None.

KNOWLEDGE OF::

Knowledge of:
- Library cataloging and classification systems
- Processing and cataloging of library media
- Library procedures, methods and terminology
- In-depth knowledge of a specialized area of library services and operations, as assigned
- Maintenance of files and information retrieval systems
- Computer applications for library services
- Correct English usage, spelling, grammar, and punctuation.
- Techniques and skills for training others
- Appropriate public service techniques
- Effectively represent the County Library in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other county staff, and other agencies.
- Establish and maintain cooperative working relationships.

ABILITY TO::

Ability to:
- Perform specialized library duties such as interlibrary loan and acquisitions management.
- Catalog and classify library material.

Attachment: County of Siskiyou - Class Specification Library Technician (Library Associate I)

- Take responsibility for one or more segments of library service without daily supervision of their work.
- Train and instruct new staff and the public on use of library equipment, including computer software and hardware.
- Interpret, explain, and apply library policies and methods.
- Gather and organize data and information.
- Prepare promotional and information materials
- Maintain accurate records and prepare reports.
- Work with computerized information systems.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the County Library System.
- Effectively represent the County Library in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other county staff, and other agencies
- Establish and maintain cooperative working relationships.

Attachment: County of Siskiyou - Class Specification Library Technician (Library Associate I)

PLUMAS COUNTY Last Revised: 11/95

LIBRARY AIDE

DEFINITION

Under general supervision, to perform typing, filing, and other office assistance duties; to learn perform a basic patron and circulation assistance and other support functions in the County library system; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level for Library support classifications. Incumbents learn and perform a variety of Library support functions including basic patron and circulation assistance. When an incumbent has demonstrated sufficient work skills and job knowledge, they may be promoted to the Branch Library Assistant or Library Technician classifications.

REPORTS TO

County Librarian.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

Attachment: Libary Aide - Plumas County (Library Associate I)

LIBRARY AIDE - 2

EXAMPLES OF DUTIES

- Performs a variety of office support functions for the Plumas County Library System.
- Learns library procedures and functions and provides basic patron assistance in the use of Library facilities and resources.
- Learns circulation desk procedures and policies and performs circulation desk functions such as checking out material for circulation, issuing library cards, and collecting monies for overdue and damaged books and media.
- May receive and transmit patron requests for books, media, and information.
- Compiles information for statistical summaries and reports.
- Assists with book repair and mending.
- Re-shelve returned material.
- Prepares periodicals for patron use.
- Updates collection lists and other records.
- Learns and performs a variety of Library support functions.
- Maintains account records on monies collected.
- Updates records and reports.
- Types a variety of correspondence, information, and other materials.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

Attachment: Libary Aide - Plumas County (Library Associate I)

LIBRARY AIDE - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Mathematics.
- Public relations.

Ability to:

- Perform a variety of typing, filing, and office support assignments.
- Learn library operations, functions, and policies.
- Learn and perform circulation assistance assignments.
- Learn and perform a variety of Library support assignments.
- Make arithmetical calculations.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of general office assistance work experience or completion of office skills training courses.

Special Requirement: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California license must be maintained throughout employment.

Attachment: Libary Aide - Plumas County (Library Associate I)

CLASS SPECIFICATION

Modoc County February 1996

CLASS TITLE: Library Associate I/II

CLASS CODE: 001 (I)
002 (II)

FLSA DESIGNATION: Non-exempt

JOB SUMMARY:

Performs routine to difficult paraprofessional and patron support library work involving the selection, circulation and/or reference use of library materials; provides varied library services to patrons of all ages; performs related work as assigned.

CLASS CHARACTERISTICS:

Library Associate I is the entry level class in this library support series. Initially under close supervision, incumbents provide assistance and service to patrons while learning library policies, procedures and operations. As experience is gained, duties become more diversified and are performed under more general supervision. The class is also utilized to staff entry and part-time support positions in the branch libraries. This class is alternately staffed with Library Associate II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

Library Associate II is the journey level class in this library support series, fully competent to provide a wide range of library services to patrons. Incumbents also serve as branch librarians in an isolated setting. The work requires basic knowledge of reference sources and search techniques and significant skill in providing patron services. This class is distinguished from Technical Services Coordinator in that the latter performs significant cataloging and collection development work in addition to performing all the duties of a Library Associate and serving as the County Librarian on a relief basis.

EXAMPLES OF DUTIES:

Essential:

- Assesses patrons' needs and advises them in making effective use of the library's resources and services.
- Answers routine reference questions and selects and recommends books and other library materials.
- Conducts searches and orders materials through inter-library loan resources.
- Provides basic reader's advisory/reference services to patrons, including performing bibliographic and on-line data base searches.
- Orients patrons to library procedures, practices and services.
- Prepares reading lists and bibliographies.

Attachment: Library Associate 1-11 - Modoc County (Library Associate I)

- Plans and conducts library programs for all age groups; may plan and participate in special outreach, community services or related programs and projects.
- Explains library policies and procedures to the public and staff.
- Prepares displays for special events such as holidays and story hours to increase patron participation.
- Assists in coordinating the physical processing of collection development orders, using computerized or manual methods.
- Learns and assists in the cataloging of library materials.
- Nay perform a variety of public service activities on an as-needed basis, including checking-out books; collecting fines and answering questions regarding library services.
- Provides a variety of administrative support to the County Librarian and the Library Broad, such as maintaining patron and financial records, producing periodic and special reports and preparing correspondence.

Important:

- May plan and direct the work of part-time and volunteer support staff.
- May operate a motor vehicle to conduct outreach activities and to attend meetings.

QUALIFICATIONS:

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

Library Associate I

Basic library organization and procedures.
Basic computer applications related to the work.
Basic automated library information systems and equipment usage.
Standard office practices and procedures, including filing and the operation of standard office equipment.
Record keeping principles and practices.
Techniques for dealing with the public, in person and over the telephone.

Library Associate II - In addition to the above:

Principles and practices of public library objectives, organization and procedures.
Books, authors, reference sources and search techniques in a variety of areas.
Patron advisory methods and practices.
Techniques for dealing with a variety of individuals from various age groups, socio-economic, ethnic and cultural backgrounds.
Subject knowledge in a variety of literary areas.
Basic collection development techniques, including books and materials selection.
Basic cataloging and material classification procedures.

Attachment: Library Associate 1-11 - Modoc County (Library Associate I)

Skill in:

Library Associate I

Assessing patron needs and providing accurate information and effective service.
Maintaining accurate records and files.
Preparing clear, accurate and concise written reports and correspondence.
Preparing effective displays and other visual materials.
Establishing and maintaining an effective working relationship with those contacted in the course of the work.
Reading aloud to groups.

Library Associate II - In addition to the above:

Assisting in collection development in assigned areas.
Training staff and volunteers in work procedures.
Planning, developing and implementing standard library programs.
Providing effective and efficient library service to patrons.
Organizing own work, setting priorities and meeting critical deadlines.

Physical Demands:

Mobility to work in a typical library setting and use standard library equipment, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person and over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

Work evening and weekend shifts.

Licensing and Certification:

Specified positions may requires possession of a valid California Class C driver's license.

Background: Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skill is outlined below.

Library Associate I

Equivalent to completion of two years of college education or possession of an Associate of Arts degree in a library paraprofessional, liberal arts or course work related to the position and one year of experience in dealing with the public in a library, retail or office setting. Additional public contact or library paid or volunteer experience may be substituted for the education on a year for year basis.

Attachment: Library Associate 1-11 - Modoc County (Library Associate I)

Library Associate II

In addition to the above, two years of library support experience at a level equivalent to the County's class of Library Associate I.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Attachment: Library Associate 1-11 - Modoc County (Library Associate I)

MODOC COUNTY BOARD OF SUPERVISORS
AGENDA REQUEST FORM

Date of Meeting for Which Item is Requested: **June 10, 2021**
Name of Requesting Party or Entity: **Cheryl Baker, Library**

Regular or Consent: **Regular**

Kind of Action Requested: **Consideration/Action**

Describe Specific Action Requested or Information to be Discussed:

Requesting approval to recommend to the Board of Supervisors to reclassify the position of Library Associate II from Range 141: Step A-F; $1,971.00-$2,517.00 monthly to Range 185: Step A-F; $2,454.00-$3,132.00 monthly.

Budget Affected: Yes

Clerk's Instructions:
Certified Copies Needed: 1
Minutes Orders Needed: 1

Date Submitted: 6/7/2021

Phone Number: (530) 233-6340

Email: CherylBaker@co.modoc.ca.us

Agenda Item Number: 2.b

Job Classification Survey - GENERAL UNIT
Reclassification Review and Salary Adjustment Committee

rev.21.06(

Date:

Position Title: Library Associate II **Date of previous reclass:** 1996

Department: Library **Number of Hours worked:** 37.5

Is this classification used in other departments in the county: YES: NO: X

Current Range and Step A-F 141 Step A-F $1,971- $2,517 **Proposed Range and Step A-F** 185 Step A-F $2,454 - $3,132

Supervisor's Name: Cheryl Baker

Supervisor's Title: Librarian

Please enter suggested $ amount in the Monthly column (please note three or more must be filled in for formula to calculate)

Fill in the required information for all counties with comparable positions at a Step-A. If there is no comparable position please detail in the job title section.

Job Title	County	Salary Monthly	Salary	Benefits Monthly	Benefits Annual	Total Salary and Benefits	Monthly Benefits	Health	Dental	Vision	Life
Library Assistant 2	**Colusa**	$2,378.00	$ 28,536.00	$1,520.00	$18,240.00	$ 46,776.00	$ 1,520.00	$ 1,520.00	$ 45.00	100% EO	Included $50,000
N/A	**Del Norte**			$2,529.00			$ 2,529.00	$ 2,529.00	Cost Share	Cost Share	Included $15,000
N/A	**Glenn**			$1,053.07			$ 1,053.07	$ 1,053.07	N/A	100% EO	Included $10,000
Library Specialist II	**Inyo**	$2,851.00	$ 34,212.00	$1,629.03	$19,548.36	$ 53,760.36	$ 1,629.03	$ 1,629.03	Family 50%	Family 100%	Included
N/A	**Lassen**			$ 415.00			$ 415.00	$ 415.00	$40.00	Included	Included $40,000
Library Technician	**Plumas**	$2,433.20	$ 29,198.40	$1,486.00	$17,832.00	$ 47,030.40	$ 1,486.00	$ 1,486.00	Included	Included	Included
N/A	**Sierra**			$1,020.00			$ 1,020.00	$ 1,020.00	Included	Included	Included $50,000
Librarian II	**Siskiyou**	$3,094.98	$ 37,139.76	$1,239.99	$14,879.88	$ 52,019.64	$ 1,239.99	$ 1,239.99	$ 106.25	$ 7.50	Included $25,000
Library Assistant II	**Trinity**	$2,686.07	$ 32,232.84	$ 704.87	$ 8,458.44	$ 40,691.28	$ 704.87	$ 700.00	Family 100%	Employee 100%	Included $25,000
	Average	**$2,656.76**	**$ 31,881.08**	**$1,236.14**	**$16,983.96**	**$ 48,608.68**					
	CURRENT Step	**$1,971.00**	**$ 23,652.00**	**$1,400.00**	**$16,800.00**	**$ 40,452.00**	$ 1,400.00	$ 1,400.00	$ 57.50	$ 17.32	Included $20,000
	PROPOSED Step	**$2,454.00**	**$ 29,448.00**	**$1,400.00**	**$16,800.00**	**$ 46,248.00**	$ 1,400.00	$ 1,400.00	$ 57.00	$ 17.32	Included $20,000

% INCREASE 24.51%

Benefits last updated: 21 01 06

Attachment: Library Associate II - Reclass Form (Library Associatae II)

Please detail the need for this position to be reclassified. This position has not been reclassified in recent history and Step A is below minimum wage.

List the Educational Requirements:

Required Degree:

Required Certificate(s):

Supervisor Requirements:

Number of employees to be supervised:

List the titles of employees who will be supervised by this position:

County of Colusa
Monthly Job Class/Salary Schedule

Effecti
Board Revision Date: 3/16/21

Job Title	Sch/Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Base Monthl Hours
HEALTH PRG SPECIALIST I	PF 26	3,663	3,849	4,046	4,251	4,468	4,695	4,812	4,933	5,057	5,184	5,314	5,447	5,583	5,724	6,014	162.5
HEALTH PRG SPECIALIST II	PF 30	4,046	4,251	4,468	4,695	4,933	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,640	162.5
HEALTH PRG SPECIALIST III	PF 34	4,468	4,695	4,933	5,184	5,447	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,807	6,977	7,331	162.5
HEALTH PRG SPECIALIST SUP	PF 40	5,184	5,447	5,724	6,014	6,319	6,640	6,807	6,977	7,152	7,331	7,515	7,703	7,896	8,094	8,503	162.5
HEAVY EQUIP MECHANIC	MSC29	3,908	4,108	4,317	4,537	4,768	5,010	5,136	5,265	5,397	5,533	5,671	5,813	5,958	6,108	6,418	173.3
HUMAN RESOURCE ANALYST	CNF35	4,537	4,768	5,010	5,265	5,533	5,813	5,958	6,108	6,261	6,418	6,578	6,742	6,911	7,084	7,443	162.5
HUMAN RESOURCE TECHNICIAN	CNF23	3,368	3,539	3,719	3,908	4,108	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,533	162.5
HUMAN RESOURCES DIRECTOR	UDH35	8,082	8,491	8,922	9,374	9,849	10,347	10,607	10,872	11,144	11,423	11,709	12,002	12,302	12,610	13,248	162.5
HUMAN SERVICES SUPERVISOR	MSC30	4,007	4,212	4,426	4,651	4,887	5,136	5,265	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,578	162.5
INFO SYSTEMS ANALYST	MSC35	4,537	4,768	5,010	5,265	5,533	5,813	5,958	6,108	6,261	6,418	6,578	6,742	6,911	7,084	7,443	162.5
INFORMATION SYSTEMS TECH	MSC32	4,212	4,426	4,651	4,887	5,136	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,418	6,578	6,911	162.5
LEAD CUSTODIAN	MSC09	2,378	2,498	2,626	2,760	2,900	3,048	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,719	3,908	162.5
LEAD TRANSIT SPECIALIST	MSC27	3,719	3,908	4,108	4,317	4,537	4,768	4,887	5,010	5,136	5,265	5,397	5,533	5,671	5,813	6,108	173.3
LEGAL ADMINISTRATIVE ASST	CNF32	4,212	4,426	4,651	4,887	5,136	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,418	6,578	6,911	162.5
LEGAL SECRETARY	MSC18	2,973	3,125	3,284	3,453	3,628	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,887	162.5
LIBRARIAN	PF 23	3,401	3,574	3,755	3,947	4,147	4,358	4,468	4,580	4,695	4,812	4,933	5,057	5,184	5,314	5,583	162.5
LIBRARY ASSISTANT I	MSC05	2,156	2,264	2,378	2,498	2,626	2,760	2,829	2,900	2,973	3,048	3,125	3,204	3,284	3,368	3,539	162.5
LIBRARY ASSISTANT II	MSC09	2,378	2,498	2,626	2,760	2,900	3,048	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,719	3,908	162.5
LIBRARY ASSISTANT III	MSC12	2,561	2,692	2,829	2,973	3,125	3,284	3,368	3,453	3,539	3,628	3,719	3,813	3,908	4,007	4,212	162.5
LICENSED PSYCHIATRIC TECH	PFA31	4,123	4,333	4,553	4,784	5,028	5,283	5,416	5,552	5,691	5,834	5,981	6,131	6,284	6,442	6,769	162.5
LICENSED VOCATIONAL NURSE	PFA26	3,643	3,828	4,022	4,226	4,441	4,667	4,784	4,905	5,028	5,154	5,283	5,416	5,552	5,691	5,981	162.5
LIEUTENANT	MGS10	6,602	6,933	7,285	7,655	8,044	8,453	8,664	8,881	9,103	9,331	9,564	9,803	10,048	10,299	10,820	173.3
LITERACY PROGRAM COORDINA	PF 23	3,401	3,574	3,755	3,947	4,147	4,358	4,468	4,580	4,695	4,812	4,933	5,057	5,184	5,314	5,583	162.5
MARKETING & ADMIN SPECIAL	MSC19	3,048	3,204	3,368	3,539	3,719	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,768	5,010	162.5
MEDICAL BILLING SPEC	MSC22	3,284	3,453	3,628	3,813	4,007	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,397	162.5
MENTAL HEALTH SPECIALIST	PF 28	3,849	4,046	4,251	4,468	4,695	4,933	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,319	162.5
MENTAL HLTH CLINICAL SUPV	MGT18	5,322	5,595	5,879	6,179	6,492	6,822	6,993	7,168	7,348	7,532	7,721	7,914	8,112	8,316	8,738	162.5
MHSA COORD GRANT WRITER	PF 29	3,947	4,147	4,358	4,580	4,812	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,165	6,477	162.5
MHSA FAMILY FACILITATOR	PF 35	4,580	4,812	5,057	5,314	5,583	5,867	6,014	6,165	6,319	6,477	6,640	6,807	6,977	7,152	7,515	162.5
MHSA FAMILY SPECIALIST	PF 32	4,251	4,468	4,695	4,933	5,184	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,977	162.5
MIGRANT HSG PROG MNGR	MGT02	3,589	3,769	3,959	4,158	4,366	4,586	4,701	4,819	4,940	5,064	5,191	5,322	5,457	5,595	5,879	162.5
MIGRANT HSG RES MANAGER	MSC17	2,900	3,048	3,204	3,368	3,539	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,768	162.5
MOBILE COMP LAB AST/DRIVR	MSC05	2,156	2,264	2,378	2,498	2,626	2,760	2,829	2,900	2,973	3,048	3,125	3,204	3,284	3,368	3,539	162.5
OFFICE ASSISTANT I	MSC02	2,003	2,105	2,211	2,322	2,439	2,561	2,626	2,692	2,760	2,829	2,900	2,973	3,048	3,125	3,284	162.5
OFFICE ASSISTANT II	MSC06	2,211	2,322	2,439	2,561	2,692	2,829	2,900	2,973	3,048	3,125	3,204	3,284	3,368	3,453	3,628	162.5
OFFICE ASSISTANT III	MSC10	2,439	2,561	2,692	2,829	2,973	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,719	3,813	4,007	162.5
OFFICE ASSISTANT SUPERVIS	MSC16	2,829	2,973	3,125	3,284	3,453	3,628	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,651	162.5
OPERATIONS SUPERVISOR	MSC24	3,453	3,628	3,813	4,007	4,212	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,397	5,671	173.3
PARENT PARTNER	MSC18	2,973	3,125	3,284	3,453	3,628	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,887	162.5

Attachment: Colusa pay schedule (Library Associatae II)

County of Inyo

Salary Schedule - March 4, 2021

The base salaries of all employment positions at the County of Inyo as of March 4, 2021 are listed in the table below. The values in the table do not include additional compensation and benefits.

		Monthly Base Salary						Annual Total	
Position ▲	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step E
LIBRARY DIRECTOR	072	$4,981	$5,235	$5,490	$5,760	$6,050	$0	$59,772	$72,600
LIBRARY MUSEUM ASSISTANT 01	046	$2,708	$2,856	$2,988	$3,146	$3,307	$0	$32,496	$39,684
LIBRARY MUSEUM ASSISTANT 02	048	$2,851	$2,980	$3,132	$3,297	$3,454	$0	$34,212	$41,448
LIBRARY MUSEUM ASSISTANT 03	050	$2,975	$3,128	$3,282	$3,442	$3,619	$0	$35,700	$43,428
LIBRARY SPECIALIST 01	046	$2,708	$2,856	$2,988	$3,146	$3,307	$0	$32,496	$39,684
LIBRARY SPECIALIST 02	048	$2,851	$2,980	$3,132	$3,297	$3,454	$0	$34,212	$41,448
LIBRARY SPECIALIST 03	050	$2,975	$3,128	$3,282	$3,442	$3,619	$0	$35,700	$43,428
LIEUTENANT SC	081SC	$7,092	$7,448	$7,810	$8,217	$8,629	$9,060	$85,104	$108,720
LIEUTENANT SD	081SD	$7,447	$7,820	$8,200	$8,631	$9,059	$9,513	$89,364	$114,156

Attachment: Inyo library 1 SalarySchedule (Library Associatae II)

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	
LEGAL SECRETARY	$18.72	$19.67	$20.65	$21.69	$22.77	$23.92	$25.12	$26.37	$27.70	
LEGAL SECRETARY - SENIOR	$19.86	$20.86	$21.91	$23.01	$24.17	$25.38	$26.65	$27.99	$29.39	$30.86
LEGAL SECRETARY - TRAINEE	$16.98	$17.83	$18.73	$19.67	$20.66	$21.70	$22.79	$23.93	$25.13	$26.3
LEGAL SERVICES ASSISTANT 1	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
LEGAL SERVICES ASSISTANT 2	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86	$24.0
LIBRARIAN	$21.01	$22.07	$23.18	$24.34	$25.57	$26.85	$28.20	$29.62	$31.10	$32.6
LIBRARY AIDE	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
LIBRARY LITERACY CLERK	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
LIBRARY TECHNICIAN	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
LICENSED VOCATIONAL NURSE 1-BH	$20.19	$21.21	$22.27	$23.39	$24.56	$25.80	$27.09	$28.45	$29.88	$31.3
LICENSED VOCATIONAL NURSE 1-PH	$20.19	$21.21	$22.27	$23.39	$24.56	$25.80	$27.09	$28.45	$29.88	$31.3
LICENSED VOCATIONAL NURSE 2-BH	$21.20	$22.26	$23.38	$24.55	$25.79	$27.08	$28.45	$29.87	$31.37	$32.9
LICENSED VOCATIONAL NURSE 2-PH	$21.20	$22.26	$23.38	$24.55	$25.79	$27.08	$28.44	$29.87	$31.37	$32.9
LITERACY PROGRAM ASSISTANT 1	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
LITERACY PROGRAM ASSISTANT 2	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86	$24.0
MANAGEMENT ANALYST 1	$21.13	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.8
MANAGEMENT ANALYST 2	$23.50	$24.67	$25.91	$27.21	$28.57	$30.01	$31.52	$33.09	$34.75	$36.4
MENTORING COORDINATOR	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
MUSEUM REGISTRAR	$14.57	$15.31	$16.08	$16.88	$17.73	$18.62	$19.56	$20.54	$21.58	$22.6
NATURAL RESOURCES ANALYST	$20.63	$21.67	$22.75	$23.90	$25.09	$26.35	$27.68	$29.06	$30.52	$32.0
NURSE PRACTITIONER	$46.47	$48.80	$51.25	$53.81	$56.50	$59.34	$62.31	$65.43	$68.70	$72.1
OFFICE ASSISTANT 1	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
OFFICE ASSISTANT 2	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.8
OFFICE ASSISTANT 3	$16.21	$17.02	$17.88	$18.77	$19.72	$20.71	$21.76	$22.85	$24.00	$25.2
OFFICE AUTOMATION ANALYST	$22.18	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.4
OFFICE AUTOMATION SPECIALIST	$18.26	$19.18	$20.14	$21.16	$22.22	$23.34	$24.51	$25.74	$27.03	$28.3
PARALEGAL 1	$16.08	$16.88	$17.73	$18.62	$19.56	$20.54	$21.58	$22.66	$23.80	$24.9
PARALEGAL 2	$17.73	$18.62	$19.56	$20.54	$21.58	$22.66	$23.80	$24.99	$26.25	$27.5
PARALEGAL 3	$19.17	$20.13	$21.15	$22.21	$23.33	$24.50	$25.73	$27.01	$28.37	$29.8
PERMIT TECHNICIAN	$16.47	$17.30	$18.17	$19.10	$20.05	$21.05	$22.11	$23.22	$24.38	$25.6
PHYSICIAN ASSISTANT	$46.47	$48.80	$51.25	$53.81	$56.50	$59.34	$62.31	$65.43	$68.70	$72.1
PLANNING TECHNICIAN	$17.81	$18.70	$19.65	$20.63	$21.67	$22.75	$23.90	$25.09	$26.35	$27.6
PREVENTION AIDE	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
PROG COMPL & TRAINING ANALYST	$19.17	$20.13	$21.15	$22.21	$23.33	$24.50	$25.73	$27.01	$28.37	$29.8
PROGRAMMER ANALYST	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.82	$34.4
PROJECT MANAGER	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.88	$41.8
PROPERTY TAX ASSESSMENT SPEC 1	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.8
PROPERTY TAX ASSESSMENT SPEC 2	$16.21	$17.02	$17.88	$18.77	$19.72	$20.71	$21.76	$22.85	$24.00	$25.2
PROPERTY TAX ASSESSMENT TECH	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.7
PSYCHIATRIC NURSE 1	$26.14	$27.46	$28.83	$30.28	$31.80	$33.40	$35.07	$36.83	$38.68	$40.6
PSYCHIATRIC NURSE 2	$29.28	$30.74	$32.28	$33.90	$35.60	$37.39	$39.26	$41.23	$43.30	$45.4
PSYCHIATRIC TECHNICIAN	$18.25	$19.17	$20.13	$21.15	$22.21	$23.33	$24.50	$25.73	$27.01	$28.3
PUBLIC HEALTH NURSE 1	$26.14	$27.46	$28.83	$30.28	$31.80	$33.40	$35.07	$36.83	$38.68	$40.6
PUBLIC HEALTH NURSE 2	$29.28	$30.74	$32.28	$33.90	$35.60	$37.39	$39.26	$41.23	$43.30	$45.4
PUBLIC HEALTH NURSE 3	$32.41	$34.04	$35.75	$37.54	$39.42	$41.40	$43.47	$45.65	$47.94	$50.3
PUBLIC WORKS SR ENV PLANNER	$25.68	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.8
QUALITY ASSURANCE COORDINATOR	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18	$37.9
RECORDING SECRETARY	$15.32	$16.09	$16.90	$17.76	$18.65	$19.59	$20.57	$21.61	$22.69	$23.8
RECORDS MANAGEMENT TECH 1	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77
RECORDS MANAGEMENT TECH 2	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86	$24.01

Attachment: Plumas pay schedule (Library Associatae II)



UNDER CONSTRUCTION
The following is a PARTIAL complete list of all job classifications for Siskiyou County.
For more information, please click on the job title for which you are interested.

Branch Library Assistant II

0502
$31,262.40 - $38,022.40 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under general supervision, to be responsible for the operations and services of a County Branch Library; to perform a v...

Library/Museum Director

1403
$64,813.06 - $88,972.00 Annually

The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer. We welcome applicants of any race, religion, or ancestry. DEFINITION Under administrative direction, to plan, organize, manage, direct and supervise the functions and activities, programs, a...

Library Technician

0521
$31,262.40 - $38,022.40 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under general direction, a Library Technician performs a variety of difficult and complex processing of library materials; ...

Branch Library Assistant I

0501
$29,806.40 - $36,233.60 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under general supervision, to be responsible for the operations and services of a County Branch Library; to perform a v...

County Librarian

1401
$64,812.80 - $78,777.92 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under administrative direction, to plan, organize, manage, direct and supervise the activities, programs, and services of ...

Librarian I

4131
$37,139.70 - $45,143.28 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under direction, to perform a variety of professional library services and programs for adults and children; to assist with...

Librarian II

4132
$40,749.28 - $49,531.56 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under direction, to perform a variety of professional library services and programs for adults and children; to be respons...

Executive Assistant / Legal - CONFIDENTIAL

0433
$44,096.00 - $53,601.60 Annually

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry. DEFINITION Under general direction, serves as primary office manager, managing, directing and supervising a variety of legal, admin...

Geographic Information Systems Coordinator

3813
$58,552.00 - $72,113.60 Annually

The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer W e welcome applicants of any race, religion, or ancestry. DEFINITION Under general supervision, the Geographic Information Systems (GIS) Coordinator plans, implements, coordinates, over...

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Attachment: Siskiyou County Salary Schedule (Library Associatae II)

ALPHABETICIAL LISTING OF CLASSIFICATIONS

Approved by the Board of Supervisors on _____

	UNIT KEY
APPOINTED & ELECTED OFFICIALS	DXXX
GENERAL UNIT CLASSIFICATIONS	GXXX
MANAGEMENT CLASSIFICATIONS	MXXX
NON-REPRESENTED CLASSIFICATIONS (GENERAL)	NXXX
PROBATION PEACE OFFICERS ASSOCIATION CLASSIFICATIONS	OXXX
DEPUTY SHERIFFS' ASSOCIATION CLASSIFICATIONS	SXXX
SKILLED TRADES UNIT CLASSIFICATIONS	TXXX
NON-REPRESENTED CLASSIFICATIONS (MANAGEMENT)	XXXX

CLASSIFICATION TITLE	SALARY RANGE
EVIDENCE TECHNICIAN II	S135
EVIDENCE TECHNICIAN III	S145
FACILITIES OPERATIONS SUPERINTENDENT	M229
FACILITIES OPERATIONS SUPERVISOR	G197
FOOD SERVICES MANAGER - CORRECTIONS	M229
GATE ATTENDANT I	G156
GATE ATTENDANT II	G161
GRANTS CORDINATOR I	N215
GRANTS CORDINATOR II	N225
HEALTH EDUCATION SPECIALIST I	G177
HEALTH EDUCATION SPECIALIST II	G187
HEALTH EDUCATION SPECIALIST SUPERVISOR	M229
HEALTH PROGRAM COORDINATOR I	G196
HEALTH PROGRAM COORDINATOR II	G206
HEALTH PROGRAM COORDINATOR III (LEADWORKER)	G216
HOUSING PROGRAM CORDINATOR	N183
HUMAN SERVICES FRAUD INVESTIGATOR I	G191
HUMAN SERVICES FRAUD INVESTIGATOR II	G201
INFORMATION SYSTEMS SPECIALIST I	N183
INFORMATION SYSTEMS SPECIALIST II	N197
INFORMATION SYSTEMS SPECIALIST III	N212
INFORMATION SYSTEMS SPECIALIST, SENIOR	N227
JAIL COOK	G157
LEGAL SECRETARY - SENIOR	M226
LEGAL SECRETARY I	G166
LEGAL SECRETARY II	G176
LEGAL SECRETARY III	M224
LIBRARY ASSISTANT I	G156
LIBRARY ASSISTANT II	G166
LIBRARY ASSISTANT III	G176
LOSS PREVENTION SPECIALIST I	N186
LOSS PREVENTION SPECIALIST II	N196
MAINTANCE WORKER/CUSTODIAN	G156
MECHANIC APPRENTICE	T169
MECHANIC I	T183
MECHANIC II	T193
MECHANIC III	T203
MEDICAL RECORDS COORDINATOR	G191
MENTAL HEALTH CLINICIAN I	G212
MENTAL HEALTH CLINICIAN II	G221
MENTAL HEALTH CLINICIAN III	G231
MENTAL HEALTH SERVICES ACT COORDINATOR I	M229
MENTAL HEALTH SERVICES ACT COORDINATOR II	M238
MENTAL HEALTH SERVICES ACT COORDINATOR III	M248

Attachment: Trinity County Job Classifications (Library Associatae II)

Range	Description	Step	Annual Sal.	Monthly Sal.	Hourly Rate
G161	General	A	30,668.46	2,555.71	14.74445
		B	32,201.89	2,683.49	15.48168
		C	33,811.98	2,817.66	16.25576
		D	35,502.58	2,958.55	17.06855
		E	37,277.71	3,106.48	17.92198
		F	39,141.59	3,261.80	18.81807
		G	41,098.67	3,424.89	19.75898
G162	General	A	30,975.15	2,581.26	14.89190
		B	32,523.90	2,710.33	15.63649
		C	34,150.10	2,845.84	16.41832
		D	35,857.60	2,988.13	17.23923
		E	37,650.49	3,137.54	18.10119
		F	39,533.01	3,294.42	19.00625
		G	41,509.66	3,459.14	19.95657
G163	General	A	31,284.90	2,607.07	15.04082
		B	32,849.14	2,737.43	15.79286
		C	34,491.60	2,874.30	16.58250
		D	36,216.18	3,018.02	17.41163
		E	38,026.99	3,168.92	18.28221
		F	39,928.34	3,327.36	19.19632
		G	41,924.76	3,493.73	20.15613
G164	General	A	31,597.75	2,633.15	15.19122
		B	33,177.64	2,764.80	15.95079
		C	34,836.52	2,903.04	16.74833
		D	36,578.34	3,048.20	17.58574
		E	38,407.26	3,200.60	18.46503
		F	40,327.62	3,360.64	19.38828
		G	42,344.00	3,528.67	20.35769
G165	General	A	31,913.73	2,659.48	15.34314
		B	33,509.41	2,792.45	16.11029
		C	35,184.88	2,932.07	16.91581
		D	36,944.13	3,078.68	17.76160
		E	38,791.33	3,232.61	18.64968
		F	40,730.90	3,394.24	19.58216
		G	42,767.44	3,563.95	20.56127
G166	General	A	32,232.86	2,686.07	15.49657
		B	33,844.51	2,820.38	16.27140
		C	35,536.73	2,961.39	17.08497
		D	37,313.57	3,109.46	17.93922
		E	39,179.25	3,264.94	18.83618
		F	41,138.21	3,428.18	19.77798
		G	43,195.12	3,599.59	20.76688
G167	General	A	32,555.19	2,712.93	15.65153
		B	34,182.95	2,848.58	16.43411
		C	35,892.10	2,991.01	17.25582
		D	37,686.70	3,140.56	18.11861
		E	39,571.04	3,297.59	19.02454
		F	41,549.59	3,462.47	19.97576
		G	43,627.07	3,635.59	20.97455
G168	General	A	32,880.74	2,740.06	15.80805
		B	34,524.78	2,877.06	16.59845
		C	36,251.02	3,020.92	17.42837
		D	38,063.57	3,171.96	18.29979
		E	39,966.75	3,330.56	19.21478
		F	41,965.09	3,497.09	20.17552
		G	44,063.34	3,671.94	21.18430
G169	General	A	33,209.55	2,767.46	15.96613
		B	34,870.03	2,905.84	16.76444
		C	36,613.53	3,051.13	17.60266
		D	38,444.21	3,203.68	18.48279
		E	40,366.42	3,363.87	19.40693
		F	42,384.74	3,532.06	20.37728
		G	44,503.97	3,708.66	21.39614
G170	General	A	33,541.65	2,795.14	16.12579
		B	35,218.73	2,934.89	16.93208
		C	36,979.66	3,081.64	17.77868
		D	38,828.65	3,235.72	18.66762
		E	40,770.08	3,397.51	19.60100
		F	42,808.58	3,567.38	20.58105
		G	44,949.01	3,745.75	21.61010

Attachment: Trinity Salary_Schedule_EXHIBIT_B (Library Associatae II)

Librarian I

Class Code: 4131

Bargaining Unit: Professional

COUNTY OF SISKIYOU
Established Date: Jun 1, 1998
Revision Date: Feb 6, 2019

SALARY RANGE

$17.86 - $21.70 Hourly
$1,428.45 - $1,736.28 Biweekly
$3,094.98 - $3,761.94 Monthly
$37,139.70 - $45,143.28 Annually

DESCRIPTION:

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.

DEFINITION
Under direction, to perform a variety of professional library services and programs for adults and children; to assist with and learn the provision of special library services in an assigned area such as reference, technical processing, adult, or children's services; to provide some training and work coordination for library support staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS
This is the entry and first working professional Librarian level in the Librarian class series. Incumbents provide a variety of professional library services, and learn to be responsible for assigned areas of library services such as reference, technical, adult, or children's services. This class is distinguished from Librarian II in that Librarian I incumbents perform a narrower scope of assignments requiring less in-depth knowledge of the county library system. Incumbents initially employed as a Librarian I may be promoted to Librarian II upon demonstration of sufficient knowledge, skills, and work performance to indicate the ability to perform the full scope of Librarian II assignments.

REPORTS TO
County Librarian

CLASSIFICATIONS SUPERVISED
May provide some guidance and direction for Library support staff.

Attachment: County of Siskiyou - Class Specification Librarian I (Library Associatae II)

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

Provides a variety of professional library services; assists with the provision of Library reference services and responding to patron requests and determining specific reference needs; learns to oversee acquisition, cataloging, and classification of materials; provides direction and performs interlibrary loans; maintains updated general and/or children's collections; utilizes a variety of resources, including automated systems, to research and obtain information and resources for patron requests; suggests appropriate reading materials for patrons; learns to maintain, update, and select material for the library reference collection; may have book selection responsibilities for the general collection, as delegated; may learn and coordinate the delivery of supplies and collection media to branches; learns to plan, organize, publicize, and implement library programs for children; creates special reading programs; organizes and conducts educational and recreational activities; prepares and distributes publicity information, performs readers' advisory services; develops recommendations for the purchase of books, periodicals, and media for the collection; may provide work direction and training for Library support staff; complies statistical information; reviews the proper cataloging and shelving of materials; works with and maintains a variety of computer data bases; provides training and assistance for Library users; may represent the County Library in contacts with citizens and community groups.

TYPICAL QUALIFICATIONS:

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Possession of Masters of Library Science (MLS) degree from an American Library Association accredited library school.

Special Requirements:

None.

SUPPLEMENTAL INFORMATION:

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in library and office environments; continuous contact with other staff and the public.

Attachment: County of Siskiyou - Class Specification Librarian I (Library Associatae II)

SPECIAL REQUIREMENTS:

Special Requirements:
None.

KNOWLEDGE OF::

Knowledge of:
- Professional library principles, practices, and methods.
- Library cataloging and classification systems.
- Computer applications for library services.
- Development of library programs and media collections for patrons.
- Library reference materials, sources, and techniques.
- Reader interest levels in books and authors.

ABILITY TO::

Ability to:
- Perform professional library work.
- Provide patron assistance.
- Learn to organize and maintain responsibility for an assigned area of County Library functions, such as reference, technical, adult, or children's services.
- Catalog and classify library material.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise and accurate reports.
- Prepare promotional and information materials.
- Use a computer and work with computerized library information systems
- Effectively represent the County Library in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other county staff, and other agencies.
- Establish and maintain cooperative working relationships.

Attachment: County of Siskiyou - Class Specification Librarian I (Library Associatae II)

PLUMAS COUNTY **Last Revised: 11/95**

LIBRARY TECHNICIAN

DEFINITION

Under general direction, to perform a variety of difficult and complex processing of library materials; to provide patrons with assistance in the use of library materials and resources; to perform a variety of office assistance duties; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized job class. Incumbents have responsibility for performing a variety of complex library and office assistance duties, in specialty areas such as Inter-library Loans and Reference. Responsibilities require substantial library background and experience. Incumbents are expected to be familiar with the policies, functions, and operations of the County library system. Also, they must be capable of providing help and instruction to library patrons.

REPORTS TO

County Librarian

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

Attachment: Library Technician Plumas County (Library Associatae II)

LIBRARY TECHNICIAN - 2

EXAMPLES OF DUTIES

- Performs technical processing of library media and materials.
- Operates the circulation desk.
- Answers questions and checks out material for circulation.
- Receives and transmits patron requests for books, media, and information.
- Finds and reserves books and media for circulation.
- Issues library cards.
- Collects monies for overdue and damaged books and media.
- Sets up library displays.
- Maintains record and files in the library and processes interlibrary loan books.
- Researches special reference requests.
- Obtains detailed information about patrons' reference requests and needs.
- Works with library patrons.
- Compiles information for statistical summaries and reports.
- Assists with book repair and mending.
- Re-shelve returned material.
- Prepares periodicals for patron use.
- Updates collection lists and other records.
- Files catalog cards and updates card catalogs.
- Instructs patrons in the use of library resources and library rules and procedures.
- Trains and directs volunteers.
- May maintain account records on monies collected.
- Updates records and reports.
- Types a variety of correspondence, information, and other materials.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

LIBRARY TECHNICIAN - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Library procedures, methods, and terminology.
- Processing and cataloging of library media.
- Library reference resources.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Computer applications for library services.
- General functions of a library.

Ability to:

- Perform specialized library duties such as reference, cataloging, and interlibrary loan.
- Perform varied and responsible library and circulation assistance assignments.
- Interpret, explain, and apply library policies and methods.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of general clerical experience, including two (2) years of library experience comparable to that of a Branch Library Assistant with Plumas County.

Special Requirement: Must possess a valid drivers license at the time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

CLASS SPECIFICATION

Modoc County February 1996

CLASS TITLE: Library Associate I/II

CLASS CODE: 001 (I)
002 (II)

FLSA DESIGNATION: Non-exempt

JOB SUMMARY:

Performs routine to difficult paraprofessional and patron support library work involving the selection, circulation and/or reference use of library materials; provides varied library services to patrons of all ages; performs related work as assigned.

CLASS CHARACTERISTICS:

Library Associate I is the entry level class in this library support series. Initially under close supervision, incumbents provide assistance and service to patrons while learning library policies, procedures and operations. As experience is gained, duties become more diversified and are performed under more general supervision. The class is also utilized to staff entry and part-time support positions in the branch libraries. This class is alternately staffed with Library Associate II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

Library Associate II is the journey level class in this library support series, fully competent to provide a wide range of library services to patrons. Incumbents also serve as branch librarians in an isolated setting. The work requires basic knowledge of reference sources and search techniques and significant skill in providing patron services. This class is distinguished from Technical Services Coordinator in that the latter performs significant cataloging and collection development work in addition to performing all the duties of a Library Associate and serving as the County Librarian on a relief basis.

EXAMPLES OF DUTIES:

Essential:

- Assesses patrons' needs and advises them in making effective use of the library's resources and services.
- Answers routine reference questions and selects and recommends books and other library materials.
- Conducts searches and orders materials through inter-library loan resources.
- Provides basic reader's advisory/reference services to patrons, including performing bibliographic and on-line data base searches.
- Orients patrons to library procedures, practices and services.
- Prepares reading lists and bibliographies.

Attachment: Library Associate 1-11 - Modoc County (Library Associatae II)

- Plans and conducts library programs for all age groups; may plan and participate in special outreach, community services or related programs and projects.
- Explains library policies and procedures to the public and staff.
- Prepares displays for special events such as holidays and story hours to increase patron participation.
- Assists in coordinating the physical processing of collection development orders, using computerized or manual methods.
- Learns and assists in the cataloging of library materials.
- Nay perform a variety of public service activities on an as-needed basis, including checking-out books; collecting fines and answering questions regarding library services.
- Provides a variety of administrative support to the County Librarian and the Library Broad, such as maintaining patron and financial records, producing periodic and special reports and preparing correspondence.

Important:

- May plan and direct the work of part-time and volunteer support staff.
- May operate a motor vehicle to conduct outreach activities and to attend meetings.

QUALIFICATIONS:

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

Library Associate I

Basic library organization and procedures.
Basic computer applications related to the work.
Basic automated library information systems and equipment usage.
Standard office practices and procedures, including filing and the operation of standard office equipment.
Record keeping principles and practices.
Techniques for dealing with the public, in person and over the telephone.

Library Associate II - In addition to the above:

Principles and practices of public library objectives, organization and procedures.
Books, authors, reference sources and search techniques in a variety of areas.
Patron advisory methods and practices.
Techniques for dealing with a variety of individuals from various age groups, socio-economic, ethnic and cultural backgrounds.
Subject knowledge in a variety of literary areas.
Basic collection development techniques, including books and materials selection.
Basic cataloging and material classification procedures.

Attachment: Library Associate 1-11 - Modoc County (Library Associatae II)

Skill in:

Library Associate I

Assessing patron needs and providing accurate information and effective service.
Maintaining accurate records and files.
Preparing clear, accurate and concise written reports and correspondence.
Preparing effective displays and other visual materials.
Establishing and maintaining an effective working relationship with those contacted in the course of the work.
Reading aloud to groups.

Library Associate II - In addition to the above:

Assisting in collection development in assigned areas.
Training staff and volunteers in work procedures.
Planning, developing and implementing standard library programs.
Providing effective and efficient library service to patrons.
Organizing own work, setting priorities and meeting critical deadlines.

Physical Demands:

Mobility to work in a typical library setting and use standard library equipment, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person and over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

Work evening and weekend shifts.

Licensing and Certification:

Specified positions may requires possession of a valid California Class C driver's license.

Background: Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skill is outlined below.

Library Associate I

Equivalent to completion of two years of college education or possession of an Associate of Arts degree in a library paraprofessional, liberal arts or course work related to the position and one year of experience in dealing with the public in a library, retail or office setting. Additional public contact or library paid or volunteer experience may be substituted for the education on a year for year basis.

Attachment: Library Associate 1-11 - Modoc County (Library Associatae II)

Library Associate II

In addition to the above, two years of library support experience at a level equivalent to the County's class of Library Associate I.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Attachment: Library Associate 1-11 - Modoc County (Library Associatae II)

MODOC COUNTY BOARD OF SUPERVISORS
AGENDA REQUEST FORM

Date of Meeting for Which Item is Requested: **June 10, 2021**
Name of Requesting Party or Entity: **Gary Fensler, Agriculture**

Regular or Consent: **Regular**

Kind of Action Requested: **Consideration/Action**

Describe Specific Action Requested or Information to be Discussed:

Requesting approval of a reclassification for the position of Automotive and Equipment Mechanic/Weed Abatement Field Coordinator to Auto Equipment Mechanic/Program Supervisor.

Budget Affected: No

Clerk's Instructions:
Certified Copies Needed: No
Minutes Orders Needed: No

Date Submitted: 5/3/2021

Phone Number: Email: garyfensler@co.modoc.ca.us

Agenda Item Number: 3.a

Reclassification 1/2021

County	Job Description	Salary Start	Finish	Start 70%	Finish 70%	Job Description	Salary Start	Finish	Start 30%	Finish 30%	100% Start	100% Finish
Colusa	Mechanic	3394	4350	2375.8	3045	Weed Crew Supervisor	2581	3311	774.3	993.3	3150.1	4038.3
Siskiyou	Mechanic	3097	3857	2167.9	2699.9	Program Manager	3930	4896	1179	1468.8	3346.9	3636.7
Glenn	Equip Maint Super	4212	5118	2948.4	3582.6	Program Manager I	5541	6735	1662.3	2020.5	4610.7	5603.1
Plumas	Equip Maint Super	4017	4886	2811.9	3420.2	Program Manager II	5603	6815	1680.9	2044.5	4492.8	5464.7
Inyo	Equip Mechanic	3684	4475	2578.8	3132.5	Program Manager	5121	6225	1536.3	1867.5	4115.1	5000
Lassen	None	0	0			Program Manager	4733	5711	1419.9	1713.3		
Trinity	None											
Sierra	None											
Del Norte	None											
Average Salaries				12882.8	15880.2				8252.7	10107.9	Pay Range	
			/ 5	2576.56	3176.04			/6	1375.45	1684.65	3952.01	4860.69

Attachment: Reclass Percentage Breakdown (Ag Mechanic Reclass)

Job Classification Survey - GENERAL UNIT
Reclassification Review and Salary Adjustment Committee

rev.21.0607

Date:

Position Title: Auto Equipment Mechanic/Program Supervisor **Date of previous reclass:** N/A

Department: Agriculture **Number of Hours worked:** 37.5

Is this classification used in other departments in the county: YES: NO:

Current Range and Step A-F **Proposed Range and Step A-F**

Supervisor's Name: Gary Fensler

Supervisor's Title: Agriculture Commissioner/Sealer of Weights and Measures

Please enter suggested $ amount in the Monthly column (please note three or more must be filled in for formula to calculate)

Fill in the required information for all counties with comparable positions at a Step-A. If there is no comparable position please detail in the job title section.

Job Title	County	Salary Monthly	Salary Salary	Benefits Monthly	Benefits Annual	Total Salary and Benefits	Monthly Benefits	Health	Dental	Vision	Life
Mechanic/Weed Sprayer	**Colusa**	$3,150.00	$ 37,800.00	$1,520.00	$18,240.00	$ 56,040.00	$ 1,520.00	$ 1,520.00	$ 45.00	100% EO	Included $50,000
	Del Norte			$2,529.00			$ 2,529.00	$ 2,529.00	Cost Share	Cost Share	Included $15,000
Equipment Maint/Progra	**Glenn**	$4,610.70	$ 55,328.40	$1,053.07	$12,636.84	$ 67,965.24	$ 1,053.07	$ 1,053.07	N/A	100% EO	Included $10,000
Equipment Maint/Progra	**Inyo**	$4,115.00	$ 49,380.00	$1,629.03	$19,548.36	$ 68,928.36	$ 1,629.03	$ 1,629.03	Family 50%	Family 100%	Included
	Lassen			$ 415.00			$ 415.00	$ 415.00	$40.00	Included	Included $40,000
Equipment Maint/Progra	**Plumas**	$4,492.00	$ 53,904.00	$1,486.00	$17,832.00	$ 71,736.00	$ 1,486.00	$ 1,486.00	Included	Included	Included
	Sierra			$1,020.00			$ 1,020.00	$ 1,020.00	Included	Included	Included $50,000
Machanic/Program Man	**Siskiyou**	$3,346.90	$ 40,162.80	$1,239.99	$14,879.88	$ 55,042.68	$ 1,239.99	$ 1,239.99	$ 106.25	$ 7.50	Included $25,000
	Trinity			$ 704.87			$ 704.87	$ 700.00	Family 100%	Employee 100%	Included $25,000
	Average	**$3,984.63**	**$ 47,815.60**	**$1,236.14**	**$16,983.96**	**$ 64,311.20**					
	CURRENT Step	**$2,567.00**	**$ 30,804.00**	**$1,400.00**	**$16,800.00**	**$ 47,604.00**	$ 1,400.00	$ 1,400.00	$ 57.50	$ 17.32	Included $20,000
	PROPOSED Step	**$4,311.00**	**$ 51,732.00**	**$1,400.00**	**$16,800.00**	**$ 68,532.00**	$ 1,400.00	$ 1,400.00	$ 57.00	$ 17.32	Included $20,000

% INCREASE 67.94%

Benefits last updated: 21 01 06

-

Attachment: Ag Reclass Form 2021 (Ag Mechanic Reclass)

List the Educational Requirements: Be able to obtain a Qualified Applicators Certificate, All Terrain Vehicle Safety Trainer Certificate. Journey level ability to use available techniology manuals, computer programs, and dianostics to repair department equipment.

Required Degree: High School diplomas and two years of Journey level experience in maintenance and repair of vehicles. Expreinece in weed or pest abatement.

Required Certificate(s): Be able to obtain a All Terrain Vehcle Safety Trainer Certificate, Qualified Applicators Certificate and a California Driver's License.

Supervisor Requirements: Scheduling daily work locations, excellent communication skills with employees, public and private landowners. Safety Training for employees with pesticides. Daily record keeping and program budgeting.

Number of employees to be supervised: 8+

List the titles of employees who will be supervised by this position: Extra Labor for noxious weed program.

County	MOU Effective Date	Health Insurance County Portion	Dental	Vision	Life
Colusa	10/1/2019-09/30/2023	Defined amount $1,520	C-$45.00	100% Employee Only	Included $50,000
Del Norte	9/1/2018-8/31/2021	County 95% Employee only Employee pays 5% Anthem Blue Cross	Cost Share	Cost Share	Included $15,000
Glenn	7/1/2018-6/30/2021	County 90% of Employee only	N/A Family	100% Employee Only Family	Included $15,000
Inyo	10/1/2016-6/30/2021	County 80% Pers Choice	50%	100%	Included
Lassen	2018-6/30/2020 with auto renewal Insurance amount updated with Resolution 19-031 on 6/25/2019	Defined amount $415.00	$ 40.00	Included	Included $40,000
Plumas	7/1/2018-12/31/2020	Defined amount $1,486.00	Combined Premium	Combined Premium	Combined Premium
Sierra	1/1/2017-12/31/2020 Side Letter to Extended MOU Term from 1/1/2021-12/31/2021	Defined amount $1,020.00	Included	Included	Included $50,000
Siskiyou	5/5/2020-5/4/2022	%100 PERs Select	$106.25	$7.50	Included $30,000
Trinity	7/1/2019-6/30/2024	90% PERS Choice	Family 100%	Employee 100%	Included $25,000

Attachment: Job Description (Ag Mechanic Reclass)

	STEP A-F (5% EVERY YEAR)					
RANGE	STEP 1 A	STEP 2 B	STEP 3 C	STEP 4 D	STEP 5 E	STEP 6 F
277	3,882	4,076	4,280	4,494	4,719	4,955
278	3,901	4,096	4,301	4,516	4,742	4,979
279	3,921	4,117	4,323	4,539	4,766	5,004
280	3,941	4,138	4,345	4,562	4,790	5,030
281	3,961	4,159	4,367	4,585	4,814	5,055
282	3,981	4,180	4,389	4,608	4,838	5,080
283	4,001	4,201	4,411	4,632	4,864	5,107
284	4,021	4,222	4,433	4,655	4,888	5,132
285	4,041	4,243	4,455	4,678	4,912	5,158
286	4,061	4,264	4,477	4,701	4,936	5,183
287	4,081	4,285	4,499	4,724	4,960	5,208
288	4,101	4,306	4,521	4,747	4,984	5,233
289	4,122	4,328	4,544	4,771	5,010	5,261
290	4,143	4,350	4,568	4,796	5,036	5,288
291	4,164	4,372	4,591	4,821	5,062	5,315
292	4,185	4,394	4,614	4,845	5,087	5,341
293	4,206	4,416	4,637	4,869	5,112	5,368
294	4,227	4,438	4,660	4,893	5,138	5,395
295	4,248	4,460	4,683	4,917	5,163	5,421
296	4,269	4,482	4,706	4,941	5,188	5,447
297	4,290	4,505	4,730	4,967	5,215	5,476
298	4,311	4,527	4,753	4,991	5,241	5,503
					5,268	5,531

Curtis 194
F+23
$4,112.00
x 5%
$4,317.60

Attachment: Job Description (Ag Mechanic Reclass)

CLASS SPECIFICATION

Modoc County January 2021

Class Title: Automotive Equipment Mechanic/Program Supervisor

Class Code: 134

FLSA Status: Non Exempt

Job Summary:

Maintains, repairs and overhauls automobiles, heavy and light trucks, ATV's, other vehicles, small gasoline engines, stationary and similar equipment; operates a ATV, variety of hand, power and shop tools. Plans, supervises, directs reviews and evaluates the work of skilled and semi-skilled support staff performing automotive and equipment maintenance, repair and welding. Operating ATV's safely and train employees to use safety on ATV's.

Class Characteristics:

This class performs a dual function: journey-level automotive and equipment repair and the coordination of field spraying activities for weed abatement and control. Responsibilities require journey-level skill in the repair of automotive and related large equipment and small power tools. The spraying responsibilities take place during spring, summer and fall months and are performed on both public and private properties.

This is the working supervisory level class in the automotive and equipment mechanic series, providing work planning, training and review to skilled and semi-skilled staff. Responsibilities include providing working supervision to shop and field activities, troubleshooting and repair decisions, and input into unit planning and budgetary processes.

Examples of Duties:

Essential:

Attachment: Job Description (Ag Mechanic Reclass)

* Diagnoses and performs major repairs and overhauls to both gasoline and diesel engines involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearing fittings and gaskets.

* Diagnoses and repairs, cleans, adjusts and install fuel, ignition, electrical, electronic and cooling systems.
* Diagnoses and repairs and overhauls power transmission systems.
* Diagnoses and repairs and adjusts steering mechanisms and other controls.
* Road tests vehicles; drives trucks or equipment as required; inspects vehicles in the shop and field
* Installs and tests electrical systems in vehicles as necessary; modifies such systems as required
* Diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take-off equipment.
* Performs preventive maintenance work on automobile, light and heavy trucks and related equipment.
* Reads and interprets manual, drawings, and specifications; estimates labor, material and specifies parts required to complete assignments.
* Observes safe work methods and utilizes safety equipment related to the work.
* Schedules and assigns state and county field crews performing weed abatement work during the spring, summer, and fall; provides daily spraying schedules and ensure that work is completed appropriately.
* Mixes and distributes chemical for spraying to each area; accounts for the use of such chemicals.
* Personally performs weed abatement work by spraying on public and private property, following safety requirements and specific procedures.
* Trains staff in weed abatement techniques; ensures that assigned staff follows appropriate safety procedures.
* Assists in developing and implementing goals, objectives, procedures and work standards for automotive maintenance and repair activities.
* Requisitions supplies, tool and materials required to perform required maintenance and repair work; maintains an inventory of regularly used materials and supplies.
* Prepares, issues, prioritizes, schedules, maintains accurate records of work performed.
* Conducts safety meetings for staff

Important:

Performs skilled automotive maintenance and repair work, preventive maintenance and safety inspections.

Supervises employee on safe and proper use of all herbicide used in the performance of the job.

Makes oral and written reports of work performed; completes forms and maintains accurate maintenance and pesticide use records.

Uses welding equipment to fabricate and repair parts and equipment.

Qualifications:

Knowledge of:

* Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
* Application laws, codes and pesticide regulations
* Materials, methods, practices and equipment used maintenance and repair
* Safety principles, practices and equipment related to work
* Record keeping principles and practices
* Basin budgetary practices and terminology
* Weed abatement principles, practices and herbicides used in the work

Skill in:

* Diagnosing and repairing a wide variety of diesel and gasoline powered vehicles and equipment.
* Estimating necessary materials and equipment to complete assignments
* Planning, coordinating and implementing a variety of weed abatement functions.
* Using initiative and independent judgement within established procedural guidelines
* Establishing and maintaining effective working relationships with those

encountered in the course of the work
* Training others in policies and procedures related to work

Physical Demands:

Mobility to work in a typical shop or related maintenance setting, including operating typical trade test equipment, hand and power tools and standard office equipment; stamina to stand, walk and climb and to work in confined or awkward spaces for an extended period of time; strength to lift and maneuver materials and equipment weighing up to 70 pounds with proper equipment; vision to read printed materials; vision to read printed materials and a VDT screen and hearing and speech to communicate in person or over a radio or telephone.

Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

Working Conditions:

* Work extended shifts or be called back in emergency situations
* Work with exposure to potentially hazardous fuels, chemicals, oil and solvents
* Provide hand tools as required by the County

Licensing and Certification:

Possess a valid California Class C driver's license
Possess or obtain a California Pest Applicator's license

Background:

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

Attachment: Job Description (Ag Mechanic Reclass)

Equivalent to graduation from high school and two years of journey-level experience in maintenance and repair of vehicles and/or heavy construction equipment. Some experience in weed or pest abatement is desirable.

This class specification lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job related knowledge and skills

Attachment: Job Description (Ag Mechanic Reclass)

MODOC COUNTY BOARD OF SUPERVISORS
AGENDA REQUEST FORM

Date of Meeting for Which Item is Requested: **June 10, 2021**
Name of Requesting Party or Entity: **Thomas Sandage, Social Services**

Regular or Consent: **Regular**

Kind of Action Requested: **Consideration/Action**

Describe Specific Action Requested or Information to be Discussed:

Requesting approval to recommend to the Board of Supervisors create the position of Employment and Training Worker Supervisor, Range 300: Step A-F; $4,355.00-$5,559.00 monthly.

This is a new position to the Department. This position will provide supervision of the operations of the Department's Employment and Training Program. This provides Employment and Training Staff the day to day support required to effectively maintain this program. This is an exempt position.

Budget Affected: No

Clerk's Instructions:
Certified Copies Needed: 1
Minutes Orders Needed: 1

Date Submitted: 5/3/2021

Phone Number: Email: tomsandage@co.modoc.ca.us

Agenda Item Number: 4.a

County of Colusa
Monthly Job Class/Salary Schedule

Effective: 1/01/21
Board Revision Date: 3/16/21

Job Title	Sch/Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Base Monthly Hours
HEALTH PRG SPECIALIST I	PF 26	3,663	3,849	4,046	4,251	4,468	4,695	4,812	4,933	5,057	5,184	5,314	5,447	5,583	5,724	6,014	162.50
HEALTH PRG SPECIALIST II	PF 30	4,046	4,251	4,468	4,695	4,933	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,640	162.50
HEALTH PRG SPECIALIST III	PF 34	4,468	4,695	4,933	5,184	5,447	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,807	6,977	7,331	162.50
HEALTH PRG SPECIALIST SUP	PF 40	5,184	5,447	5,724	6,014	6,319	6,640	6,807	6,977	7,152	7,331	7,515	7,703	7,896	8,094	8,503	162.50
HEAVY EQUIP MECHANIC	MSC29	3,908	4,108	4,317	4,537	4,768	5,010	5,136	5,265	5,397	5,533	5,671	5,813	5,958	6,108	6,418	173.33
HUMAN RESOURCE ANALYST	CNF35	4,537	4,768	5,010	5,265	5,533	5,813	5,958	6,108	6,261	6,418	6,578	6,742	6,911	7,084	7,443	162.50
HUMAN RESOURCE TECHNICIAN	CNF23	3,368	3,539	3,719	3,908	4,108	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,533	162.50
HUMAN RESOURCES DIRECTOR	UDH35	8,082	8,491	8,922	9,374	9,849	10,347	10,607	10,872	11,144	11,423	11,709	12,002	12,302	12,610	13,248	162.50
HUMAN SERVICES SUPERVISOR	MSC30	4,007	4,212	4,426	4,651	4,887	5,136	5,265	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,578	162.50
INFO SYSTEMS ANALYST	MSC35	4,537	4,768	5,010	5,265	5,533	5,813	5,958	6,108	6,261	6,418	6,578	6,742	6,911	7,084	7,443	162.50
INFORMATION SYSTEMS TECH	MSC32	4,212	4,426	4,651	4,887	5,136	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,418	6,578	6,911	162.50
LEAD CUSTODIAN	MSC09	2,378	2,498	2,626	2,760	2,900	3,048	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,719	3,908	162.50
LEAD TRANSIT SPECIALIST	MSC27	3,719	3,908	4,108	4,317	4,537	4,768	4,887	5,010	5,136	5,265	5,397	5,533	5,671	5,813	6,108	173.33
LEGAL ADMINISTRATIVE ASST	CNF32	4,212	4,426	4,651	4,887	5,136	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,418	6,578	6,911	162.50
LEGAL SECRETARY	MSC18	2,973	3,125	3,284	3,453	3,628	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,887	162.50
LIBRARIAN	PF 23	3,401	3,574	3,755	3,947	4,147	4,358	4,468	4,580	4,695	4,812	4,933	5,057	5,184	5,314	5,583	162.50
LIBRARY ASSISTANT I	MSC05	2,156	2,264	2,378	2,498	2,626	2,760	2,829	2,900	2,973	3,048	3,125	3,204	3,284	3,368	3,539	162.50
LIBRARY ASSISTANT II	MSC09	2,378	2,498	2,626	2,760	2,900	3,048	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,719	3,908	162.50
LIBRARY ASSISTANT III	MSC12	2,561	2,692	2,829	2,973	3,125	3,284	3,368	3,453	3,539	3,628	3,719	3,813	3,908	4,007	4,212	162.50
LICENSED PSYCHIATRIC TECH	PFA31	4,123	4,333	4,553	4,784	5,028	5,283	5,416	5,552	5,691	5,834	5,981	6,131	6,284	6,442	6,769	162.50
LICENSED VOCATIONAL NURSE	PFA26	3,643	3,828	4,022	4,226	4,441	4,667	4,784	4,905	5,028	5,154	5,283	5,416	5,552	5,691	5,981	162.50
LIEUTENANT	MGS10	6,602	6,933	7,285	7,655	8,044	8,453	8,664	8,881	9,103	9,331	9,564	9,803	10,048	10,299	10,820	173.33
LITERACY PROGRAM COORDINA	PF 23	3,401	3,574	3,755	3,947	4,147	4,358	4,468	4,580	4,695	4,812	4,933	5,057	5,184	5,314	5,583	162.50
MARKETING & ADMIN SPECIAL	MSC19	3,048	3,204	3,368	3,539	3,719	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,768	5,010	162.50
MEDICAL BILLING SPEC	MSC22	3,284	3,453	3,628	3,813	4,007	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,397	162.50
MENTAL HEALTH SPECIALIST	PF 28	3,849	4,046	4,251	4,468	4,695	4,933	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,319	162.50
MENTAL HLTH CLINICAL SUPV	MGT18	5,322	5,595	5,879	6,179	6,492	6,822	6,993	7,168	7,348	7,532	7,721	7,914	8,112	8,316	8,738	162.50
MHSA COORD GRANT WRITER	PF 29	3,947	4,147	4,358	4,580	4,812	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,165	6,477	162.50
MHSA FAMILY FACILITATOR	PF 35	4,580	4,812	5,057	5,314	5,583	5,867	6,014	6,165	6,319	6,477	6,640	6,807	6,977	7,152	7,515	162.50
MHSA FAMILY SPECIALIST	PF 32	4,251	4,468	4,695	4,933	5,184	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,977	162.50
MIGRANT HSG PROG MNGR	MGT02	3,589	3,769	3,959	4,158	4,366	4,586	4,701	4,819	4,940	5,064	5,191	5,322	5,457	5,595	5,879	162.50
MIGRANT HSG RES MANAGER	MSC17	2,900	3,048	3,204	3,368	3,539	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,768	162.50
MOBILE COMP LAB AST/DRIVR	MSC05	2,156	2,264	2,378	2,498	2,626	2,760	2,829	2,900	2,973	3,048	3,125	3,204	3,284	3,368	3,539	162.50
OFFICE ASSISTANT I	MSC02	2,003	2,105	2,211	2,322	2,439	2,561	2,626	2,692	2,760	2,829	2,900	2,973	3,048	3,125	3,284	162.50
OFFICE ASSISTANT II	MSC06	2,211	2,322	2,439	2,561	2,692	2,829	2,900	2,973	3,048	3,125	3,204	3,284	3,368	3,453	3,628	162.50
OFFICE ASSISTANT III	MSC10	2,439	2,561	2,692	2,829	2,973	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,719	3,813	4,007	162.50
OFFICE ASSISTANT SUPERVIS	MSC16	2,829	2,973	3,125	3,284	3,453	3,628	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,651	162.50
OPERATIONS SUPERVISOR	MSC24	3,453	3,628	3,813	4,007	4,212	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,397	5,671	173.33
PARENT PARTNER	MSC18	2,973	3,125	3,284	3,453	3,628	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,887	162.50

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

Del Norte County
Biweekly amount x 26 weeks/12 months

ATTACHMENT A

MISCELLANEOUS LIST OF CLASSIFICATIONS COVERED BY THIS MOU

Effective October 2020	$0.25/hr						10	15	20	25	30
Job Title	**Range**	**Step A**	**Step B**	**Step C**	**Step D**	**Step E**	**Step F**	**Step G**	**Step H**	**Step I**	**Step J**
Integrated Caseworker I	34	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80
Integrated Caseworker II	37	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56
Integrated Caseworker III	39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35
Integrated Caseworker Supv	41	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57
Juvenile Correctional Officer Recruit	26	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15
Juvenile Correctional Officer I	30	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73
Juvenile Correctional Officer II	32	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47
Juvenile Correctional Officer III	37	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56
Juvenile Correctional Technician I	24	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91
Juvenile Correctional Tech II	27	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62
Juvenile Correctional Tech III	30	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73
Legal Clerk I	25	1,146.48	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44
Legal Clerk II	28	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37
Legal Clerk III	31	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34
Legal Process Clerk I	24	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91
Legal Process Clerk II	27	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62
Legal Process Clerk III	30	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73
Licensed Vocational Nurse I	39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35
Licensed Vocational Nurse II	41	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57
Medical Records Clerk I	23	1,096.65	1,146.48	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13
Medical Records Clerk II	26	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15
Medical Records Clerk III	29	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84
Mental Health Specialist I	37	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56
Mental Health Specialist II	39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35
Mental Health Specialist III	41	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57
Office Assistant II	22	1,073.00	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44
Office Assistant III	24	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91
Office Assistant Supervisor I	31	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34
Office Assistant Supervisor II	35	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97
Office Technician I	23	1,096.65	1,146.48	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13
Office Technician II	27	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62
Office Technician III	31	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34
Parks Maint Worker I	22	1,073.00	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44
Parks Maint Worker II	26	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15
Parks Maint Worker III	33	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30
Planner I	41	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57
Planner II	46	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65	2,810.73
Planner III	50	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65	2,810.73	2,946.27	3,088.58
Pretrial Coordinator I	41	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57
Pretrial Coordinator II	43	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57	2,618.49
Prevention Program Coordinator I	46	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65	2,810.73
Prevention Program Coordinator II	48	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65	2,810.73	2,946.27
Probation Technician I	24	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91
Probation Technician II	27	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62
Probation Technician III	30	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73
Program Coordinator	44	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65
Property Appraiser Aide	33	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30
Property Appraiser I	36	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93
Property Appraiser II	41	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57
Property Appraiser III	45	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57	2,618.49	2,744.41
Prop Trans/Map Draft Technician I	35	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97
Prop Trans/Map Draft Technician II	38	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13
Recreation Coordinator I	44	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65
Recreation Coordinator II	46	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65	2,810.73
Recreation Program Assistant I	30	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73
Recreation Program Assistant II	34	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80
Road Foreman I	44	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65
Road Foreman II	46	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65	2,810.73
Road Maint Worker I	27	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62
Road Maint Worker II	31	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34
Road Maint Worker III	35	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97
Secretary I	26	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

Hourly Rate x 162.5 hours

COUNTY OF GLENN
SCHEDULE OF PERSONNEL CLASSES, SALARY RANGES AND STEPS
Effective 7-1-2020

					Hourly					Bi-Weekly				
Job Code	Job Title	HRLY/SLR	Unit	Range	Step A	Step B	Step C	Step D	Step E	STEP-A	STEP-B	STEP-C	STEP-D	STEP-E
0586000	DIRECTOR OF PUBLIC WORKS - LIC *	SLRY	N	536	$54.77	$57.52	$60.39	$63.41	$66.59	$4,381.60	$4,601.60	$4,831.20	$5,072.80	$5,327.20
0586001	DIRECTOR OF PUBLIC WORKS - NO LIC *	SLRY	N	506	$47.16	$49.52	$52.00	$54.60	$57.33	$3,772.80	$3,961.60	$4,160.00	$4,368.00	$4,586.40
0180960	DISTRICT ATTORNEY *	SLRY	E	564	$63.00	$66.15	$69.45	$72.92	$76.56	$5,040.00	$5,292.00	$5,556.00	$5,833.60	$6,124.80
1576000	ECONOMIC DEVELOPMENT MANAGER	SLRY	M	418	$30.41	$31.93	$33.53	$35.20	$36.96	$2,432.80	$2,554.40	$2,682.40	$2,816.00	$2,956.80
8733001	ELECTRICIAN	HRLY	G	429	$32.12	$33.72	$35.40	$37.18	$39.04	$2,569.60	$2,697.60	$2,832.00	$2,974.40	$3,123.20
2451281	ELIGIBILITY SPEC SUPERVISOR	HRLY	M	358	$22.55	$23.68	$24.87	$26.11	$27.42	$1,804.00	$1,894.40	$1,989.60	$2,088.80	$2,193.60
6421265	ELIGIBILITY SPECIALIST I	HRLY	G	290	$16.07	$16.87	$17.72	$18.60	$19.53	$1,285.60	$1,349.60	$1,417.60	$1,488.00	$1,562.40
6431270	ELIGIBILITY SPECIALIST II	HRLY	G	311	$17.83	$18.72	$19.66	$20.63	$21.66	$1,426.40	$1,497.60	$1,572.80	$1,650.40	$1,732.80
6441276	ELIGIBILITY SPECIALIST III	HRLY	G	333	$19.90	$20.90	$21.94	$23.04	$24.19	$1,592.00	$1,672.00	$1,755.20	$1,843.20	$1,935.20
7111001	EMERGENCY DISPATCHER I	HRLY	G	311	$17.83	$18.72	$19.66	$20.63	$21.66	$1,426.40	$1,497.60	$1,572.80	$1,650.40	$1,732.80
7121001	EMERGENCY DISPATCHER II	HRLY	G	331	$19.70	$20.69	$21.72	$22.80	$23.94	$1,576.00	$1,655.20	$1,737.60	$1,824.00	$1,915.20
0376001	EMERGENCY PREPAREDNESS COORD	SLRY	M	423	$31.17	$32.73	$34.36	$36.08	$37.88	$2,493.60	$2,618.40	$2,748.80	$2,886.40	$3,030.40
3446281	EMPLOY & TRAIN WKR SUPERVISOR	HRLY	M	396	$27.24	$28.61	$30.04	$31.54	$33.12	$2,179.20	$2,288.80	$2,403.20	$2,523.20	$2,649.60
6424282	EMPLOYMENT & TRAINING WK I-MS	HRLY	G	311	$17.83	$18.72	$19.66	$20.63	$21.66	$1,426.40	$1,497.60	$1,572.80	$1,650.40	$1,732.80
6424282	EMPLOYMENT & TRAINING WKR I	HRLY	G	311	$17.83	$18.72	$19.66	$20.63	$21.66	$1,426.40	$1,497.60	$1,572.80	$1,650.40	$1,732.80
6434283	EMPLOYMENT & TRAINING WKR II	HRLY	G	331	$19.70	$20.69	$21.72	$22.80	$23.94	$1,576.00	$1,655.20	$1,737.60	$1,824.00	$1,915.20
6444284	EMPLOYMENT & TRAINING WKR III	HRLY	G	352	$21.88	$22.97	$24.12	$25.33	$26.59	$1,750.40	$1,837.60	$1,929.60	$2,026.40	$2,127.20
6444284	EMPLOYMENT & TRAINING WKR III-MS	HRLY	G	352	$21.88	$22.97	$24.12	$25.33	$26.59	$1,750.40	$1,837.60	$1,929.60	$2,026.40	$2,127.20
6434283	EMPLOYMENT & TRAINING WKR II-MS	HRLY	G	331	$19.70	$20.69	$21.72	$22.80	$23.94	$1,576.00	$1,655.20	$1,737.60	$1,824.00	$1,915.20
1477927	EMPLOYMENT SERVICES MANAGER	SLRY	M	445	$34.79	$36.54	$38.36	$40.28	$42.29	$2,783.20	$2,923.20	$3,068.80	$3,222.40	$3,383.20
3766001	ENGINEER, ASSISTANT	SLRY	M	445	$34.79	$36.54	$38.36	$40.28	$42.29	$2,783.20	$2,923.20	$3,068.80	$3,222.40	$3,383.20
3776001	ENGINEER, ASSOCIATE CIVIL	SLRY	M	468	$39.02	$40.96	$43.01	$45.17	$47.42	$3,121.60	$3,276.80	$3,440.80	$3,613.60	$3,793.60
4722001	ENGINEERING TECHNICIAN I	HRLY	G	330	$19.59	$20.57	$21.60	$22.68	$23.82	$1,567.20	$1,645.60	$1,728.00	$1,814.40	$1,905.60
4732001	ENGINEERING TECHNICIAN II	HRLY	G	350	$21.65	$22.74	$23.87	$25.06	$26.32	$1,732.00	$1,819.20	$1,909.60	$2,004.80	$2,105.60
4744001	ENGINEERING TECHNICIAN III	HRLY	G	382	$25.40	$26.67	$28.01	$29.41	$30.88	$2,032.00	$2,133.60	$2,240.80	$2,352.80	$2,470.40
4753001	ENGINEERING TECHNICIAN IV	HRLY	M	406	$28.64	$30.07	$31.57	$33.15	$34.81	$2,291.20	$2,405.60	$2,525.60	$2,652.00	$2,784.80
4526166	ENVIRO COMPLIANCE SPEC I	HRLY	G	337	$20.31	$21.33	$22.40	$23.52	$24.69	$1,624.80	$1,706.40	$1,792.00	$1,881.60	$1,975.20
3536003	ENVIRO COMPLIANCE SPEC II	HRLY	M	421	$30.87	$32.41	$34.03	$35.73	$37.52	$2,469.60	$2,592.80	$2,722.40	$2,858.40	$3,001.60
9521001	ENVIRONMENTAL BIOLOGIST AIDE	HRLY	G	249	$13.08	$13.73	$14.41	$15.14	$15.89	$1,046.40	$1,098.40	$1,152.80	$1,211.20	$1,271.20
9150001	ENVIRONMENTAL BIOLOGIST AIDE T	HRLY	G	230	$11.91	$12.51	$13.13	$13.78	$14.47	$952.80	$1,000.80	$1,050.40	$1,102.40	$1,157.60
3526150	ENVIRONMENTAL BIOLOGIST I	HRLY	G	312	$17.92	$18.82	$19.76	$20.75	$21.79	$1,433.60	$1,505.60	$1,580.80	$1,660.00	$1,743.20
3536155	ENVIRONMENTAL BIOLOGIST II	HRLY	G	332	$19.80	$20.79	$21.83	$22.92	$24.06	$1,584.00	$1,663.20	$1,746.40	$1,833.60	$1,924.80
3546160	ENVIRONMENTAL BIOLOGIST III	HRLY	G	352	$21.88	$22.97	$24.12	$25.33	$26.59	$1,750.40	$1,837.60	$1,929.60	$2,026.40	$2,127.20
3536000	ENVIRONMENTAL BIOLOGIST IV	HRLY	M	380	$25.15	$26.41	$27.72	$29.11	$30.57	$2,012.00	$2,112.80	$2,217.60	$2,328.80	$2,445.60
0588330	ENVIRONMENTAL HEALTH DIRECTOR	SLRY	M	445	$34.79	$36.54	$38.36	$40.28	$42.29	$2,783.20	$2,923.20	$3,068.80	$3,222.40	$3,383.20
0576000	ENVIRONMENTL PROGRAM MANAGER	SLRY	M	461	$37.67	$39.56	$41.53	$43.62	$45.80	$3,013.60	$3,164.80	$3,322.40	$3,489.60	$3,664.00
8752290	EQUIPMENT MAINTENANCE SUPER	HRLY	M	390	$26.45	$27.77	$29.16	$30.62	$32.15	$2,116.00	$2,221.60	$2,332.80	$2,449.60	$2,572.00
4132720	EVIDENCE TECHNICIAN	HRLY	G	324	$19.02	$19.97	$20.97	$22.02	$23.12	$1,521.60	$1,597.60	$1,677.60	$1,761.60	$1,849.60
0672000	EXEC ASSIST TECH SUPPORT ADMIN	SLRY	M	448	$35.31	$37.08	$38.93	$40.88	$42.92	$2,824.80	$2,966.40	$3,114.40	$3,270.40	$3,433.60
8751000	FACILITIES MAINTENANCE SUPRV	HRLY	M	380	$25.15	$26.41	$27.72	$29.11	$30.57	$2,012.00	$2,112.80	$2,217.60	$2,328.80	$2,445.60
1776000	FACILITIES MANAGER	SLRY	M	418	$30.41	$31.93	$33.53	$35.20	$36.96	$2,432.80	$2,554.40	$2,682.40	$2,816.00	$2,956.80
9720210	FACILITIES WORKER I	HRLY	G	298	$16.72	$17.55	$18.43	$19.35	$20.32	$1,337.60	$1,404.00	$1,474.40	$1,548.00	$1,625.60
9730515	FACILITIES WORKER II	HRLY	G	313	$18.01	$18.91	$19.86	$20.85	$21.89	$1,440.80	$1,512.80	$1,588.80	$1,668.00	$1,751.20
9740515	FACILITIES WORKER III	HRLY	G	323	$18.93	$19.88	$20.87	$21.91	$23.00	$1,514.40	$1,590.40	$1,669.60	$1,752.80	$1,840.00
8761000	FIELD OP MANAGER	HRLY	M	423	$31.17	$32.73	$34.36	$36.08	$37.88	$2,493.60	$2,618.40	$2,748.80	$2,886.40	$3,030.40
2626000	FISCAL ANALYST I	HRLY	G	362	$23.00	$24.15	$25.36	$26.62	$27.96	$1,840.00	$1,932.00	$2,028.80	$2,129.60	$2,236.80
2636000	FISCAL ANALYST II	HRLY	M	376	$24.66	$25.90	$27.19	$28.55	$29.98	$1,972.80	$2,072.00	$2,175.20	$2,284.00	$2,398.40
2646000	FISCAL ANALYST III	SLRY	M	396	$27.24	$28.61	$30.04	$31.54	$33.12	$2,179.20	$2,288.80	$2,403.20	$2,523.20	$2,649.60
8720002	FLEET MECHANIC I	HRLY	G	302	$17.04	$17.90	$18.80	$19.74	$20.73	$1,363.20	$1,432.00	$1,504.00	$1,579.20	$1,658.40
8730004	FLEET MECHANIC II	HRLY	G	323	$18.93	$19.88	$20.87	$21.91	$23.00	$1,514.40	$1,590.40	$1,669.60	$1,752.80	$1,840.00
8730005	FLEET MECHANIC III	HRLY	G	333	$19.90	$20.90	$21.94	$23.04	$24.19	$1,592.00	$1,672.00	$1,755.20	$1,843.20	$1,935.20
8740002	FLEET MECHANIC IV	HRLY	G	343	$20.92	$21.97	$23.07	$24.23	$25.44	$1,673.60	$1,757.60	$1,845.60	$1,938.40	$2,035.20
0772001	FLEET OPERATIONS MGR	SLRY	M	445	$34.79	$36.54	$38.36	$40.28	$42.29	$2,783.20	$2,923.20	$3,068.80	$3,222.40	$3,383.20
8172310	FOOD MANAGER	SLRY	M	303	$17.13	$17.98	$18.88	$19.83	$20.82	$1,370.40	$1,438.40	$1,510.40	$1,586.40	$1,665.60

Revised 1-24-2021
M.O. 9 # 1/19/21

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

County of Inyo

Salary Schedule - March 4, 2021

The base salaries of all employment positions at the County of Inyo as of March 4, 2021 are listed in the table below. The values in the table do not include additional compensation and benefits.

Position ▲	Range	Monthly Base Salary						Annua
		Step A	Step B	Step C	Step D	Step E	Step F	Step A
HHS SPECIALIST 01	050	$2,975	$3,128	$3,282	$3,442	$3,615	$0	$35,700
HHS SPECIALIST 02	053	$3,194	$3,353	$3,515	$3,685	$3,883	$0	$38,328
HHS SPECIALIST 03	057	$3,499	$3,677	$3,859	$4,050	$4,251	$0	$41,988
HHS SPECIALIST 04	060	$3,758	$3,941	$4,139	$4,350	$4,564	$0	$45,096
HUMAN SERVICES SUPERVISOR	070	$4,753	$4,994	$5,240	$5,506	$5,781	$0	$57,036
HUMAN SERVICES SUPERVISOR ASST	065	$4,216	$4,433	$4,655	$4,889	$5,129	$0	$50,592
INFORMATION SERVICES DEPUTY	087	$7,141	$7,486	$7,869	$8,266	$8,673	$0	$85,692
INFORMATION SERVICES DIRECTOR	ISDR	$11,790	$12,380	$12,999	$13,648	$14,331	$0	$141,480
INT WST MGT SUPER SENIOR	081	$6,161	$6,477	$6,797	$7,140	$7,492	$0	$73,932
INT WST MGT SUPERINTENDENT	078	$5,741	$6,022	$6,328	$6,644	$6,976	$0	$68,892
INTEGRATED CASE WORKER 01	060	$3,758	$3,941	$4,139	$4,350	$4,564	$0	$45,096

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

JOB CLASS MASTER
WITH GROUP BU AND SALARY RANGES
AS OF MARCH 10, 2021

Lassen County

JOB CLASS DESCRIPTION	GROUP/BU	RANGE
HEAVY EQUIPMENT MECHANIC SP II	MPA	22
INFORMATION SERV SUPERVISOR I	MPA	23
INFORMATION SERV SUPERVISOR II	MPA	25
INTEGRATED CASE WORKER SUPERVISOR	MPA	20
LANDFILL FOREMAN	MPA	20
PROGRAM COORDINATOR	MPA	22
PROGRAM MANAGER	MPA	26
ROAD ACCOUNT AUDITOR	MPA	22
ROAD FIELD SUPERVISOR	MPA	26
ROAD MAINTENANCE SUPERVISOR	MPA	20
SENIOR APPRAISER	MPA	24
SENIOR AUDITOR/APPRAISER	MPA	18
SENIOR BUILDING INSPECTOR	MPA	23
SENIOR DEPUTY COUNTY COUNSEL	MPA	30
SENIOR DEPUTY DISTRICT ATTORNEY	MPA	30
SENIOR PLANNER	MPA	24
SENIOR PUBLIC HEALTH NURSE	MPA	29
SENIOR RECORDER	MPA	20
SOCIAL WORKER SUPERVISOR I (BA	MPA	23
SOCIAL WORKER SUPERVISOR II (M	MPA	24
SR CHILD SUPPORT SERVICES OFFICER	MPA	16
SUPERVISING DEPUTY PROBATION OFFICER	MPA	23
SUPERVISING MH THERAPIST/PRGM	MPA	30
SUPERVISING PROBATION CSR	MPA	19
SUPERVISING SUBSTANCE ABUSE WORKER	MPA	21
SUPV AG INSPECTOR (+W/CERTIFICATION)	MPA	22
CAPTAIN	POAMA-SU	27
LIEUTENANT	POAMA-SU	25
SENIOR INVESTIGATOR	POAMA-SU	22
SERGEANT	POAMA-SU	21
SHERIFF	POAMA-SU	33
COMMUNICATIONS TECHNICIAN I	ROAD	21
COMMUNICATIONS TECHNICIAN II	ROAD	23
EQUIPMENT MECHANIC	ROAD	14
HEAVY EQUIPMENT MECHANIC	ROAD	16
ROAD EQUIPMENT OPERATOR	ROAD	14
ROADS STOREKEEPER	ROAD	16

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

HOURLY SALARY TABLE
LCPOA - A
EFFECTIVE 07/01/2019

Lassen County
Annual Salary/12 months

RANGE	STEP	HOURLY RATE	BI-WEEKLY SALARY	ANNUAL SALARY
19	7	29.3680	2349.44	61085.44
20	1	23.2828	1862.62	48428.12
20	2	24.3841	1950.73	50718.98
20	3	25.5405	2043.24	53124.24
20	4	26.7546	2140.37	55649.62
20	5	28.0295	2242.36	58301.36
20	6	29.3680	2349.44	61085.44
20	7	30.7735	2461.88	64008.88
21	1	24.3841	1950.73	50718.98
21	2	25.5405	2043.24	53124.24
21	3	26.7546	2140.37	55649.62
21	4	28.0295	2242.36	58301.36
21	5	29.3680	2349.44	61085.44
21	6	30.7735	2461.88	64008.88
21	7	32.2493	2579.94	67078.44
22	1	25.5405	2043.24	53124.24
22	2	26.7546	2140.37	55649.62
22	3	28.0295	2242.36	58301.36
22	4	29.3680	2349.44	61085.44
22	5	30.7735	2461.88	64008.88
22	6	32.2493	2579.94	67078.44
22	7	33.7989	2703.91	70301.66
23	1	26.7546	2140.37	55649.62
23	2	28.0295	2242.36	58301.36
23	3	29.3680	2349.44	61085.44
23	4	30.7735	2461.88	64008.88
23	5	32.2493	2579.94	67078.44
23	6	33.7989	2703.91	70301.66
23	7	35.4260	2834.08	73686.08
24	1	28.0295	2242.36	58301.36
24	2	29.3680	2349.44	61085.44
24	3	30.7735	2461.88	64008.88
24	4	32.2493	2579.94	67078.44

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

County of Plumas
Pay Schedule

Hourly Rate x 162.5 hours

Effective as of 12/15/2020 per Resolution Nos. 2020-8544 and 2020-8547
Revised as of 02/16/2021 per Resolution No. 2021-8564 and adopted by the Board as of 03/16/2021 per Resolution No. 2021-8572

OE3 MID-MANAGEMENT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
A&D PROG CLINICIAN/SUPERVISOR	$29.73	$31.22	$32.78	$34.43	$36.16	$37.97	$39.87	$41.87	$43.97	$46.17
ALCOHOL & DRUG PROG CHIEF	$29.73	$31.22	$32.78	$34.43	$36.16	$37.97	$39.87	$41.87	$43.97	$46.17
ALTERNATIVE SENTENCING MANAGER	$25.65	$26.93	$28.28	$29.70	$31.19	$32.75	$34.39	$36.12	$37.93	$39.83
ANIMAL CONTROL SUPERVISOR	$17.81	$18.69	$19.64	$20.62	$21.66	$22.74	$23.89	$25.08	$26.34	$27.67
ASSESSOR'S OFFICE MANAGER	$21.13	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.82
ASSISTANT BUILDING OFFICIAL	$29.73	$31.22	$32.78	$34.42	$36.16	$37.97	$39.87	$41.87	$43.97	$46.17
ASSISTANT COUNTY ASSESSOR	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.88	$41.88
ASSISTANT DISTRICT ATTORNEY	$44.72	$46.96	$49.32	$51.79	$54.38	$57.10	$59.97	$62.97	$66.13	$69.44
ASSISTANT PLANNING DIRECTOR	$29.73	$31.22	$32.78	$34.43	$36.16	$37.97	$39.87	$41.87	$43.97	$46.17
ASST COUNTY CLERK-RECORDER	$26.63	$27.97	$29.37	$30.83	$32.38	$34.01	$35.71	$37.51	$39.39	$41.37
ASST DIR DEPT OF CHILD SUP SVC	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18
ASST DIR OF PUBLIC WORKS	$31.21	$32.77	$34.42	$36.15	$37.96	$39.86	$41.86	$43.96	$46.16	$48.47
ASST DIRECTOR OF PUBLIC HEALTH	$37.94	$39.84	$41.84	$43.94	$46.14	$48.45	$50.88	$53.44	$56.11	$58.92
ASST TREASURER/TAX COLLECTOR	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.88	$41.88
BH ADMIN SERVICES OFFICER	$33.46	$35.13	$36.89	$38.74	$40.68	$42.72	$44.86	$47.11	$49.48	$51.96
BH AOD PROGRAM ADMIN	$36.59	$38.43	$40.36	$42.38	$44.50	$46.73	$49.07	$51.54	$54.12	$56.83
BH CONTINUING CARE COORDINATOR	$33.46	$35.13	$36.89	$38.74	$40.68	$42.72	$44.86	$47.11	$49.48	$51.96
BH QUAL IMPROVEMENT/COMPL MGR	$36.59	$38.43	$40.36	$42.38	$44.50	$46.73	$49.07	$51.54	$54.12	$56.83
BH UNIT SUPERVISOR	$33.46	$35.13	$36.89	$38.74	$40.68	$42.72	$44.86	$47.11	$49.48	$51.96
BH UNIT SUPERVISOR-NURSING	$33.46	$35.13	$36.89	$38.74	$40.68	$42.72	$44.86	$47.11	$49.48	$51.96
BLDG/GRDS MAINT SUPERVISOR 1	$17.87	$18.77	$19.71	$20.70	$21.74	$22.83	$23.98	$25.18	$26.44	$27.77
BLDG/GRDS MAINT SUPERVISOR 2	$19.20	$20.17	$21.18	$22.24	$23.35	$24.53	$25.77	$27.07	$28.42	$29.85
BUILDING OFFICIAL	$32.76	$34.40	$36.13	$37.94	$39.84	$41.84	$43.94	$46.14	$48.45	$50.88
CHIEF APPRAISER	$25.68	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.88
CHIEF CODE ENFORCEMENT OFFICER	$28.59	$30.03	$31.54	$33.11	$34.77	$36.51	$38.34	$40.26	$42.28	$44.40
CHIEF DEP PUB GRDN/CONSERVATOR	$24.57	$25.81	$27.10	$28.46	$29.89	$31.39	$32.96	$34.61	$36.35	$38.17
CHILDRENS SERVICES COORDINATOR	$29.03	$30.49	$32.02	$33.63	$35.32	$37.08	$38.94	$40.89	$42.94	$45.09
COMMUNITY CARE CASE MANAGER	$17.73	$18.62	$19.56	$20.54	$21.58	$22.66	$23.80	$24.99	$26.25	$27.57
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURES	$28.66	$30.10	$31.61	$33.20	$34.86	$36.61	$38.45	$40.38	$42.40	$44.52
DEP DIR/SOC SERV PROGRAM MGR	$34.19	$35.91	$37.71	$39.60	$41.58	$43.66	$45.85	$48.15	$50.56	$53.09
DEPARTMENT FISCAL OFFICER 1	$21.13	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.82
DEPARTMENT FISCAL OFFICER 2	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18
DEPUTY DIR OF PUBLIC WORKS	$28.30	$29.72	$31.21	$32.77	$34.42	$36.15	$37.96	$39.86	$41.86	$43.96
DIRECTOR OF NURSING - PH	$39.74	$41.73	$43.82	$46.01	$48.31	$50.73	$53.28	$55.95	$58.75	$61.70
DIV DIR VETERANS SVCS OFFICER	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18
ELIGIBILITY SUPERVISOR	$21.13	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.82
EMPLOYMENT & TRNG WKR SUP	$26.24	$27.56	$28.94	$30.39	$31.92	$33.52	$35.20	$36.96	$38.81	$40.76
EQUIPMENT MAINT SUPERVISOR	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18
FISCAL SUPPORT COORD	$18.50	$19.43	$20.41	$21.44	$22.52	$23.65	$24.84	$26.09	$27.40	$28.77
GEO INFO SYSTEM (GIS) COORD	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.88	$41.88
GRANT COMPLIANCE OFFICER	$18.25	$19.17	$20.13	$21.15	$22.21	$23.33	$24.50	$25.73	$27.01	$28.37

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

Sierra County

Resolution 2021-007
January 19, 2021

Exhibit A

TOPOGRAPHY A **FISCAL YEAR 2020-21**

INCREASE PER MOU **1.02000**

CLASS		STEP A	STEP B	STEP C	STEP D	STEP E	After 5 Years L 1	After 10 Years L 2
12	Month	3,076.78	3,230.62	3,392.15	3,561.75	3,739.84	3,926.83	4,123.17
	Hour	17.7606	18.6382	19.5701	20.5485	21.5760	22.6548	23.7875
16	Month	3,505.39	3,680.66	3,864.71	4,057.93	4,260.83	4,473.87	4,697.56
	Hour	20.2234	21.2346	22.2964	23.4111	24.5817	25.8108	27.1013
24	Month	4,135.24	4,342.02	4,559.12	4,787.07	5,026.42	5,277.74	5,541.62
	Hour	23.8572	25.0501	26.3026	27.6177	28.9986	30.4485	31.9709
30	Month	4,494.48	4,719.21	4,955.17	5,202.93	5,463.07	5,736.23	6,023.04
	Hour	25.9297	27.2262	28.5875	30.0169	31.5177	33.0936	34.7483
32	Month	4,726.20	4,962.50	5,210.64	5,471.17	5,744.72	6,031.95	6,333.55
	Hour	27.2665	28.6298	30.0614	31.5644	33.1426	34.7997	36.5397
35	Month	4,989.77	5,239.27	5,501.23	5,776.28	6,065.10	6,368.35	6,686.77
	Hour	28.7871	30.2265	31.7379	33.3247	34.9909	36.7405	38.5775
39	Month	5,396.90	5,666.76	5,950.09	6,247.60	6,559.97	6,887.97	7,232.37
	Hour	31.1360	32.6928	34.3275	36.0438	37.8460	39.7383	41.7252
41	Month	5,626.96	5,908.31	6,203.74	6,513.92	6,839.61	7,181.60	7,540.68
	Hour	32.4632	34.0864	35.7908	37.5803	39.4593	41.4323	43.5039
45	Month	6,086.13	6,390.43	6,709.96	7,045.46	7,397.72	7,767.62	8,156.00
	Hour	35.1123	36.8679	38.7113	40.6469	42.6792	44.8132	47.0539

Confidential employees receive 5% additional pay.

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

Sierra County

Resolution 2021-007
January 19, 2021

Exhibit A
PARITY CLASSES IN TOPOGRAPHY A

Class 12		Integrated Case Wkr 1			
Class 16	Engineering Tech 1	Building Inspector 1	OES Coordinator 1	Appraiser 1	Victim-Witness Coordinator 1
	Transportation Planner 1	Planner 1	Safety Officer 1	Accountant 1	Welfare Fraud Investigator 2
	Substance Abuse Cnslr 1	Integrated Case Wkr 2	Probation Spit./Court Coordinator 1	Case Manager 1	Social Worker 1
	Info Systems Admin I	Contract Anayst I			
Class 24	Engineering Tech 2	Building Inspector 2	OES Coordinator 2	Appraiser 2	Victim-Witness Coordinator 2
	Transportation Planner 2	Planner 2	Safety Officer 2	Accountant 2	Case Manager 2
	Info Systems Admin 2	Integrated Case Wkr 3	Substance Abuse Counselor 2	Comm Outreach coord	Social Worker 2
	Contract Anayst II		Probation Spit./Court Coordinator 2		
Class 30	Environmental Health Trainee				
	Engineering Tech 3	Building Inspector 3	OES Coordinator 3	Appraiser 3	Victim-Witness Coordinator 3
	Transportation Planner 3	Planner 3	Safety Officer 3	Accountant 3	Social Worker 3
	Info Systems Admin 3	Mental Health Clr 1	Probation Spit./Court Coordinator 3	Sub Abuse Counselor 3	Public Health Educator
		Contract Anayst III		Social Wrk III Public Guardian/IHHS	
Class 32	Behavior Intervention Specialist		Eligibility Supervisor	Accounting Manager	
	Public Health Nurse 1		Environmental Health Specialist 1		
Class 35	Sr Engineering Tech	Sr Building Inspector	Sr Risk Manager-Safety Officer	Appraiser 4	Asst Clerk-Recorder
	Sr Transportation Planner	Sr Planner	Public Health Nurse 2	Asst Assess Admin	Office Manager
	Info Systems Admin 4	Mental Health Clr 2	Integrated Caseworker Supv	Interdepartmental Fiscal Officer	
	Behavior Health Co-ordinat	Educator Trainer Coord	Environmental Health Specialist 2	Asst Treas-Tax Coll	Social Wrk Supv 1
					Personnel Analyst II
Class 39		Mental Health Clr 3	Environmental Health Specialist 3		
Class 41	Asst Engineer	Sr Sub Abuse Cnslr	Ed Trainer Coordinator Llc	Sr Appraiser	Dep Dir Social Services
	Sr Mental Health Counselor	Sr Accountant	Sr Public Health Nurse		Social Wrk Supv 2
	Info Systems Admin SR		Sr. Environmental Health Specialist		
Class 45		Suprv Mental Health Counselor		Financial Officer	

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

Siskiyou County
Biweekly amount x 26 weeks/12 months

GENERAL SERVICES SUPERVISOR	55	Mgmt.	MG	EX	2162.43	2270.51	2384.03	2503.28	2628.40	2694.12
HEALTH INFORMATION MANAGER	47	Mgmt.	MG	EX	1779.03	1867.99	1961.36	2059.42	2162.43	2216.49
HUMAN SERVICES SUPERVISOR I	48	Mgmt.	MG	EX	1823.49	1914.68	2010.39	2110.90	2216.47	2271.88
INTERNAL AUDITOR	50	Mgmt.	MG	EX	1914.68	2010.39	2110.90	2216.47	2327.27	2385.46
JAIL FOOD SERVICE MANAGER	37	Mgmt. - Other	MO	CO	17.76	18.64	19.60	20.58	21.59	22.15
MAPPING & TITLE SUPERVISOR	44	Mgmt.	MG	EX	1678.57	1762.50	1850.62	1943.16	2040.30	2091.31
PUBLIC AUTHORITY ADMINISTRATOR	146	Mgmt.	MG	EX	1892.95	1987.63	2086.98	2191.30	2300.85	2358.37
QUALITY/COMPLIANCE PROGRAM MANAGER	58	Mgmt.	MG	EX	2327.27	2443.63	2565.82	2694.11	2828.82	2899.55
ROAD SUPERINTENDENT	59	Mgmt.	MG	EX	2384.03	2503.28	2628.40	2759.86	2897.84	2970.29
SENIOR ACCOUNTING ANALYST	53	Mgmt.	MG	EX	2059.42	2162.43	2270.51	2384.03	2503.28	2565.87
SHERIFF OFFICE SUPERVISOR/COORDINATOR	46	Mgmt.	MG	EX	1736.66	1823.49	1914.68	2010.39	2110.90	2163.67
SOCIAL WORKER SUPERVISOR	154	Mgmt.	MG	EX	2303.63	2418.83	2539.76	2666.75	2800.09	2870.10
SOLID WASTE/FLOOD CONTROL SUPERVISOR	55	Mgmt.	MG	EX	2162.43	2270.51	2384.03	2503.28	2628.40	2694.12
STAFF SERVICES ANALYST III	48	Mgmt.	MG	EX	1823.49	1914.68	2010.39	2110.90	2216.47	2271.88
SUPERVISING ACCOUNTANT/AUDITOR	53	Mgmt.	MG	EX	2059.42	2162.43	2270.51	2384.03	2503.28	2565.87
SUPERVISING BUILDING MAINTENANCE WORKER	46	Mgmt.	MO	CO	21.73	22.81	23.93	25.13	26.38	27.05
SUPERVISING STAFF SERVICES ANALYST	53	Mgmt.	MG	EX	2059.42	2162.43	2270.51	2384.03	2503.28	2565.87
TRANSPORTATION SERVICES MANAGER	55	Mgmt.	MG	EX	2162.43	2270.51	2384.03	2503.28	2628.40	2694.12
VEGETATION CONTROL SUPERVISOR	36	Mgmt. - Other	MO	CO	17.35	18.22	19.12	20.08	21.09	21.61
VICTIM/WITNESS COORDINATOR/DIRECTOR	46	Mgmt.	MG	EX	1736.66	1823.49	1914.68	2010.39	2110.90	2163.67

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

Trinity County

Management & Confidential Unit Spreadsheet A

Title		Salary Schedule	Current A Step	Hourly Rate	7/1/2019 % Increase	7/1/2020 % Increase	7/1/2021 % Increase	7/1/2022 % Increase	7/1/2023 % Increase	7/1/2024 % Increase	C&C Implementation C&C +/-	80%	65%
Accountant	III	M213	$ 4,170.79	24.06	8.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-27.0%	-21.60%	-17.55%
Administrative Service Officer		M193	$ 3,418.13	19.71	28.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-14.8%	-11.84%	-9.62%
Asst. Auditor Controller Accountant		M240	$ 5,456.20	31.49	4.0%	4.0%	5.0%	5.0%	5.0%	5.0%	-42.9%	-34.32%	-27.89%
Asst. Treasurer/Tax Collector		M225	$ 4,699.77	27.11	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	-46.6%	-37.28%	-30.29%
Behavioral Health Asst. Director		M224	$ 4,653.22	26.84	5.0%	5.0%	4.0%	2.0%	2.0%	2.0%	-24.5%	-19.60%	-15.93%
Behavioral Health Compliance Officer		M221	$ 4,516.38	26.05	5.0%	5.0%	4.0%	2.0%	2.0%	2.0%	-24.5%	-19.60%	-15.93%
Behavioral Health Deputy Director Clinical Services		M244	$ 5,677.84	32.75	5.0%	5.0%	4.0%	2.0%	2.0%	2.0%	-24.5%	-19.60%	-15.93%
Behavioral Health Deputy Director Quality Assurance		M244	$ 5,677.84	32.75	5.0%	5.0%	4.0%	2.0%	2.0%	2.0%	-24.5%	-19.60%	-15.93%
Behavioral Health Substance Use Disorders Program Manager		M223	$ 4,607.15	26.57	5.0%	5.0%	4.0%	2.0%	2.0%	2.0%	-24.5%	-19.60%	-15.93%
Behavioral Health Triage Manager		M223	$ 4,607.15	26.57	5.0%	5.0%	4.0%	2.0%	2.0%	2.0%	-24.5%	-19.60%	-15.93%
Building Inspector	III	M218	$ 4,383.54	25.28	3.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-12.0%	-9.60%	-7.80%
Business Manager		M230	$ 4,939.53	28.49	2.0%	2.0%	2.0%	0.0%	0.0%	0.0%	-0.5%	-0.40%	-0.33%
Chief Appraiser		M225	$ 4,699.77	27.11	0.0%	4.0%	3.0%	0.0%	0.0%	0.0%	n/a		
County Librarian		M247	$ 5,849.89	33.74	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-2.3%	-1.84%	-1.50%
Deputy County Clerk Recorder Assessor		M240	$ 5,456.20	31.49	3.0%	3.0%	3.0%	3.0%	4.0%	4.0%	-31.5%	-25.20%	-20.48%
Deputy Director of Business Services		M244	$ 5,677.84	32.75	5.0%	5.0%	4.0%	2.0%	2.0%	2.0%	-24.5%	-19.60%	-15.93%
Deputy Director of HHS		M252	$ 6,148.30	35.47	3.0%	3.0%	3.0%	3.0%	3.0%	2.0%	-21.4%	-17.12%	-13.91%
Deputy Director of Planning		M252	$ 6,148.30	35.47	3.0%	2.0%	2.0%	2.0%	1.0%	1.0%	-13.3%	-10.64%	-8.65%
Deputy Director of Solid Waste		M225	$ 4,699.77	27.11	3.0%	4.0%	4.0%	0.0%	0.0%	0.0%	-12.9%	-10.32%	-8.39%
Deputy DA	I	M225	$ 4,699.77	27.11	3.0%	4.0%	4.0%	1.0%	0.0%	0.0%	-18.8%	-15.04%	-12.22%
Deputy DA	II	M235	$ 5,191.49	29.95	3.0%	4.0%	4.0%	1.0%	0.0%	0.0%	-18.8%	-15.04%	-12.22%
Deputy DA	III	M249	$ 5,967.49	34.42	3.0%	4.0%	4.0%	1.0%	1.0%	0.0%	-18.8%	-15.04%	-12.22%
Deputy DA	IV	M259	$ 6,591.81	38.02	3.0%	4.0%	4.0%	1.0%	1.0%	0.0%	-18.8%	-15.04%	-12.22%
Eligibility Supervisor		M215	$ 4,254.62	24.54	6.0%	8.0%	7.0%	0.0%	0.0%	0.0%	7.6%	6.08%	4.94%
Emergency Operations Manager		M231	$ 4,988.91	28.78	4.0%	4.0%	4.0%	3.0%	2.0%	2.0%	-23.8%	-19.04%	-15.47%
Employment and Training Supervisor		M218	$ 4,383.54	25.28	3.0%	8.0%	7.0%	0.0%	0.0%	0.0%	1.7%	1.36%	1.11%
Engineer	Senior	M251	$ 6,087.42	35.11	2.0%	2.0%	2.0%	2.0%	1.0%	0.0%	-11.9%	-9.52%	-7.74%
Evironmental Health Director		M221	$ 4,516.38	26.05	6.0%	6.0%	5.0%	6.0%	6.0%	6.0%	-53.8%	-43.04%	-34.97%
Facilities Operations Superintendent		M205	$ 3,851.66	22.22	16.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-36.8%	-29.44%	-23.92%
Financial Officer - Senior		M244	$ 5,677.84	32.75	2.0%	2.0%	3.0%	3.0%	3.0%	3.0%	-24.5%	-19.60%	-15.93%
Food Services Manager - Corrections		M213	$ 4,170.79	24.06	8.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-4.3%	-3.44%	-2.80%
Health Education Specialist Supervisor		M215	$ 4,254.62	24.54	6.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-14.3%	-11.44%	-9.30%
Legal Secretary	III	M184	$ 3,125.32	18.03	37.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-15.1%	-12.08%	-9.82%
Legal Secretary	Senior	M193	$ 3,418.13	19.71	28.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-15.1%	-12.08%	-9.82%
Mental Health Services Act Coordinator	I	M203	$ 3,775.76	21.78	18.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-24.5%	-19.60%	-15.93%
Mental Health Services Act Coordinator	II	M213	$ 4,170.79	24.06	18.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-24.5%	-19.60%	-15.93%
Mental Health Services Act Coordinator	III	M223	$ 4,607.15	26.57	18.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-24.5%	-19.60%	-15.93%
Program Manager (non masters)	I	M230	$ 4,939.53	28.49	3.0%	2.0%	2.0%	2.0%	1.0%	1.0%	-14.3%	-11.44%	-9.30%
Program Manager (masters)	II	M240	$ 5,456.20	31.49	3.0%	2.0%	2.0%	2.0%	2.0%	1.0%	-15.0%	-12.00%	-9.75%
Public Health Nursing Director		M250	$ 6,027.15	34.77	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	-18.8%	-15.04%	-12.22%
Public Health Nursing Supervisor		M230	$ 4,939.53	28.49	3.0%	3.0%	3.0%	2.0%	2.0%	1.0%	-21.0%	-16.80%	-13.65%
Quality Assurance Coordinator	I	??			4.0%	4.0%	4.0%	3.0%	2.0%	2.0%	-23.9%	-19.12%	-15.54%
Quality Assurance Coordinator	II	??			4.0%	4.0%	4.0%	3.0%	2.0%	2.0%	-23.9%	-19.12%	-15.54%
Road Superintendent		M230	$ 4,939.53	28.49	3.0%	2.0%	2.0%	2.0%	1.0%	1.0%	13.3%	10.64%	8.65%
Senior Planner		M218	$ 4,383.54	25.28	3.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-13.3%	-10.64%	-8.65%

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

GLENN COUNTY

EMPLOYMENT & TRAINING WORKER SUPERVISOR MS

GENERAL DESCRIPTION

Under general direction, the Employment & Training Worker Supervisor plans, organizes and supervises work of a unit of employees engaged in the performance of employability evaluation and provision of other employment services to eligible applicants and clients of local social service agencies and who may be responsible for determining eligibility of applicants and recipients for public assistance program; may use an automated system for caseload monitoring activities; and performs related work as required. Employment & Training Worker Supervisor is the supervisory level in the Employment & Training Worker class series. The class differs from the Eligibility Supervisor in that the Eligibility Supervisor has primary responsibility for supervising workers who determine financial eligibility for public assistance programs. Employment & Training Worker Supervisor differs from Social Worker Supervisor in that a Social Worker Supervisor supervises Social Workers responsible for providing protective services to children and adults, and a variety of other social services to children, adults and families. Employment & Training Worker Supervisor differs from Supervising Integrated Case Worker in that the Employment & Training Worker Supervisor supervises staff whose primary focus is in providing the full scope of employability services to eligible applicants.

SUPERVISION EXERCISED AND RECEIVED Employment & Training Worker Supervisors receive supervision from a Program Manager and provide supervision for Employment & Training Workers and support staff as assigned.

MINIMUM QUALIFICATIONS

EITHER
Two (2) years of full-time experience as an Eligibility Supervisor or Social Worker Supervisor I;
OR

One (1) year of full-time experience as an Employment & Training Worker III AND successful completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation;
OR

Eighteen (18) months of fulltime experience as an Employment & Training Worker III;
OR

Thirty (30) months of full-time experience as an Employment & Training Worker II AND successful completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation;
OR

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

Three years of full-time experience as an Employment & Training Worker II.
OR

Three years of full-time professional casework experience performing publicly funded vocational guidance services, employment counseling or placement services, including one year of lead or supervisory experience or training in a social services program AND completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

DESIRED QUALIFICATIONS -- Duties may include, but are not limited to, the following:

Plans, assigns, and supervises a unit of employees who provide employment and training services to eligible clients and who may determine eligibility for public assistance programs.

Selects, trains, directs, evaluates, and disciplines subordinate staff, and addresses performance and personnel problems by presenting constructive plans for resolving performance deficiencies and resolving personnel problems.

Meets with employees on a group and individual basis to discuss or interpret departmental rules, regulations and policies, and to confer with staff on the difficult eligibility and employment and training issues.

Reviews cases for accuracy, compliance, and timeliness, and to ensure the quality of client services.

Collaborates with other supervisors, management, and staff in setting goals, establishing guidelines, and coordinating the activities of professional and technical staff.

Collaborates with staff and representatives from other divisions, agencies, and the community.

Provides resources and tools to enhance employee performance and training.

Represents the department at meetings and conferences.

Participates in special studies or research projects as assigned.

Interviews complainants and makes cause determinations for program participants who are not in compliance.

Receives and prepares written correspondence, reports and other documents related to unit activity and mandated federal and state reports.

Supervises staff responsible for assuring continuing public assistance benefit eligibility and coordinating the provision of support services for employment program participants.

Uses a personal computer and automated systems.

Attends supervisory meetings and training as assigned.

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:
Laws, rules, and regulations governing employment preparation and training and multiple public assistance programs.

Policies, procedures, programs, and goals of public social services agencies.

Principles of supervision, training, and instructional methods and techniques.

Leadership techniques.

Department and community resources available to clients.

Principles of employment services and other public social services.

Computer terminology and computer keyboard arrangement.

Ability to:
Exercise sound judgment when organizing, directing, prioritizing and assigning unit activities.

Select, train, supervise, evaluate and discipline subordinate staff.

Speak and write effectively and use correct English.

Make referrals to appropriate agencies and social service programs.

Determine appropriate course of action in day-to-day and emergency situations.

Access and retrieve data from an automated computer system.

Interpret and explain regulations and policy directives.

Prepare clear, concise, and accurate records and reports.

Establish and maintain cooperative working relationships with fellow employees and the general public.

Work effectively with other community agencies, state, local government agencies, private and public organizations.

Use available resources effectively to determine applicants' and program participants' employment potential and barriers.

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

OTHER INFORMATION

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Classification Code:	3446281
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	386

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

PLUMAS COUNTY APPROVED: 4/2017

EMPLOYMENT AND TRAINING WORKER SUPERVISOR

DEFINITION

Under general direction, the Employment & Training Worker Supervisor plans, organizes and supervises work of a unit of employees engaged in the performance of employability evaluation and provision of other employment services to eligible applicants and clients of local social service agencies and who may be responsible for determining eligibility of applicants and recipients for public assistance program; may use an automated system for caseload monitoring activities; and performs related work as required. Employment & Training Worker Supervisor is the supervisory level in the Employment & Training Worker class series.

DISTINGUISHING CHARACTERISTICS

This is the first level supervisory class in the Employment and Training Worker series.
Incumbents may also perform the most complex and specialized duties relating to various aspects of employment training and evaluation services. Employment & Training Worker Supervisor supervises staff whose primary focus is in providing the full scope of employability services to eligible applicants.

REPORTS TO

Social Services Program Manager or Assistant Director / Program Manager

CLASSIFICATIONS DIRECTLY SUPERVISED

Employment and Training Worker I, II, III and office support staff.

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

EXAMPLES OF DUTIES

- Plans, assigns, and supervises a unit of employees who provide employment and training services to eligible clients and who may determine eligibility for public assistance programs.
- Selects, trains, directs, evaluates, and disciplines subordinate staff, and addresses performance and personnel problems by presenting constructive plans for resolving performance deficiencies and resolving personnel problems.
- Meets with employees on a group and individual basis to discuss or interpret departmental rules, regulations and policies, and to confer with staff on the difficult eligibility and employment and training issues.
- Reviews cases for accuracy, compliance, and timeliness, and to ensure the quality of client services.
- Serves as a technical expert and resource on the most complex casework problems.
- Collaborates with other supervisors, management, and staff in setting goals, establishing guidelines, and coordinating the activities of professional and technical staff.
- Collaborates with staff and representatives from other divisions, agencies, and the community.
- Provides resources and tools to enhance employee performance and training.
- Evaluates and purchases standardized vocational and psychological assessment inventories.
- Administers and interprets vocational measurement tests.
- Represents the department at meetings and conferences.
- Participates in special studies or research projects as assigned.
- Interviews complainants and makes cause determinations for program participants who are not in compliance.
- Receives and prepares written correspondence, reports and other documents related to unit activity and mandated federal and state reports.
- Supervises staff responsible for assuring continuing public assistance benefit eligibility and coordinating the provision of support services for employment program participants.
- Uses a personal computer and automated systems.
- Attends supervisory meetings and training as assigned.
- Performs other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

DESIRABLE QUALIFICATIONS

Knowledge of:

- Laws, rules, and regulations governing employment preparation and training and multiple public assistance programs.
- Policies, procedures, programs, and goals of public social services agencies.
- Principles of supervision, training, and instructional methods and techniques.
- Leadership techniques.
- Department and community resources available to clients.
- Principles of employment services and other public social services.
- Requirements of Department Civil Rights programs and hearings.
- Computer terminology and computer keyboard arrangement.
- Career, vocational and employment counseling techniques.
- Hiring trends and practices of private and public sector employers.
- Techniques and procedures used in career planning and vocational guidance programs.

Ability to:

- Exercise sound judgment when organizing, directing, prioritizing and assigning unit activities.
- Select, train, supervise, evaluate and discipline subordinate staff.
- Speak and write effectively and use correct English.
- Make referrals to appropriate agencies and social service programs.
- Determine appropriate course of action in day-to-day and emergency situations.
- Access and retrieve data from an automated computer system.
- Interpret and explain regulations and policy directives.
- Prepare clear, concise, and accurate records and reports.
- Establish and maintain cooperative working relationships with fellow employees and the general public.
- Work effectively with other community agencies, state, local government agencies, private and public organizations.
- Use available resources effectively to determine applicants' and program participants' employment potential and barriers.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Elicit factual information from applicants and recipients in difficult circumstances of deprivation or emotional disturbance.
- Conduct individual and group training.
- Effectively represent employment and training programs in contacts with service providers, the public, community organizations, and other governments' agencies.
- Establish and maintain cooperative working relationships.

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

Training and Experience:
Qualifications needed for this position:

Two (2) years of full-time experience as an Eligibility Supervisor or Social Worker Supervisor I;

OR

One (1) year of full-time experience as an Employment & Training Worker III AND successful completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation;

OR

Eighteen (18) months of fulltime experience as an Employment & Training Worker III;

OR

Thirty (30) months of full-time experience as an Employment & Training Worker II AND successful completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation;

OR

Three years of full-time experience as an Employment & Training Worker II.

OR

Three years of full-time professional casework experience performing publicly funded vocational guidance services, employment counseling or placement services, including one year of lead or supervisory experience or training in a social services program AND completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required. Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Attachment: ETW Supv Salary Information and Job Description (ETW Supv Reclass)

MODOC COUNTY SOCIAL SERVICES DEPARTMENT
Organization Chart

Director
n/a

VACANT
Welfare Investigator II
268; $3,711-4,738
278; $3,901-4,979

Support Services Administrator
252; $3,428-4,374

VACANT
Staff Services Analyst I/II
227; $3,026-3,862
240; $3,229-4,121

MOVE TO OPEN/UNALLOCATED
Office Assistant I/II/III
137; $1,931-2,464
164; $2,211-2,822

VACANT
Administrative Assistant
203; $2,684-3,425

Extra Help

VACANT
Deputy Director
358; $5,817-7,425

Program Manager Eligiblity & Employment & Training
300; $4,355-5,559
310; $4,578-5,842
320; $4,812-6,143

Eligibility Supervisor
245; $3,309-4,223

Eligibility Specialist III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

Eligibility Specialist III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

Eligibility Specialist III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

VACANT
Eligibility Specialist I/II/III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

VACANT
Eligibility Specialist I/II/III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

Eligibility Supervisor
245; $3,309-4,223

Eligibility Specialist II *185; $2,454-3,132*
195; $2,580-3,292
215; $2,850-3,638

Eligibility Specialist I
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

Eligibility Specialist I
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

VACANT
Eligibility Specialist I/II/III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

Eligibility Specialist Trainee
165; $2,222-2,837

NEW/PROPOSED
Employment & Training Worker Supervisor
296; $4,269-5,447

Employment & Training Worker III
185; $2,454-3,132 195; $2,580-3,292 **215; $2,850-3,638**

Employment & Training Worker II
185; $2,454-3,132 **195; $2,580-3,292** *215; $2,850-3,638*

Employment & Training Worker II
185; $2,454-3,132 **195; $2,580-3,292** *215; $2,850-3,638*

VACANT
Employment & Training Worker I/II/III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

VACANT
Office Assistant II
137; $1,931-2,464
164; $2,211-2,822
174; $2,322-2,963

VACANT
Office Assistant II
137; $1,931-2,464
164; $2,211-2,822
174; $2,322-2,963

MOVE TO OPEN/UNALLOCATED
Community Housing Program Manager
300; $4,355-5,559
310; $4,578-5,842
320; $4,812-6,143

MOVE TO OPEN/UNALLOCATED
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747

MOVE TO OPEN/UNALLOCATED
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747

Staff Services Manager
300; $4,355-5,559
310; $4,578-5,842
320; $4,812-6,143

NEW/PROPOSED
Supervising Staff Services Analyst
292; $4,185-5,341

Staff Services Analyst II
227; $3,026-3,862

Staff Services Analyst II
227; $3,026-3,862

VACANT
Staff Services Analyst I/II
227; $3,026-3,862
240; $3,229-4,121

VACANT
Accounting Technician
169; $2,266-2,892

MOVE TO OPEN/UNALLOCATED
Supervising Nurse Case Manager II
289; $4,122-5,261
335; $5,186-6,618

Program Manager IHSS/APS & Public Guardian
300; $4,355-5,559
310; $4,578-5842
320; $4,812-6,143

Social Worker Supervisor I (APS/IHSS) & Deputy Public Guardian
297; $4,290-5,476

VACANT
Office Assistant II
137; $1,931-2,464
164; $2,211-2,822
174; $2,322-2,963

Social Worker III
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

Social Worker II
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

Social Service Aide
185; $2,454-3,132

Program Manager Child Welfare Services (CWS)
300; $4,355-5,559
310; $4,578-5,842
320; $4,812-6,143

Other Agency Foster Youth

Other Agency Foster Care Nurse

Social Worker Supervisor I
297; $4,290-$5,476

Social Worker Supervisor I
297; $4,290-$5,476

Social Worker IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223
277; $3,882-4,955

Social Worker II
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

Social Service Aide
185; $2,454-3,132

MOVE TO OPEN/UNALLOCATED
Social Service Aide
185; $2,454-3,132

Social Worker III
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

Social Worker I
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

Social Worker I
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Office Assistant III
137; $1,931-2,464
164; $2,211-2,822
174; $2,322-2,963

Attachment: Current and Proposed (Yellow) ORG CHART 2021-22 (ETW Supv Reclass)

Job Classification Survey - GENERAL UNIT
Reclassification Review and Salary Adjustment Committee

rev.21.0607

Date: 5/25/2021

Position Title: Employment and Training Worker Supervisor **Date of previous reclass:** N/A

Department: Social Services **Number of Hours worked:** 37.5

Is this classification used in other departments in the county: YES: NO: X

Current Range and Step A-F N/A **Proposed Range and Step A-F** Range 300, Step A (4,355) - Step F (5,559)

Supervisor's Name: Karena Nield

Supervisor's Title: Program Manager

Please enter suggested $ amount in the Monthly column (please note three or more must be filled in for formula to calculate)

Fill in the required information for all counties with comparable positions at a Step-A. If there is no comparable position please detail in the job title section.

Job Title	County	Salary		Benefits		Total Salary and Benefits	Monthly Benefits	Health	Dental	Vision	Life
		Monthly	Salary	Monthly	Annual						
Human Services Supervisor	**Colusa**	$4,007.00	$ 48,084.00	$1,520.00	$18,240.00	$ 66,324.00	$ 1,520.00	$ 1,520.00	$ 45.00	100% EO	Included $50,000
Integrated Case Worker Supv	**Del Norte**	$3,566.62	$ 42,799.44	$2,529.00	$30,348.00	$ 73,147.44	$ 2,529.00	$ 2,529.00	Cost Share	Cost Share	Included $15,000
Employment & Training Work	**Glenn**	$4,426.50	$ 53,118.00	$1,053.07	$12,636.84	$ 65,754.84	$ 1,053.07	$ 1,053.07	N/A	100% EO	Included $10,000
Human Services Supervisor	**Inyo**	$4,753.00	$ 57,036.00	$1,629.03	$19,548.36	$ 76,584.36	$ 1,629.03	$ 1,629.03	Family 50%	Family 100%	Included
Integrated Case Worker Supv	**Lassen**	$4,035.68	$ 48,428.16	$ 415.00	$ 4,980.00	$ 53,408.16	$ 415.00	$ 415.00	$40.00	Included	Included $40,000
Employment & Training Work	**Plumas**	$4,264.00	$ 51,168.00	$1,486.00	$17,832.00	$ 69,000.00	$ 1,486.00	$ 1,486.00	Included	Included	Included
Integrated Case Worker Supv	**Sierra**	$4,989.77	$ 59,877.24	$1,020.00	$12,240.00	$ 72,117.24	$ 1,020.00	$ 1,020.00	Included	Included	Included $50,000
Human Services Supervisor I	**Siskiyou**	$3,950.90	$ 47,410.80	$1,239.99	$14,879.88	$ 62,290.68	$ 1,239.99	$ 1,239.99	$ 106.25	$ 7.50	Included $25,000
Employment & Training Supe	**Trinity**	$5,217.59	$ 62,611.08	$ 704.87	$ 8,458.44	$ 71,069.52	$ 704.87	$ 700.00	Family 100%	Employee 100%	Included $25,000
	Average	**$4,346.69**	**$ 52,160.31**	**$1,236.14**	**$14,833.65**	**$ 68,529.10**					
	CURRENT Step-A		**$ -**	**$1,400.00**	**$16,800.00**	**$ 16,800.00**	$ 1,400.00	$ 1,400.00	$ 57.50	$ 17.32	Included $20,000
	PROPOSED Ste	**$4,355.00**	**$ 52,260.00**	**$1,400.00**	**$16,800.00**	**$ 69,060.00**	$ 1,400.00	$ 1,400.00	$ 57.00	$ 17.32	Included $20,000

% INCREASE #DIV/0!

Benefits last updated: 21 01 06

Attachment: ETW Supv General FINAL Job Survey 21 01 06 Updated 2020-05-25 (ETW Supv Reclass)

Please detail the need for this position to be reclassified. This is a new position to the Department. This position will provide supervision of the operations of the Department's Employment and Training Program. This provides Employment and Training Staff the day to day support required to effectively maintain this program. This is an exempt position.

List the Educational Requirements: Please see proposed job description.

Required Degree: Please see proposed job description.

Required Certificate(s): Please see proposed job description.

Supervisor Requirements: Please see proposed job description.

Number of employees to be supervised: 4

List the titles of employees who will be supervised by this position: Employment & Training Worker I/II/III

Attachment: ETW Supv General FINAL Job Survey 21 01 06 Updated 2020-05-25 (ETW Supv Reclass)

CLASS SPECIFICATION

Modoc County

CLASS CODE: ETW Supv - MSS
CLASS TITLE: Employment and Training Worker Supervisor (Exempt)

RANGE/STEP A-F: Range 300, Step A (4,355) - Step F (5,559)

Class Definition and Description

Under general direction, the Employment & Training Worker Supervisor plans, organizes and supervises work of a unit of employees engaged in the performance of employability evaluation and provision of other employment services to eligible applicants and clients of local social service agencies and who may be responsible for determining eligibility of applicants and recipients for public assistance program; may use an automated system for caseload monitoring activities; and performs related work as required.

Employment & Training Worker Supervisor is the supervisory level in the Employment & Training Worker class series. The class differs from the Eligibility Supervisor in that the Eligibility Supervisor has primary responsibility for supervising workers who determine financial eligibility for public assistance programs. Employment & Training Worker Supervisor differs from Social Worker Supervisor in that a Social Worker Supervisor supervises Social Workers responsible for providing protective services to children and adults, and a variety of other social services to children, adults and families. Employment & Training Worker Supervisor differs from Supervising Integrated Case Worker in that the Employment & Training Worker Supervisor supervises staff whose primary focus is in providing the full scope of employability services to eligible applicants.

SUPERVISION EXERCISED AND RECEIVED

Employment & Training Worker Supervisors receive supervision from a Program Manager and provide supervision for Employment & Training Workers and support staff as assigned.

Typical Duties, Employment Standards and KSAs

Duties may include, but are not limited to, the following:

- Plans, assigns, and supervises a unit of employees who provide employment and training services to eligible clients and who may determine eligibility for public assistance programs.
- Selects, trains, directs, evaluates, and disciplines subordinate staff, and addresses performance and personnel problems by presenting constructive plans for resolving performance deficiencies and resolving personnel problems.
- Meets with employees on a group and individual basis to discuss or interpret departmental rules, regulations and policies, and to confer with staff on the difficult eligibility and employment and training issues.
- Reviews cases for accuracy, compliance, and timeliness, and to ensure the quality of client services.
- Collaborates with other supervisors, management, and staff in setting goals, establishing guidelines, and coordinating the activities of professional and technical staff.
- Collaborates with staff and representatives from other divisions, agencies, and the community.

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Attachment: ETW Supv Modoc County Job Description -Classifications Draft Updated 2021-05-25 (ETW Supv Reclass)

- Provides resources and tools to enhance employee performance and training.
- Represents the department at meetings and conferences.
- Participates in special studies or research projects as assigned.
- Interviews complainants and makes cause determinations for program participants who are not in compliance.
- Receives and prepares written correspondence, reports and other documents related to unit activity and mandated federal and state reports.
- Supervises staff responsible for assuring continuing public assistance benefit eligibility and coordinating the provision of support services for employment program participants.
- Uses a personal computer and automated systems.
- Attends supervisory meetings and training as assigned.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Laws, rules, and regulations governing employment preparation and training and multiple public assistance programs.
- Policies, procedures, programs, and goals of public social services agencies.
- Principles of supervision, training, and instructional methods and techniques.
- Leadership techniques.
- Department and community resources available to clients.
- Principles of employment services and other public social services.
- Computer terminology and computer keyboard arrangement.

Ability to:

- Exercise sound judgment when organizing, directing, prioritizing and assigning unit activities.
- Select, train, supervise, evaluate and discipline subordinate staff.
- Speak and write effectively and use correct English.
- Make referrals to appropriate agencies and social service programs.
- Determine appropriate course of action in day-to-day and emergency situations.
- Access and retrieve data from an automated computer system.
- Interpret and explain regulations and policy directives.
- Prepare clear, concise, and accurate records and reports.
- Establish and maintain cooperative working relationships with fellow employees and the general public.
- Work effectively with other community agencies, state, local government agencies, private and public organizations.
- Use available resources effectively to determine applicants' and program participants' employment potential and barriers.

Minimum Qualifications

Pattern 1: Two (2) years of full-time experience as an Eligibility Supervisor or Social Worker Supervisor I;

OR

Pattern 2: One (1) year of full-time experience as an Employment & Training Worker III **AND** successful completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation;

OR

Pattern 3: Eighteen (18) months of fulltime experience as an Employment & Training Worker III;

OR

Pattern 4: Thirty (30) months of full-time experience as an Employment & Training Worker II **AND** successful completion of 15 semester (22.5 quarter) college units in career planning, vocational

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Attachment: ETW Supv Modoc County Job Description -Classifications Draft Updated 2021-05-25 (ETW Supv Reclass)

guidance principles, personality development, occupational testing and measurement, or counseling preparation;

OR

Pattern 5: Three years of full-time experience as an Employment & Training Worker II.

OR

Three years of full-time professional casework experience performing publicly funded vocational guidance services, employment counseling or placement services, including one year of lead or supervisory experience or training in a social services program **AND** completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

Special and Driver's License Requirements

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

History Information

Date Established: 4/18/86
Date Revised: 10/1/03
Date Revised:1/12/05

Date Revised: 10/15

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Attachment: ETW Supv Modoc County Job Description -Classifications Draft Updated 2021-05-25 (ETW Supv Reclass)

MODOC COUNTY BOARD OF SUPERVISORS
AGENDA REQUEST FORM

Date of Meeting for Which Item is Requested: **June 10, 2021**
Name of Requesting Party or Entity: **Thomas Sandage, Social Services**

Regular or Consent: **Regular**

Kind of Action Requested: **Consideration/Action**

Describe Specific Action Requested or Information to be Discussed:

Requesting approval to recommend to the Board of Supervisors to create the position of Supervising Staff Services Analyst, Range 304: Step A-F; $4,443.00-$5,670.00 monthly.

This is a new position to the Department. This position will provide supervision of the operations of the Department's Fiscal functions and Administration functions. This provides Fiscal and Administrative Staff the day to day support required to effectively maintain these functions along with supporting the Department as a whole. Some of the positions surveyed are like positions with some similar duties in the lead or supervisory role. This is an exempt position.

Budget Affected: No

Clerk's Instructions:
Certified Copies Needed: 1
Minutes Orders Needed: 1

Date Submitted: 5/3/2021

Phone Number: Email: tomsandage@co.modoc.ca.us

Agenda Item Number: 4.b

County of Colusa
Monthly Job Class/Salary Schedule

Effective: 1/01/21
Board Revision Date: 3/16/21

Job Title	Sch/Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Base Monthly Hours
ACCOUNT CLERK I	MSC08	2,322	2,439	2,561	2,692	2,829	2,973	3,048	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,813	162.50
ACCOUNT CLERK II	MSC12	2,561	2,692	2,829	2,973	3,125	3,284	3,368	3,453	3,539	3,628	3,719	3,813	3,908	4,007	4,212	162.50
ACCOUNT CLERK III	MSC16	2,829	2,973	3,125	3,284	3,453	3,628	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,651	162.50
ACCOUNT CLERK SUPERVISOR	MSC22	3,284	3,453	3,628	3,813	4,007	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,397	162.50
ACCOUNTANT I	PF 26	3,663	3,849	4,046	4,251	4,468	4,695	4,812	4,933	5,057	5,184	5,314	5,447	5,583	5,724	6,014	162.50
ACCOUNTANT II	PF 30	4,046	4,251	4,468	4,695	4,933	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,640	162.50
ACCOUNTANT/AUDITOR I	PF 28	3,849	4,046	4,251	4,468	4,695	4,933	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,319	162.50
ACCOUNTANT/AUDITOR II	PF 32	4,251	4,468	4,695	4,933	5,184	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,977	162.50
ACCOUNTANT/AUDITOR III	PF 36	4,695	4,933	5,184	5,447	5,724	6,014	6,165	6,319	6,477	6,640	6,807	6,977	7,152	7,331	7,703	162.50
ACCOUNTING TECHNICIAN	MSC22	3,284	3,453	3,628	3,813	4,007	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,397	162.50
ADMIN SECRETARY I	MSC19	3,048	3,204	3,368	3,539	3,719	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,768	5,010	162.50
ADMIN SECRETARY II	MSC23	3,368	3,539	3,719	3,908	4,108	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,533	162.50
AG BIO STND OFF I	PF 25	3,574	3,755	3,947	4,147	4,358	4,580	4,695	4,812	4,933	5,057	5,184	5,314	5,447	5,583	5,867	162.50
AG BIO STND OFF II	PF 29	3,947	4,147	4,358	4,580	4,812	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,165	6,477	162.50
AG BIO STND OFF III	PF 33	4,358	4,580	4,812	5,057	5,314	5,583	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,807	7,152	162.50
AGRICULTURAL AIDE	FLAT	14.00/hour															162.50
AGRICULTURAL COMMISSIONER	DH 37	8,489	8,921	9,373	9,848	10,346	10,871	11,143	11,422	11,708	12,001	12,301	12,608	12,924	13,247	13,918	162.50
AIR POL STANDARDS OFF I	PF 21	3,236	3,401	3,574	3,755	3,947	4,147	4,251	4,358	4,468	4,580	4,695	4,812	4,933	5,057	5,314	162.50
AIR POL STANDARDS OFF II	PF 25	3,574	3,755	3,947	4,147	4,358	4,580	4,695	4,812	4,933	5,057	5,184	5,314	5,447	5,583	5,867	162.50
AIR POL STANDARDS OFF III	PF 29	3,947	4,147	4,358	4,580	4,812	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,165	6,477	162.50
ANIMAL CONTROL OFFICER	DSA13	2,885	3,032	3,186	3,348	3,519	3,699	3,791	3,887	3,984	4,084	4,186	4,291	4,399	4,510	4,739	173.33
APPRAISAL AIDE	MSC18	2,973	3,125	3,284	3,453	3,628	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,887	162.50
APPRAISER I	PF 23	3,401	3,574	3,755	3,947	4,147	4,358	4,468	4,580	4,695	4,812	4,933	5,057	5,184	5,314	5,583	162.50
APPRAISER II	PF 27	3,755	3,947	4,147	4,358	4,580	4,812	4,933	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,165	162.50
APPRAISER III	PF 31	4,147	4,358	4,580	4,812	5,057	5,314	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,477	6,807	162.50
ASSESSMENT TECHNICIAN I	MSC16	2,829	2,973	3,125	3,284	3,453	3,628	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,651	162.50
ASSESSMENT TECHNICIAN II	MSC20	3,125	3,284	3,453	3,628	3,813	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,136	162.50
ASSISTANT ASSESSOR	MGT24	6,179	6,492	6,822	7,168	7,532	7,914	8,112	8,316	8,525	8,738	8,958	9,182	9,412	9,647	10,135	162.50
ASSISTANT ENGINEER	PF 37	4,812	5,057	5,314	5,583	5,867	6,165	6,319	6,477	6,640	6,807	6,977	7,152	7,331	7,515	7,896	173.33
ASSISTANT PLANNER	PF 33	4,358	4,580	4,812	5,057	5,314	5,583	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,807	7,152	162.50
ASSISTANT SHERIFF	MGS20	8,453	8,881	9,331	9,803	10,299	10,820	11,090	11,368	11,652	11,944	12,243	12,549	12,863	13,185	13,853	173.33
ASSOCIATE CIVIL ENGINEER	PF 48	6,319	6,640	6,977	7,331	7,703	8,094	8,296	8,503	8,716	8,934	9,158	9,387	9,622	9,863	10,363	173.33
ASSOCIATE PLANNER	PF 36	4,695	4,933	5,184	5,447	5,724	6,014	6,165	6,319	6,477	6,640	6,807	6,977	7,152	7,331	7,703	162.50
ASSOCIATE SURVEYOR	MSC30	4,007	4,212	4,426	4,651	4,887	5,136	5,265	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,578	173.33
ASST AG COMM/SEALER W & M	MGT27	6,654	6,993	7,348	7,721	8,112	8,525	8,738	8,958	9,182	9,412	9,647	9,888	10,135	10,388	10,914	162.50
ASST AUDITOR/CONTROLLER	MGT28	6,822	7,168	7,532	7,914	8,316	8,738	8,958	9,182	9,412	9,647	9,888	10,135	10,388	10,648	11,188	162.50
ASST CHIEF PROBATION OFF	MGS16	7,655	8,044	8,453	8,881	9,331	9,803	10,048	10,299	10,556	10,820	11,090	11,368	11,652	11,944	12,549	162.50
ASST CLERK/RECORDER	MGT20	5,595	5,879	6,179	6,492	6,822	7,168	7,348	7,532	7,721	7,914	8,112	8,316	8,525	8,738	9,182	162.50
ASST DIR PUB WRK/ROAD COM	MGT38	8,738	9,182	9,647	10,135	10,648	11,188	11,468	11,755	12,049	12,350	12,659	12,975	13,299	13,631	14,321	173.33

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

Del Norte County
Biweekly amount x 26 weeks/12 months

ATTACHMENT A

MISCELLANEOUS LIST OF CLASSIFICATIONS COVERED BY THIS MOU

Effective October 2020	$0.25/hr						10	15	20	25	30
Job Title	**Range**	**Step A**	**Step B**	**Step C**	**Step D**	**Step E**	**Step F**	**Step G**	**Step H**	**Step I**	**Step J**
Account Clerk I	22	1,073.00	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44
Account Clerk II	26	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15
Account Clerk III	30	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73
Account Clerk Supervisor I	34	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80
Account Clerk Supervisor II	38	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13
Admin Secretary I	35	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97
Admin Secretary II	37	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56
Ag Wts & Measures Inspector I	34	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80
Ag Wts & Measures Inspector II	40	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63
Ag Wts & Measures Inspector III	44	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65
Ag Wts & Measures Inspector IV	48	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65	2,810.73	2,946.27
Agriculture Aide I	26	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15
Agriculture Aide II	30	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73
Animal Control Officer I	25	1,146.48	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44
Animal Control Officer II	30	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73
Appraiser Technician I	32	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47
Appraiser Technician II	34	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80
Bldg/Parks Maint Supervisor	40	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63
Building Inspector Trainee	33	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30
Building Inspector I	37	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56
Building Inspector II	41	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57
Building Inspector III	45	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57	2,618.49	2,744.41
Building Maint Worker I	27	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62
Building Maint Worker II	31	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34
Building Maint Worker III	35	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97
Child Support Program Coordinator	43	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57	2,618.49
Child Support Specialist I	34	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80
Child Support Specialist II	37	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56
Child Support Specialist III	39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35
Clerk Recorder Technician	36	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93
Code Enforcement Officer I	37	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56
Code Enforcement Officer II	41	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57
Code Enforcement Officer III	45	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57	2,618.49	2,744.41
Cook I	22	1,073.00	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44
Cook II	24	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91
Cook III	26	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15
Custodian I	22	1,073.00	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44
Custodian II	24	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91
Custodian III	26	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15
Election Clerk I	23	1,096.65	1,146.48	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13
Election Clerk II	26	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15
Election Clerk III	29	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84
Eligibility Specialist I	22	1,073.00	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44
Eligibility Specialist II	29	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84
Eligibility Specialist III	31	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34
Employment Training Worker I	34	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80
Employment Training Worker II	37	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56
Employment Training Worker III	39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35
Engineering Technician Trainee	33	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30
Engineering Technician I	37	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56
Engineering Technician II	41	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57
Engineering Technician III	45	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35	2,498.57	2,618.49	2,744.41
Equip Mechanic I	32	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47
Equip Mechanic II	38	1,537.56	1,609.44	1,684.91	1,764.15	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13
Health Education Coordinator I	46	1,847.37	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65	2,810.73
Health Education Coordinator II	48	1,934.73	2,026.47	2,122.80	2,223.93	2,330.13	2,441.63	2,558.71	2,681.65	2,810.73	2,946.27
Health Educator I	31	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34
Health Educator II	35	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97
Health Educator III	39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34	2,073.30	2,171.97	2,275.56	2,384.35
Intake Worker I	24	1,121.65	1,172.73	1,226.37	1,282.68	1,341.82	1,403.91	1,469.10	1,537.56	1,609.44	1,684.91
Intake Worker II	27	1,198.81	1,253.75	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62
Intake Worker III	31	1,311.43	1,372.01	1,435.60	1,502.39	1,572.51	1,646.13	1,723.44	1,804.62	1,889.84	1,979.34

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

Hourly Rate x 162.5 hours

COUNTY OF GLENN
SCHEDULE OF PERSONNEL CLASSES, SALARY RANGES AND STEPS
Effective 7-1-2020

					Hourly					Bi-Weekly				
Job Code	Job Title	HRLY/SLR	Unit	Range	Step A	Step B	Step C	Step D	Step E	STEP-A	STEP-B	STEP-C	STEP-D	STEP-E
8731002	SENIOR SECURED FACILITIES TECH	HRLY	M	366	$23.45	$24.62	$25.86	$27.15	$28.51	$1,876.00	$1,969.60	$2,068.80	$2,172.00	$2,280.80
9341600	SENIOR VAN DRIVER	HRLY	G	281	$15.33	$16.10	$16.90	$17.75	$18.64	$1,226.40	$1,288.00	$1,352.00	$1,420.00	$1,491.20
7441333	SERVICES SUPPORT ASSISTANT III	HRLY	G	292	$16.23	$17.04	$17.90	$18.80	$19.74	$1,298.40	$1,363.20	$1,432.00	$1,504.00	$1,579.20
0180962	SHERIFF/CORONER *	SLRY	E	536	$54.77	$57.52	$60.39	$63.41	$66.59	$4,381.60	$4,601.60	$4,831.20	$5,072.80	$5,327.20
5153001	SHERIFF'S CORRECTIONAL CPL	HRLY	P	388	$26.18	$27.49	$28.87	$30.31	$31.83	$2,094.40	$2,199.20	$2,309.60	$2,424.80	$2,546.40
5133001	SHERIFF'S CORRECTIONAL DEPUTY	HRLY	P	350	$21.65	$22.74	$23.87	$25.06	$26.32	$1,732.00	$1,819.20	$1,909.60	$2,004.80	$2,105.60
5163725	SHERIFF'S CORRECTIONAL SGT	HRLY	P	415	$29.95	$31.45	$33.02	$34.67	$36.40	$2,396.00	$2,516.00	$2,641.60	$2,773.60	$2,912.00
5231000	SHERIFF'S COUNTY SRVES OFFICER	HRLY	G	327	$19.30	$20.27	$21.28	$22.34	$23.46	$1,544.00	$1,621.60	$1,702.40	$1,787.20	$1,876.80
4143820	SHERIFF'S DETECTIVE	HRLY	D	432	$32.61	$34.24	$35.96	$37.75	$39.64	$2,608.80	$2,739.20	$2,876.80	$3,020.00	$3,171.20
3174934	SHERIFF'S LIEUTENANT	SLRY	S	465	$38.43	$40.35	$42.37	$44.49	$46.72	$3,074.40	$3,228.00	$3,389.60	$3,559.20	$3,737.60
4154825	SHERIFF'S SERGEANT	HRLY	S	434	$32.94	$34.58	$36.31	$38.13	$40.04	$2,635.20	$2,766.40	$2,904.80	$3,050.40	$3,203.20
4416460	SOCIAL SERVICES AIDE	HRLY	G	311	$17.83	$18.72	$19.66	$20.63	$21.66	$1,426.40	$1,497.60	$1,572.80	$1,650.40	$1,732.80
3416460	SOCIAL WORKER I	HRLY	G	345	$21.12	$22.19	$23.30	$24.46	$25.68	$1,689.60	$1,775.20	$1,864.00	$1,956.80	$2,054.40
3426465	SOCIAL WORKER II	HRLY	G	366	$23.45	$24.62	$25.86	$27.15	$28.51	$1,876.00	$1,969.60	$2,068.80	$2,172.00	$2,280.80
3436470	SOCIAL WORKER III	HRLY	G	387	$26.05	$27.36	$28.72	$30.16	$31.67	$2,084.00	$2,188.80	$2,297.60	$2,412.80	$2,533.60
3448475	SOCIAL WORKER IV-A	HRLY	G	398	$27.51	$28.89	$30.33	$31.85	$33.45	$2,200.80	$2,311.20	$2,426.40	$2,548.00	$2,676.00
3448476	SOCIAL WORKER IV-B	HRLY	G	403	$28.21	$29.62	$31.10	$32.65	$34.28	$2,256.80	$2,369.60	$2,488.00	$2,612.00	$2,742.40
3458480	SOCIAL WORKER SUPERVISOR I	HRLY	M	402	$28.07	$29.48	$30.96	$32.51	$34.13	$2,245.60	$2,358.40	$2,476.80	$2,600.80	$2,730.40
3468485	SOCIAL WORKER SUPERVISOR II	HRLY	M	423	$31.17	$32.73	$34.36	$36.08	$37.88	$2,493.60	$2,618.40	$2,748.80	$2,886.40	$3,030.40
3426900	STAFF SERVICES ANALYST II	SLRY	M	404	$28.36	$29.77	$31.26	$32.82	$34.47	$2,268.80	$2,381.60	$2,500.80	$2,625.60	$2,757.60
2760246	STAFF SERVICES MANAGER I	SLRY	M	435	$33.10	$34.75	$36.49	$38.31	$40.23	$2,648.00	$2,780.00	$2,919.20	$3,064.80	$3,218.40
0476111	STAFF SERVICES SPECIALIST	HRLY	M	360	$22.78	$23.92	$25.11	$26.37	$27.68	$1,822.40	$1,913.60	$2,008.80	$2,109.60	$2,214.40
4133002	STATUTORY RAPE DA INVESTIGATOR	HRLY	D	439	$33.75	$35.43	$37.21	$39.07	$41.02	$2,700.00	$2,834.40	$2,976.80	$3,125.60	$3,281.60
5264000	SUPERVISING JUV HALL COUNSELOR	HRLY	M	332	$19.80	$20.79	$21.83	$22.92	$24.06	$1,584.00	$1,663.20	$1,746.40	$1,833.60	$1,924.80
2348563	SUPERVISING MH COUNSELOR	HRLY	M	424	$31.32	$32.90	$34.54	$36.26	$38.08	$2,505.60	$2,632.00	$2,763.20	$2,900.80	$3,046.40
4651000	SUPERVISING OFFICE TECHNICIAN	HRLY	M	340	$20.41	$21.43	$22.50	$23.62	$24.81	$1,632.80	$1,714.40	$1,800.00	$1,889.60	$1,984.80
4153000	SUPERVISING PO/PROGRAM MANAGER	SLRY	M	445	$34.79	$36.54	$38.36	$40.28	$42.29	$2,783.20	$2,923.20	$3,068.80	$3,222.40	$3,383.20
2153000	SUPERVISING PROBATION OFFICER	SLRY	M	387	$26.05	$27.36	$28.72	$30.16	$31.67	$2,084.00	$2,188.80	$2,297.60	$2,412.80	$2,533.60
2456312	SUPERVISING STAFF SRV ANALYST	SLRY	M	420	$30.71	$32.25	$33.86	$35.56	$37.33	$2,456.80	$2,580.00	$2,708.80	$2,844.80	$2,986.40
2456000	SUPERVISING WELFARE INVESTIGTR	SLRY	M	435	$33.10	$34.75	$36.49	$38.31	$40.23	$2,648.00	$2,780.00	$2,919.20	$3,064.80	$3,218.40
2072919	TAX MANAGER	HRLY	M	299	$16.80	$17.64	$18.51	$19.44	$20.41	$1,344.00	$1,411.20	$1,480.80	$1,555.20	$1,632.80
0184928	UNDERSHERIFF	SLRY	S	477	$40.81	$42.85	$44.99	$47.25	$49.61	$3,264.80	$3,428.00	$3,599.20	$3,780.00	$3,968.80
9322601	VAN DRIVER	HRLY	G	261	$13.90	$14.60	$15.33	$16.10	$16.90	$1,112.00	$1,168.00	$1,226.40	$1,288.00	$1,352.00
7432602	VETERAN'S REPRESENTATIVE	HRLY	G	334	$20.00	$21.00	$22.05	$23.15	$24.32	$1,600.00	$1,680.00	$1,764.00	$1,852.00	$1,945.60
3134000	VICTIM WITNESS ADVOCATE	HRLY	G	358	$22.55	$23.68	$24.87	$26.11	$27.42	$1,804.00	$1,894.40	$1,989.60	$2,088.80	$2,193.60
7421605	VOCATIONAL ASSISTANT	HRLY	G	239	$12.46	$13.09	$13.74	$14.42	$15.15	$996.80	$1,047.20	$1,099.20	$1,153.60	$1,212.00
1540000	WATER RESOURCE COORDINATOR	SLRY	M	461	$37.67	$39.56	$41.53	$43.62	$45.80	$3,013.60	$3,164.80	$3,322.40	$3,489.60	$3,664.00
4424745	WELFARE INVESTIGATOR I	HRLY	P	375	$24.54	$25.77	$27.05	$28.41	$29.82	$1,963.20	$2,061.60	$2,164.00	$2,272.80	$2,385.60
4434750	WELFARE INVESTIGATOR II	HRLY	P	405	$28.50	$29.93	$31.43	$33.00	$34.65	$2,280.00	$2,394.40	$2,514.40	$2,640.00	$2,772.00

Revised 1-24-2021
M.O. 9 # 1/19/21

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

County of Inyo

Salary Schedule - March 4, 2021

The base salaries of all employment positions at the County of Inyo as of March 4, 2021 are listed in the table below. The values in the table do not include additional compensation and benefits.

Position ▲	Range	Monthly Base Salary						Annua
		Step A	Step B	Step C	Step D	Step E	Step F	Step A
ADDICTION COUNSELOR 02	060	$3,758	$3,941	$4,139	$4,350	$4,564	$0	$45,096
ADDICTION COUNSELOR 03	064	$4,124	$4,327	$4,539	$4,779	$5,011	$0	$49,488
ADDICTION SUPERVISOR	070	$4,753	$4,994	$5,240	$5,506	$5,781	$0	$57,036
ADDICTION SUPERVISOR LICENSED	082	$6,322	$6,630	$6,966	$7,314	$7,677	$0	$75,864
ADMINISTRATIVE ANALYST 01	068	$4,533	$4,761	$4,997	$5,241	$5,508	$0	$54,396
ADMINISTRATIVE ANALYST 02	070	$4,753	$4,994	$5,240	$5,506	$5,781	$0	$57,036
ADMINISTRATIVE ANALYST 03	072	$4,981	$5,235	$5,490	$5,760	$6,050	$0	$59,772
AG BIOL W/M INSPECTOR SENIOR	070	$4,753	$4,994	$5,240	$5,506	$5,781	$0	$57,036
AG BIOL WGHTS & MSRS INSPECTOR 01	060	$3,758	$3,941	$4,139	$4,350	$4,564	$0	$45,096
AG BIOL WGHTS & MSRS INSPECTOR 02	065	$4,216	$4,433	$4,655	$4,889	$5,129	$0	$50,592

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

Siskiyou County
Biweekly amount x 26 weeks/12 months

GENERAL SERVICES SUPERVISOR	55	Mgmt.	MG	EX	2162.43	2270.51	2384.03	2503.28	2628.40	2694.12
HEALTH INFORMATION MANAGER	47	Mgmt.	MG	EX	1779.03	1867.99	1961.36	2059.42	2162.43	2216.49
HUMAN SERVICES SUPERVISOR I	48	Mgmt.	MG	EX	1823.49	1914.68	2010.39	2110.90	2216.47	2271.88
INTERNAL AUDITOR	50	Mgmt.	MG	EX	1914.68	2010.39	2110.90	2216.47	2327.27	2385.46
JAIL FOOD SERVICE MANAGER	37	Mgmt. - Other	MO	CO	17.76	18.64	19.60	20.58	21.59	22.15
MAPPING & TITLE SUPERVISOR	44	Mgmt.	MG	EX	1678.57	1762.50	1850.62	1943.16	2040.30	2091.31
PUBLIC AUTHORITY ADMINISTRATOR	146	Mgmt.	MG	EX	1892.95	1987.63	2086.98	2191.30	2300.85	2358.37
QUALITY/COMPLIANCE PROGRAM MANAGER	58	Mgmt.	MG	EX	2327.27	2443.63	2565.82	2694.11	2828.82	2899.55
ROAD SUPERINTENDENT	59	Mgmt.	MG	EX	2384.03	2503.28	2628.40	2759.86	2897.84	2970.29
SENIOR ACCOUNTING ANALYST	53	Mgmt.	MG	EX	2059.42	2162.43	2270.51	2384.03	2503.28	2565.87
SHERIFF OFFICE SUPERVISOR/COORDINATOR	46	Mgmt.	MG	EX	1736.66	1823.49	1914.68	2010.39	2110.90	2163.67
SOCIAL WORKER SUPERVISOR	154	Mgmt.	MG	EX	2303.63	2418.83	2539.76	2666.75	2800.09	2870.10
SOLID WASTE/FLOOD CONTROL SUPERVISOR	55	Mgmt.	MG	EX	2162.43	2270.51	2384.03	2503.28	2628.40	2694.12
STAFF SERVICES ANALYST III	48	Mgmt.	MG	EX	1823.49	1914.68	2010.39	2110.90	2216.47	2271.88
SUPERVISING ACCOUNTANT/AUDITOR	53	Mgmt.	MG	EX	2059.42	2162.43	2270.51	2384.03	2503.28	2565.87
SUPERVISING BUILDING MAINTENANCE WORKER	46	Mgmt.	MO	CO	21.73	22.81	23.93	25.13	26.38	27.05
SUPERVISING STAFF SERVICES ANALYST	53	Mgmt.	MG	EX	2059.42	2162.43	2270.51	2384.03	2503.28	2565.87
TRANSPORTATION SERVICES MANAGER	55	Mgmt.	MG	EX	2162.43	2270.51	2384.03	2503.28	2628.40	2694.12
VEGETATION CONTROL SUPERVISOR	36	Mgmt. - Other	MO	CO	17.35	18.22	19.12	20.08	21.09	21.61
VICTIM/WITNESS COORDINATOR/DIRECTOR	46	Mgmt.	MG	EX	1736.66	1823.49	1914.68	2010.39	2110.90	2163.67

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

Trinity County

Title		Salary Schedule	A Step	Hourly Rate	7/1/2019 % Increase	7/1/2020 % Increase	7/1/2021 % Increase	7/1/2022 % Increase	7/1/2023 % Increase	7/1/2024 % Increase	C&C +/-	80%	65%
Social Worker Supervisor (non-masters)	I	M215	$ 4,254.62	24.54	6.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-14.0%	-11.20%	-9.10%
Social Worker Supervisor (masters)	II	M220	$ 4,471.64	25.79	6.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-19.9%	-15.92%	-12.94%
Solid Waste Analyst		M203	$ 3,775.76	21.78	18.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-30.8%	-24.64%	-20.02%
Solid Waste Techinician	II	M179	$ 2,973.63	17.15	42.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-50.0%	-40.00%	-32.50%
Solid Waste Techinician	III	M189	$ 3,284.77	18.95	42.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-50.0%	-40.00%	-32.50%
Staff Services Manager		M225	$ 4,699.77	27.11	5.0%	5.0%	6.0%	3.0%	3.0%	3.0%	-30.8%	-24.64%	-20.02%
Supervising Accounting Technician		M209	$ 4,008.05	23.12	12.0%	8.0%	7.0%	0.0%	0.0%	0.0%	-14.8%	-11.84%	-9.62%

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

GLENN COUNTY

STAFF SERVICES ANALYST, SUPERVISING

DEFINITION

Under general direction, a Staff Services Analyst, Supervising is responsible for providing first level supervision over professional staff engaged in general administrative, personnel, staff development, fiscal, and/or program analytical work. In addition to the supervisory responsibilities, incumbents typically handle the most difficult and sensitive analytical work in their assigned work unit and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Staff Services Analyst, Supervising classification is the first supervisory level in the Staff Services series. In smaller departments, a Supervising Staff Services Analyst may supervise staff working in more than one administrative functional area. In the larger departments, the class may supervise within a single functional area due to the size and complexity of that function. It is distinguished from the Staff Services Analyst III by its full scope of supervisory responsibilities and the fact that the latter is the advanced journey-level class in the series where incumbents primarily serve as lead workers and/or may perform the more advanced and complex analytical work in the unit, but do not typically supervise other analysts. It is also distinguished from the Staff Services Manager in that the latter is the highly advanced-level in the Staff Services series where incumbents serve as functional managers (e.g., as a fiscal administrator or officer) over a complex staff services function, but may not have first-line supervisory responsibility over other analysts.

Assignment as a Staff Services Analyst, Supervising can emphasize one of the following options: general administration, staff development, fiscal or program supervision and analysis. Incumbents may also be assigned to supervise and perform general duties that encompass a broad scope of administrative analytical functions and areas of responsibility. Specific minimum qualifications and recruitments are permitted which allow for separate lists for the option that meets the specific needs of the assignment.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Department Head or designee; exercises direct supervision over professional, and/or technical, and clerical, administrative and accounting staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Serves as a first level supervisor over staff engaged in professional analytical work in support of one or more administrative functions; provides guidance and technical direction to staff in performing their assignments.

Plans, prioritizes, organizes, assigns, and delegates staff tasks and projects.

Monitors work of staff to ensure that it meets quality, quantity, and timeliness.

Establishes performance standards and provides feedback to employees.

Works with staff in developing professional goals and assists in the accomplishment of those goals by setting timeframes and on-going face-to-face meetings to discuss their progress and to provide guidance and support.

Keeps informed of provisions of labor-management agreements and their effects on departmental operations to ensure working conditions are in compliance.

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

Investigates complaints related to assigned staff, recommends corrective action as needed, and resolves escalated complaints or disputes.

In coordination with manager or personnel staff, applies progressive discipline actions and termination procedures to resolve staff conflicts as needed.

Establishes and implements work performance standards.

Regularly reviews and keeps record of work performance of subordinates to ensure accurate completion and conformance with applicable standards, rules and regulations. Prepares and signs performance evaluations. Conducts regular performance evaluation meetings.

Ensures workload is effectively distributed to promote the effective operation of the organizational unit. Monitors the work environment to ensure it is free of discrimination and harassment.

Provides employees with guidance/instructions in handling difficult, unusual, or complex problems as they arise.

Develops oral interview exam questions to assess applicants based on required knowledge, skills, and abilities. Identifies and selects subject matter experts to serve as oral interview panel members, training and experience raters, and/or performance exam raters.

Directs, oversees, and participates in the collection and analysis of data and makes recommendations on the formulation of policy and procedures, staffing, and organizational changes.

Conducts surveys and performs advanced research and statistical analysis on administrative, fiscal, staff development, personnel, and/or programmatic topics.

Performs complex analysis of existing and proposed organization, policies, procedures, programs, systems, and functions of the department or assigned programs, including fiscal operations, budget preparation, equipment usage, staff patterns, work flow, space utilization, and training plans; consults with and advises department staff; evaluates effectiveness, determines feasibility, resolves problems, and makes recommendations to increase efficiency and level of service and/or decrease cost.

Prepares forecasts of departmental personnel staffing needs and provides advice, direction, and information to department managers and supervisors on a variety of human resources related matters.

Handles the most complex departmental management audit studies.

Delivers a variety of oral presentations to a variety of audiences, including committees, boards, commissions, departmental staff, advisory groups, or community groups.

Prepares daily written correspondence to staff, management, and state/county contacts.

Prepares detailed budget, administrative, and fiscal reports, procedures manuals, and correspondence.

Manages and oversees the development of documents written in non-English languages by utilizing appropriate resources to ensure accuracy.

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

Provides courteous, quality service to members of the public by personally responding to requests for service or making appropriate referral.

Represents the department/agency in management, fiscal, program, and personnel matters in meetings with other agency departments, employee organizations, community groups, and governmental agencies.

Participates on various state and county committees in order to receive and share information regarding process/procedures, pending program and system updates, and county issues. Relays information from these meetings to smaller counties which are unable to participate on these committees as well as to local county management.

Deals with confidential and sensitive personnel matters and organizational issues, maintains security of records and information.

Participates in and supervises the design, analysis, development, and implementation of new and revised programs, systems, software, procedures, methods of operation, and forms.

Compiles materials and coordinates or participates in the preparation of budgets, reports, manuals, and publications.

Ensures effective coordination of assigned activities with other departments, divisions, units, and outside agencies; represents the department head in committee meetings and on task forces; responds to the more sensitive and difficult complaints and requests for information.

Reviews and analyzes proposed or adopted legislation and/or regulations impacting County or department functions; formulates and recommends the group's reaction to such legislation; analyzes fiscal and/or program impact.

Ensures the availability of current and accurate written resources for staff through regular review and assignment of tasks to update county maintained handbooks, forms, and tools for programs, computer systems, and multiple electronic resources. This includes the tracking and review of various written notifications from State analysts, system contacts, and subject matter experts.

Performs related duties as assigned.

FOR PROGRAM ANALYSIS OPTION (IN ADDITION TO THE GENERAL DUTIES):

Supervises and oversees the identification and analysis of program administration problems and develops solutions.

Reviews regulatory materials and notices such as All County Letters for program impact and possible review and revision of current systems and procedures.

Reviews time cards and time studies for accuracy and completeness and authorizes.

Develops new and modifies existing policies and procedures. Provides input to management. Tests procedures to ensure applicability and functionality.
Ensures staff is informed of changes.

Consults with executive staff relative to planning, policy, and program direction.

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

Makes recommendations involving the formulation of policy and procedures, as well as staffing and organizational changes.

Reviews various state reports generated from the state-wide automated system to provide feedback to management as needed.

FOR FISCAL OPTION (IN ADDITION TO THE GENERAL DUTIES)

Supervise and organize fiscal service activities of the department including accounting, budgeting, forecasting, and cost reporting.

Supervise and prepare departmental budgets and several state budgets; assist in budget implementation; forecast additional funds needed for staffing, equipment, materials and supplies.

Prepare and review a variety of reports including state cost reports, fiscal services activity reports, invoices, and financial statements.

Monitor contracts with services providers; monitor contract expenditures.

Supervise, oversee and participate in the development of the fiscal operations work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

QUALIFICATIONS

Knowledge of:

Methods and techniques involved in conducting analytical studies of administrative and management practices, methods, and procedures.

Research methods and techniques and sources of information.

Organization and functional structure of the County.

Laws, rules, and regulations governing assigned program areas.

Principles and practices of supervision, performance management, training, and organizational development.

Principles of teambuilding to facilitate effective team work.

Project management to ensure project activities are conducted in a fiscally responsible and timely manner.

Effective customer service principles and practices.

Basic statistics and statistical methods.

Effective techniques for speaking before groups and preparing public presentations.

English grammar and punctuation.

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

Ability to:

Supervise subordinate staff, including planning, organizing, coordinating, and reviewing all work.

Select, train, evaluate, and manage the performance of subordinate staff.

Gather, organize, and analyze complex data, draw conclusions, make recommendations, and present ideas and information effectively.

Identify and analyze problems and central issues, select alternatives, develop workable solutions, identify potential consequences of proposed actions, and implement recommendations in support of departmental objectives.

Provide information to managers and other supervisors on a wide variety of matters.

Acquire subject matter expertise in specific functions and programs including applicable laws, rules, regulations, procedures, and operations.

Recommend and implement changes and improvements in assigned areas.

Understand, interpret, and apply laws, rules, and regulations as they relate to various areas of responsibility.

Speak and write effectively using proper English.

Establish and maintain effective working relationships with colleagues, subordinate staff, management, representatives of other departments at all organizational levels as well as other agencies and the general public.

Build coalitions among groups with differing needs and objectives.

Resolve conflict and disputes between employees, employee groups, members of management and between internal staff and other agencies.

Facilitate, coordinate, mediate and negotiate between members of different county and non-county offices.

Represent the department and exercise judgment, tact, and diplomacy with a variety of political, social, and economic groups in a variety of situations relative to a variety of issues.

Assess a customer's immediate needs and ensure customer's receipt of needed service through personal service or making appropriate referral.

Apply statistical methods in the analysis of management methods and problems.

Use a personal computer and standard business software (e.g. word processing, spreadsheet, email, presentation).

Make presentations to the Board of Supervisors, other agencies, staff, and the public.

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

Communicate effectively with a variety of individuals representing different cultures and backgrounds and function calmly in situations which require a high degree of sensitivity, tact, and diplomacy.

Prepare clear and concise comprehensive reports, summaries, abstracts, correspondence, and other documentation.

Oversee projects by developing project budgets and timelines to ensure time and budget guidelines are met.

Interpret and/or develop rules, regulations, policies, and procedures.

FOR PROGRAM ANALYSIS OPTION (IN ADDITION TO GENERAL KAS)

Knowledge of:
Program planning and design.

Ability to:
Plan and evaluate programs.

FOR FISCAL OPTION (IN ADDITION TO GENERAL KAS)

Knowledge of:
Advanced principles, practices and theories of accounting.

Application of general accepted accounting principles.

Advanced procedures and techniques of budgeting.

Ability to:
Organize, direct and implement a comprehensive fiscal management program.

Prepare and administer a budget.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One (1) year of full-time experience as a Staff Services Analyst III. OR Two (2) years of full-time experience as a Staff Services Analyst II. OR Four (4) years of full-time professional experience performing general administration, fiscal, staff development, and/or program analysis work. Lead or supervisory experience is desirable.

Training:

Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, accounting, finance, organizational development, social work, education, human resources, or a closely related field. Substitution: Additional

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

progressively responsible experience in any of the functional areas noted above may be substituted for the required education on a year-for-year basis up to a maximum of two years.

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 in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

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

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

Supervising Staff Services Analyst

Class Code: 2663

Bargaining Unit: Management

COUNTY OF SISKIYOU
Established Date: Jul 18, 2019
Revision Date: Jul 18, 2019

SALARY RANGE

$25.24 - $30.68 Hourly
$2,019.04 - $2,454.19 Biweekly
$4,374.59 - $5,317.41 Monthly
$52,495.04 - $63,808.94 Annually

DESCRIPTION:

The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.

Under general direction, a Supervising Staff Services Analyst is responsible for providing first level supervision over professional staff engaged in staff development, and program analytical work. In addition to the supervisory responsibilities, incumbents typically handle the most difficult and sensitive analytical work in their assigned work unit and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
The Supervising Staff Services Analyst classification is a full supervisory classification in the Social Services Division of Health and Human Services. It is distinguished from the Staff Services Analyst II by its full scope of supervisory responsibilities over the Staff Services Analysts I/II and, in some instances, Staff Development Analysts.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Serves as a supervisor over other analysts engaged in professional analytical work in support of one or more administrative functions;
- provides guidance and technical direction to staff in performing their assignments.
- Plans, prioritizes, organizes, assigns, and delegates staff tasks and projects.

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

- Monitors work of staff to ensure that it meets quality, quantity, and timeliness.
- Establishes performance standards and provides feedback to employees.
- Works with staff in developing professional goals and assists in the accomplishment of those goals by setting timeframes and on-going face-to-face meetings to discuss their progress and to provide guidance and support.
- Investigates complaints related to assigned staff, recommends corrective action as needed, and resolves escalated complaints or disputes.
- In coordination with manager or personnel staff, applies progressive discipline actions and termination procedures to resolve staff conflicts as needed.
- Establishes and implements work performance standards.
- Regularly reviews and keeps record of work performance of subordinates to ensure accurate completion and conformance with applicable standards, rules and regulations.
- Prepares and signs performance evaluations. Conducts regular performance evaluation meetings.
- Ensures workload is effectively distributed to promote the effective operation of the organizational unit.
- Provides employees with guidance/instructions in handling difficult, unusual, or complex problems as they arise.
- Directs, oversees, and participates in the collection and analysis of data and makes recommendations on the formulation of policy and procedures, staffing, and organizational changes.
- Conducts surveys and performs advanced research and statistical analysis on administrative, fiscal, staff development, personnel, and/or programmatic topics.
- Performs complex analysis of existing and proposed organization, policies, procedures, programs, systems, and functions of the department or assigned programs, including fiscal operations, budget preparation, equipment usage, staff patterns, work flow, space utilization, and training plans;
- consults with and advises department staff;
- Evaluates effectiveness, determines feasibility, resolves problems, and makes recommendations to increase efficiency and level of service and/or decrease cost.
- Prepares forecasts of departmental personnel staffing needs and provides advice, direction, and information to department managers and supervisors on a variety of human resources related matters.
- Handles the most complex departmental management audit studies.
- Delivers a variety of oral presentations to a variety of audiences, including committees, boards, commissions, departmental staff, advisory groups, or community groups.
- Prepares daily written correspondence to staff, management, and state/county contacts.
- Prepares detailed budget, administrative, and fiscal reports, procedures manuals, and correspondence.
- Manages and oversees the development of documents written in non-English languages by utilizing appropriate resources to ensure accuracy.
- Provides courteous, quality service to members of the public by personally responding to requests for service or making appropriate referral.
- Represents the department in meetings with departments community groups, and governmental agencies.
- Participates on various state and county committees in order to receive and share information regarding process/procedures, pending program and system updates, and county issues.
- Relays information from these meetings to smaller counties which are unable to participate on these committees as well as to local county management.
- Deals with confidential and sensitive personnel matters and organizational issues, maintains security of records and information.
- Participates in and supervises the design, analysis, development, and implementation of new and revised programs, systems, software, procedures, methods of operation, and forms.
- Compiles materials and coordinates or participates in the preparation of budgets, reports, manuals, and publications. Ensures effective coordination of assigned activities with other departments, divisions, units, and outside agencies;
- Represents the department head in committee meetings and on task forces; responds to the more sensitive and difficult complaints and requests for information.

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- Initiates new legislation as appropriate.
- Reviews and analyzes proposed or adopted legislation and/or regulations impacting County or department functions;
- formulates and recommends the group's reaction to such legislation; analyzes fiscal and/or program impact.
- Ensures the availability of current and accurate written resources for staff through regular review and assignment of tasks to update county maintained handbooks, forms, and tools for programs, computer systems, and multiple electronic resources. This includes the tracking and review of various written notifications from State analysts, system contacts, and subject matter experts. Performs related duties as assigned.
- Supervises and oversees departmental training and development programs.
- Supervises and oversees staff engaged in the development and/or coordination of resources for training and staff development including workshops, college coursework, training programs, and on-the-job training sessions.
- Supervises and oversees staff who conduct workshops and training sessions on a variety of topics including but not limited to technical skills, supervisory principles, customer service skills, safety, diversity, and sexual harassment prevention.
- Completes annual State training report.
- Develops, conducts, and oversees specific trainings for division.
- Ensures that all staff complete the State mandated training regulations.
- Develops and maintains tracking systems related to training. Evaluates induction or refresher training participants' suitability through the review of all curriculum for accuracy and completeness and observation of training presentations on recurring basis.
- Monitors preparation of and reviews all induction, update and refresher training related materials to include calendars, curriculum, and tools for accuracy and completeness.
- Solicits written and verbal feedback from post-induction/refresher trainees regarding training flow, curriculum, tools, and delivery. Solicits feedback from supervisors, reviews to determine if adjustments to training plans are required.
- Tracks progress of post-induction trainees after leaving training to assist in determining effectiveness of training. Supervises and oversees the identification and analysis of program administration problems and develops solutions.
- Reviews regulatory materials and notices such as All County Letters for program impact and possible review and revision of current systems and procedures.
- Reviews time cards and time studies for accuracy and completeness and authorizes.
- Develops new and modifies existing policies and procedures. Provides input to management.
- Tests procedures to ensure applicability and functionality. Ensures staff is informed of changes. Consults with executive staff relative to planning, policy, and program direction.
- Makes recommendations involving the formulation of policy and Reviews various state reports generated from the state-wide automated system to provide feedback to management as needed.

TYPICAL QUALIFICATIONS:

Training and Experience:
Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Pattern 1: One (1) year of full-time experience as a Staff Services Analyst III (Staff Development Analyst).

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

OR

Pattern 2: Two (2) years of full-time experience as a Staff Services Analyst II or Human Services supervisor.

OR

Pattern 3: Graduation from an accredited college or university with a bachelor's degree; AND three (3) years of full-time professional experience performing staff development, and/or program analysis work. Lead or supervisory experience is desirable.

Substitution: Additional progressively responsible professional experience performing analytical duties (which require considerable independence performing, compiling, organizing and evaluating information and prepared reports) in any of the functional areas noted above may be substituted for the required education on a year-for-year basis.

Special Requirements:
A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may also require pre-employment health screening and successful completion of a background check.

SUPPLEMENTAL INFORMATION:

TYPICAL PHYSICAL REQUIREMENTS
Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, FAX, and other related peripheral equipment such as printers and scanners.

TYPICAL WORKING CONDITIONS
Work is performed in an office environment. Continuous contact with staff and the public.

SPECIAL REQUIREMENTS:

Special Requirements:
A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may also require pre-employment health screening and successful completion of a background check.

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KNOWLEDGE OF::

Knowledge of:

- Methods and techniques involved in conducting analytical studies of
- administrative and management practices, methods, and procedures.
- Research methods and techniques and sources of information.
- Organization and functional structure of the County.
- Laws, rules, and regulations governing assigned program areas.
- Principles and practices of supervision, performance management, training, and organizational development.
- Principles of teambuilding to facilitate effective team work.
- Project management to ensure project activities are conducted in a fiscally responsible and timely manner.
- Effective customer service principles and practices.
- Basic statistics and statistical methods.
- Effective techniques for speaking before groups and preparing public presentations.
- Principles and practices of employee training and development
- Adult learning processes.
- The variety of training programs appropriate for employee development.
- Effective communication, facilitation methods, and aids used for training programs and presentations.
- English grammar and punctuation.

ABILITY TO::

Ability to:

- Supervise subordinate staff, including planning, organizing, coordinating, and reviewing all work.
- Select, train, evaluate, and manage the performance of subordinate staff.
- Gather, organize, and analyze complex data, draw conclusions, make recommendations, and present ideas and information effectively.
- Identify and analyze problems and central issues, select alternatives, develop workable solutions, identify potential consequences of proposed actions, and implement recommendations in support of departmental objectives.
- Provide information to managers and other supervisors on a wide variety of matters.
- Acquire subject matter expertise in specific functions and programs including applicable laws, rules, regulations, procedures, and operations.
- Recommend and implement changes and improvements in assigned areas.
- Understand, interpret, and apply laws, rules, and regulations as they relate to various areas of responsibility.
- Speak and write effectively using proper English.
- Establish and maintain effective working relationships with colleagues, subordinate staff,
- management, representatives of other departments at all organizational levels as well as other agencies and the general public.
- Build coalitions among groups with differing needs and objectives.
- Resolve conflict and disputes between employees, employee groups, members of management and between internal staff and other agencies.

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- Facilitate, coordinate, mediate and negotiate between members of different county and non-county offices.
- Represent the department and exercise judgment, tact, and diplomacy with a variety of political, social, and economic groups in a variety of situations relative to a variety of issues.
- Assess a customer's immediate needs and ensure customer's receipt of needed service through personal service or making appropriate referral.
- Apply statistical methods in the analysis of management methods and problems.
- Use a personal computer and standard business software (e.g. word processing, spreadsheet, email, presentation).
- Make presentations to the Board of Supervisors, other agencies, staff, and the public.
- Communicate effectively with a variety of individuals representing different cultures and backgrounds and function calmly in situations which require a high degree of sensitivity, tact, and diplomacy.
- Prepare clear and concise comprehensive reports, summaries, abstracts, correspondence, and other documentation.
- Oversee projects by developing project budgets and timelines to ensure time and budget guidelines are met.
- Interpret and/or develop rules, regulations, policies, and procedures.
- Plan, coordinate, and supervise the implementation of training programs.
- Prepare and implement employee training programs

Attachment: Supv SSA Salary Information and Job Description (Supv SSA Reclass)

MODOC COUNTY SOCIAL SERVICES DEPARTMENT
Organization Chart

Director
n/a

VACANT
Welfare Investigator II
268; $3,711-4,738
278; $3,901-4,979

Support Services Administrator
252; $3,428-4,374

VACANT
Staff Services Analyst I/II
227; $3,026-3,862
240; $3,229-4,121

MOVE TO OPEN/UNALLOCATED
Office Assistant I/II/III
137; $1,931-2,464
164; $2,211-2,822

VACANT
Administrative Assistant
203; $2,684-3,425

Extra Help

VACANT
Deputy Director
358; $5,817-7,425

Program Manager Eligiblity & Employment & Training
300; $4,355-5,559
310; $4,578-5,842
320; $4,812-6,143

Eligibility Supervisor
245; $3,309-4,223

Eligibility Specialist III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

Eligibility Specialist III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

Eligibility Specialist III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

VACANT
Eligibility Specialist I/II/III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

VACANT
Eligibility Specialist I/II/III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

Eligibility Supervisor
245; $3,309-4,223

Eligibility Specialist II *185; $2,454-3,132*
195; $2,580-3,292
215; $2,850-3,638

Eligibility Specialist I
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

Eligibility Specialist I
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

VACANT
Eligibility Specialist I/II/III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

Eligibility Specialist Trainee
165; $2,222-2,837

NEW/PROPOSED
Employment & Training Worker Supervisor
296; $4,269-5,447

Employment & Training Worker III
185; $2,454-3,132 *195; $2,580-3,292* **215; $2,850-3,638**

Employment & Training Worker II
185; $2,454-3,132 **195; $2,580-3,292** *215; $2,850-3,638*

Employment & Training Worker II
185; $2,454-3,132 **195; $2,580-3,292** *215; $2,850-3,638*

VACANT
Employment & Training Worker I/II/III
185; $2,454-3,132
195; $2,580-3,292
215; $2,850-3,638

VACANT
Office Assistant II
137; $1,931-2,464
164; $2,211-2,822
174; $2,322-2,963

VACANT
Office Assistant II
137; $1,931-2,464
164; $2,211-2,822
174; $2,322-2,963

MOVE TO OPEN/UNALLOCATED
Community Housing Program Manager
300; $4,355-5,559
310; $4,578-5,842
320; $4,812-6,143

MOVE TO OPEN/UNALLOCATED
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747

MOVE TO OPEN/UNALLOCATED
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747

Staff Services Manager
300; $4,355-5,559
310; $4,578-5,842
320; $4,812-6,143

NEW/PROPOSED
Supervising Staff Services Analyst
292; $4,185-5,341

Staff Services Analyst II
227; $3,026-3,862

Staff Services Analyst II
227; $3,026-3,862

VACANT
Staff Services Analyst I/II
227; $3,026-3,862
240; $3,229-4,121

VACANT
Accounting Technician
169; $2,266-2,892

MOVE TO OPEN/UNALLOCATED
Supervising Nurse Case Manager II
289; $4,122-5,261
335; $5,186-6,618

Program Manager IHSS/APS & Public Guardian
300; $4,355-5,559
310; $4,578-5842
320; $4,812-6,143

Social Worker Supervisor I (APS/IHSS) & Deputy Public Guardian
297; $4,290-5,476

VACANT
Office Assistant II
137; $1,931-2,464
164; $2,211-2,822
174; $2,322-2,963

Social Worker III
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

Social Worker II
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

Social Service Aide
185; $2,454-3,132

Program Manager Child Welfare Services (CWS)
300; $4,355-5,559
310; $4,578-5,842
320; $4,812-6,143

Other Agency Foster Youth

Other Agency Foster Care Nurse

Social Worker Supervisor I
297; $4,290-$5,476

Social Worker IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223
277; $3,882-4,955

Social Worker II
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

Social Service Aide
185; $2,454-3,132

MOVE TO OPEN/UNALLOCATED
Social Service Aide
185; $2,454-3,132

Social Worker Supervisor I
297; $4,290-$5,476

Social Worker III
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

Social Worker I
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

Social Worker I
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Social Worker I/II/III/IV
205; $2,710-3,459
221; $2,936-3,747
245; $3,309-4,223

VACANT
Office Assistant III
137; $1,931-2,464
164; $2,211-2,822
174; $2,322-2,963

Attachment: Current and Proposed (Yellow) ORG CHART 2021-22 (Supv SSA Reclass)

Job Classification Survey - GENERAL UNIT
Reclassification Review and Salary Adjustment Committee

rev.21.0607

Date: 5/3/2021

Position Title: Supervising Staff Services Analyst **Date of previous reclass:** N/A

Department: Social Services **Number of Hours worked:** 37.5

Is this classification used in other departments in the county: YES: NO: X

Current Range and Step A-F N/A **Proposed Range and Step A-F** Range 304, Step A (4,443) - Step F (5,670)

Supervisor's Name: Laura Shinn

Supervisor's Title: Staff Services Manager

Please enter suggested $ amount in the Monthly column (please note three or more must be filled in for formula to calculate)

Fill in the required information for all counties with comparable positions at a Step-A. If there is no comparable position please detail in the job title section.

Job Title	County	Salary Monthly	Salary	Benefits Monthly	Benefits Annual	Total Salary and Benefits	Monthly Benefits	Health	Dental	Vision	Life
Account Clerk Supervisor	**Colusa**	$3,284.00	$ 39,408.00	$1,520.00	$18,240.00	$ 57,648.00	$ 1,520.00	$ 1,520.00	$ 45.00	100% EO	Included $50,000
Account Clerk Supervisor I	**Del Norte**	$3,041.81	$ 36,501.72	$2,529.00	$30,348.00	$ 66,849.72	$ 2,529.00	$ 2,529.00	Cost Share	Cost Share	Included $15,000
Staff Services Analyst, Supervi	**Glenn**	$4,990.38	$ 59,884.56	$1,053.07	$12,636.84	$ 72,521.40	$ 1,053.07	$ 1,053.07	N/A	100% EO	Included $10,000
Administrative Analyst III	**Inyo**	$4,981.00	$ 59,772.00	$1,629.03	$19,548.36	$ 79,320.36	$ 1,629.03	$ 1,629.03	Family 50%	Family 100%	Included
No Position	**Lassen**			$ 415.00			$ 415.00	$ 415.00	$40.00	Included	Included $40,000
No Position	**Plumas**			$1,486.00			$ 1,486.00	$ 1,486.00	Included	Included	Included
No Position	**Sierra**			$1,020.00			$ 1,020.00	$ 1,020.00	Included	Included	Included $50,000
Supervising Staff Services Ana	**Siskiyou**	$4,462.08	$ 53,544.96	$1,239.99	$14,879.88	$ 68,424.84	$ 1,239.99	$ 1,239.99	$ 106.25	$ 7.50	Included $25,000
Supervising Accounting Techn	**Trinity**	$5,187.51	$ 62,250.12	$ 704.87	$ 8,458.44	$ 70,708.56	$ 704.87	$ 700.00	Family 100%	Employee 100%	Included $25,000
	Average	**$4,429.37**	**$ 53,152.38**	**$1,236.14**	**$16,326.27**	**$ 69,626.13**					
CURRENT Step-A			**$ -**	**$1,400.00**	**$16,800.00**	**$ 16,800.00**	$ 1,400.00	$ 1,400.00	$ 57.50	$ 17.32	Included $20,000
PROPOSED Ste		**$4,443.00**	**$ 53,316.00**	**$1,400.00**	**$16,800.00**	**$ 70,116.00**	$ 1,400.00	$ 1,400.00	$ 57.00	$ 17.32	Included $20,000

% INCREASE #DIV/0!

Benefits last updated: 21 01 06

Attachment: Supv SSA General FINAL Job Survey 21 01 06 updated 2021-05-25 (Supv SSA Reclass)

Please detail the need for this position to be reclassified. This is a new position to the Department. This position will provide supervision of the operations of the Department's Fiscal functions and Administration functions. This provides Fiscal and Administrative Staff the day to day support required to effectively maintain these functions along with supporting the Department as a whole. Some of the positions surveyed are like positions with some similar duties in the lead or supervisory role. This is an exempt position.

List the Educational Requirements: Please see proposed job description.

Required Degree: Please see proposed job description.

Required Certificate(s): Please see proposed job description.

Supervisor Requirements: Please see proposed job description.

Number of employees to be supervised: 4

List the titles of employees who will be supervised by this position: Accounting Technician, Staff Services Analyst I/II

Attachment: Supv SSA General FINAL Job Survey 21 01 06 updated 2021-05-25 (Supv SSA Reclass)

CLASS SPECIFICATION

Modoc County

CLASS CODE: Supv SSA - MSS
CLASS TITLE: Supervising Staff Services Analyst (Exempt)

RANGE/STEP A-F: Range 304, Step A (4,443) - Step F (5,670)

Class Definition and Description

Under general direction, a Supervising Staff Services Analyst is responsible for providing first level supervision over professional staff engaged in general administrative, personnel, staff development, fiscal, and/or program analytical work. In addition to the supervisory responsibilities, incumbents typically handle the most difficult and sensitive analytical work in their assigned work unit and performs related duties as assigned.

The Supervising Staff Services Analyst classification is the first supervisory level in the Staff Services series. In smaller departments, a Supervising Staff Services Analyst may supervise staff working in more than one administrative functional area. In the larger departments, the class may supervise within a single functional area due to the size and complexity of that function. It is distinguished from the Staff Services Analyst III by its full scope of supervisory responsibilities and the fact that the latter is the advanced journey-level class in the series where incumbents primarily serve as lead workers and/or may perform the more advanced and complex analytical work in the unit, but do not typically supervise other analysts. It is also distinguished from the Staff Services Manager in that the latter is the highly advanced-level in the Staff Services series where incumbents serve as functional managers (e.g., as a fiscal administrator or officer) over a complex staff services function, but may not have first-line supervisory responsibility over other analysts.

Assignment as a Supervising Staff Services Analyst can emphasize one of the following options: staff development or program supervision and analysis, incumbents may be assigned to supervise and perform general duties that encompass a broad scope of administrative analytical functions and areas of responsibility. For positions specifically assigned to the staff development or program supervision and analysis option, specific minimum qualifications and recruitments are permitted which allow for separate lists for the option that meets the specific needs of the assignment.

Typical Duties, Employment Standards and KSAs

Duties may include, but are not limited to, the following:

- Serves as a first level supervisor over staff engaged in professional analytical work in support of one or more administrative functions; provides guidance and technical direction to staff in performing their assignments.
- Plans, prioritizes, organizes, assigns, and delegates staff tasks and projects. Monitors work of staff to ensure that it meets quality, quantity, and timeliness.
- Establishes performance standards and provides feedback to employees.

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Attachment: Supv SSA Modoc County Job Description -Classifications Draft (Supv SSA Reclass)

- Works with staff in developing professional goals and assists in the accomplishment of those goals by setting timeframes and on-going face-to-face meetings to discuss their progress and to provide guidance and support.
- Keeps informed of provisions of labor-management agreements and their effects on departmental operations to ensure working conditions are in compliance.
- Investigates complaints related to assigned staff, recommends corrective action as needed, and resolves escalated complaints or disputes.
- In coordination with manager or personnel staff, applies progressive discipline actions and termination procedures to resolve staff conflicts as needed.
- Establishes and implements work performance standards.
- Regularly reviews and keeps record of work performance of subordinates to ensure accurate completion and conformance with applicable standards, rules and regulations. Prepares and signs performance evaluations. Conducts regular performance evaluation meetings.
- Ensures workload is effectively distributed to promote the effective operation of the organizational unit.
- Monitors the work environment to ensure it is free of discrimination and harassment.
- Provides employees with guidance/instructions in handling difficult, unusual, or complex problems as they arise.
- Develops oral interview exam questions to assess applicants based on required knowledge, skills, and abilities. Identifies and selects subject matter experts to serve as oral interview panel members, training and experience raters, and/or performance exam raters.
- Directs, oversees, and participates in the collection and analysis of data and makes recommendations on the formulation of policy and procedures, staffing, and organizational changes.
- Conducts surveys and performs advanced research and statistical analysis on administrative, fiscal, staff development, personnel, and/or programmatic topics.
- Performs complex analysis of existing and proposed organization, policies, procedures, programs, systems, and functions of the department or assigned programs, including fiscal operations, budget preparation, equipment usage, staff patterns, work flow, space utilization, and training plans; consults with and advises department staff; evaluates effectiveness, determines feasibility, resolves problems, and makes recommendations to increase efficiency and level of service and/or decrease cost.
- Prepares forecasts of departmental personnel staffing needs and provides advice, direction, and information to department managers and supervisors on a variety of human resources related matters.
- Handles the most complex departmental management audit studies.
- Delivers a variety of oral presentations to a variety of audiences, including committees, boards, commissions, departmental staff, advisory groups, or community groups.
- Prepares daily written correspondence to staff, management, and state/county contacts.
- Prepares detailed budget, administrative, and fiscal reports, procedures manuals, and correspondence.
- Manages and oversees the development of documents written in non-English languages by utilizing appropriate resources to ensure accuracy.
- Provides courteous, quality service to members of the public by personally responding to requests for service or making appropriate referral.
- Represents the department/agency in management, fiscal, program, and personnel matters in meetings with other agency departments, employee organizations, community groups, and governmental agencies.
- Participates on various state and county committees in order to receive and share information regarding process/procedures, pending program and system updates, and county issues. Relays

Attachment: Supv SSA Modoc County Job Description -Classifications Draft (Supv SSA Reclass)

information from these meetings to smaller counties which are unable to participate on these committees as well as to local county management.
- Deals with confidential and sensitive personnel matters and organizational issues, maintains security of records and information.
- Participates in and supervises the design, analysis, development, and implementation of new and revised programs, systems, software, procedures, methods of operation, and forms.
- Compiles materials and coordinates or participates in the preparation of budgets, reports, manuals, and publications.
- Ensures effective coordination of assigned activities with other departments, divisions, units, and outside agencies; represents the department head in committee meetings and on task forces; responds to the more sensitive and difficult complaints and requests for information.
- Initiates new legislation as appropriate. Reviews and analyzes proposed or adopted legislation and/or regulations impacting County or department functions; formulates and recommends the group's reaction to such legislation; analyzes fiscal and/or program impact.
- Ensures the availability of current and accurate written resources for staff through regular review and assignment of tasks to update county maintained handbooks, forms, and tools for programs, computer systems, and multiple electronic resources. This includes the tracking and review of various written notifications from State analysts, system contacts, and subject matter experts.
- Performs related duties as assigned.

For Staff Development Option (in addition to the general duties):
- Supervises and oversees departmental training and development programs.
- Supervises and oversees staff engaged in the development and/or coordination of resources for training and staff development including workshops, college coursework, training programs, and on-the-job training sessions.
- Supervises and oversees staff who conduct workshops and training sessions on a variety of topics including but not limited to technical skills, supervisory principles, customer service skills, safety, diversity, and sexual harassment prevention.
- Completes annual State training report.
- Develops, conducts, and oversees specific trainings for division.
- Ensures that all staff complete the State mandated training regulations. Develops and maintains tracking systems related to training.
- Evaluates induction or refresher training participants' suitability through the review of all curriculum for accuracy and completeness and observation of training presentations on recurring basis.
- Monitors preparation of and reviews all induction, update and refresher training related materials to include calendars, curriculum, and tools for accuracy and completeness.
- Solicits written and verbal feedback from post-induction/refresher trainees regarding training flow, curriculum, tools, and delivery. Solicits feedback from supervisors, reviews to determine if adjustments to training plans are required.
- Tracks progress of post-induction trainees after leaving training to assist in determining effectiveness of training.

For Program Analysis Option (in addition to the general duties):
- Supervises and oversees the identification and analysis of program administration problems and develops solutions.
- Reviews regulatory materials and notices such as All County Letters for program impact and possible review and revision of current systems and procedures.
- Reviews time cards and time studies for accuracy and completeness and authorizes.
- Develops new and modifies existing policies and procedures. Provides input to management. Tests procedures to ensure applicability and functionality. Ensures staff is informed of changes.

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Attachment: Supv SSA Modoc County Job Description -Classifications Draft (Supv SSA Reclass)

- Consults with executive staff relative to planning, policy, and program direction.
- Makes recommendations involving the formulation of policy and procedures, as well as staffing and organizational changes.
- Reviews various state reports generated from the state-wide automated system to provide feedback to management as needed.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge and abilities listed below are related to job duties as distinguished between the two levels in the Definition section.

Knowledge of*:*

- Methods and techniques involved in conducting analytical studies of administrative and management practices, methods, and procedures.
- Research methods and techniques and sources of information.
- Organization and functional structure of the County.
- Laws, rules, and regulations governing assigned program areas.
- Principles and practices of supervision, performance management, training, and organizational development.
- Principles of teambuilding to facilitate effective team work.
- Project management to ensure project activities are conducted in a fiscally responsible and timely manner.
- Effective customer service principles and practices.
- Basic statistics and statistical methods.
- Effective techniques for speaking before groups and preparing public presentations.
- English grammar and punctuation.

Ability to:

- Supervise subordinate staff, including planning, organizing, coordinating, and reviewing all work.
- Select, train, evaluate, and manage the performance of subordinate staff.
- Gather, organize, and analyze complex data, draw conclusions, make recommendations, and present ideas and information effectively.
- Identify and analyze problems and central issues, select alternatives, develop workable solutions, identify potential consequences of proposed actions, and implement recommendations in support of departmental objectives.
- Provide information to managers and other supervisors on a wide variety of matters.
- Acquire subject matter expertise in specific functions and programs including applicable laws, rules, regulations, procedures, and operations.
- Recommend and implement changes and improvements in assigned areas.
- Understand, interpret, and apply laws, rules, and regulations as they relate to various areas of responsibility.
- Speak and write effectively using proper English.
- Establish and maintain effective working relationships with colleagues, subordinate staff, management, representatives of other departments at all organizational levels as well as other agencies and the general public.
- Build coalitions among groups with differing needs and objectives.
- Resolve conflict and disputes between employees, employee groups, members of management and between internal staff and other agencies.
- Facilitate, coordinate, mediate and negotiate between members of different county and non-county offices.
- Represent the department and exercise judgment, tact, and diplomacy with a variety of political, social, and economic groups in a variety of situations relative to a variety of issues.

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Attachment: Supv SSA Modoc County Job Description -Classifications Draft (Supv SSA Reclass)

- Assess a customer's immediate needs and ensure customer's receipt of needed service through personal service or making appropriate referral.
- Apply statistical methods in the analysis of management methods and problems.
- Use a personal computer and standard business software (e.g. word processing, spreadsheet, email, presentation).
- Make presentations to the Board of Supervisors, other agencies, staff, and the public.
- Communicate effectively with a variety of individuals representing different cultures and backgrounds and function calmly in situations which require a high degree of sensitivity, tact, and diplomacy.
- Prepare clear and concise comprehensive reports, summaries, abstracts, correspondence, and other documentation.
- Oversee projects by developing project budgets and timelines to ensure time and budget guidelines are met.
- Interpret and/or develop rules, regulations, policies, and procedures.

For Staff Development Option (in addition to general KAs):

Knowledge of:

- Principles and practices of employee training and development.
- Adult learning processes.
- The variety of training programs appropriate for employee development.
- Effective communication, facilitation methods, and aids used for training programs and presentations.

Ability to:

- Plan, coordinate, and supervise the implementation of training programs.
- Prepare and implement employee training programs.

For Program Analysis Option (in addition to general KAs):

Knowledge of:

- Program planning and design.

Ability to:

- Plan and evaluate social service programs.

Minimum Qualifications

Pattern 1: One (1) year of full-time experience as a Staff Services Analyst III.

OR

Pattern 2: Two (2) years of full-time experience as a Staff Services Analyst II.

OR

Pattern 3: Graduation from an accredited college or university with a bachelor's degree;

AND

Depending upon the option recruited for, three (3) years of full-time professional experience performing

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Attachment: Supv SSA Modoc County Job Description -Classifications Draft (Supv SSA Reclass)

general administration (may include personnel and/or fiscal), staff development, and/or program analysis work. Lead or supervisory experience is desirable.

Substitution: Additional progressively responsible professional experience performing analytical duties (which require considerable independence performing, compiling, organizing and evaluating information and prepared reports) in any of the functional areas noted above may be substituted for the required education on a year-for-year basis.

Special and Driver's License Requirements

Some positions in this classification may require possession of a valid California driver license. Employees who drive on county business to carry out job-related duties must possess a valid California driver license for the class of vehicle driven and meet automobile insurability requirements of the county. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

History Information

Date Established: 5/15/89
Date Revised: 1/30/13
Date Revised: 6/1/13
Date Revised: 10/1/13

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Attachment: Supv SSA Modoc County Job Description -Classifications Draft (Supv SSA Reclass)

MODOC COUNTY BOARD OF SUPERVISORS
AGENDA REQUEST FORM

Date of Meeting for Which Item is Requested: **June 10, 2021**
Name of Requesting Party or Entity: **Stacy Sphar, Health Services**

Regular or Consent: **Regular**

Kind of Action Requested: **Consideration/Action**

Describe Specific Action Requested or Information to be Discussed:

Requesting approval to recommend to the Board of Supervisors to reclassify the position of Senior Environmental Health Specialist, Range 322: Step A-F; $4,860.00-$6,202.00 to Range 342: Step A-F; $5,370.00-$6,854.00 monthly.

Proposed salary near the mean of county salary comparison. A Senior REHS is required to have enough program knowledge to assume oversight of any of our 22 EH programs. There is a large salary discrepancy due to time elapse and no adjustment. Last salary comparison and determination was in 2004 when position created. Range has only been adjusted once (2%) as per the MOU agreement since 2004.

Budget Affected: No

Clerk's Instructions:
Certified Copies Needed: No
Minutes Orders Needed: No

Date Submitted: 5/24/2021

Phone Number: (530) 233-6311

Email: stacysphar@co.modoc.ca.us

Agenda Item Number: 5.a

Job Classification Survey - GENERAL UNIT
Reclassification Review and Salary Adjustment Committee

rev.21.0607

Date:

Position Title: Senior Environmental Health Specialist **Date of previous reclass:** 2005

Department: Health Services **Number of Hours worked:** 37.5

Is this classification used in other departments in the county: YES: NO: X

Current Range and Step A-F 322 Step A-F $4,860-$6,2(**Proposed Range and Step A-F** 334 Step A-F $5,370-$6,854

Supervisor's Name: Warren Farnam

Supervisor's Title: Environmental Health Director

Please enter suggested $ amount in the Monthly column (please note three or more must be filled in for formula to calculate)

Fill in the required information for all counties with comparable positions at a Step-A. If there is no comparable position please detail in the job title section.

Job Title	County	Salary Monthly	Salary	Benefits Monthly	Benefits Annual	Total Salary and Benefits	Monthly Benefits	Health	Dental	Vision	Life
EH Specialist III	Colusa	$4,933.00	$ 59,196.00	$1,520.00	$18,240.00	$ 77,436.00	$ 1,520.00	$ 1,520.00	$ 45.00	100% EO	Included $50,000
Senior EHS	Del Norte	$6,233.00	$ 74,796.00	$2,529.00	$30,348.00	$ 105,144.00	$ 2,529.00	$ 2,529.00	Cost Share	Cost Share	Included $15,000
Environmental Pgm Mg	Glenn	$6,517.00	$ 78,204.00	$1,053.07	$12,636.84	$ 90,840.84	$ 1,053.07	$ 1,053.07	N/A	100% EO	Included $10,000
Env Health REHS 03	Inyo	$5,875.00	$ 70,500.00	$1,629.03	$19,548.36	$ 90,048.36	$ 1,629.03	$ 1,629.03	Family 50%	Family 100%	Included
EH Specialist III	Lassen	$5,011.00	$ 60,132.00	$ 415.00	$ 4,980.00	$ 65,112.00	$ 415.00	$ 415.00	$40.00	Included	Included $40,000
EH Specialist III	Plumas	$4,992.00	$ 59,904.00	$1,486.00	$17,832.00	$ 77,736.00	$ 1,486.00	$ 1,486.00	Included	Included	Included
Env Health Specialist 3	Sierra	$4,940.00	$ 59,280.00	$1,020.00	$12,240.00	$ 71,520.00	$ 1,020.00	$ 1,020.00	Included	Included	Included $50,000
Senior EHS	Siskiyou	$4,802.00	$ 57,624.00	$1,239.99	$14,879.88	$ 72,503.88	$ 1,239.99	$ 1,239.99	$ 106.25	$ 7.50	Included $25,000
No Senior or EH III	Trinity			$ 704.87			$ 704.87	$ 700.00	Family 100%	Employee 100%	Included $25,000
	Average	**$5,330.67**	**$ 63,968.00**	**$1,236.14**	**$15,896.18**	**$ 80,014.18**					
	CURRENT Step	**$4,860.00**	**$ 58,320.00**	**$1,400.00**	**$16,800.00**	**$ 75,120.00**	$ 1,400.00	$ 1,400.00	$ 57.50	$ 17.32	Included $20,000
	PROPOSED Step	**$5,160.00**	**$ 61,920.00**	**$1,400.00**	**$16,800.00**	**$ 78,720.00**	$ 1,400.00	$ 1,400.00	$ 57.00	$ 17.32	Included $20,000

% INCREASE 6.17%

Benefits last updated: 21 01 06

Attachment: General FINAL Job Survey 21 01 06 EH Senior Reclass Form (Reclassify Senior

Please detail the need for this position to be reclassified. **Proposed salary near the mean of county salary comparison. A Senior REHS is required to have enough program knowledge to assume oversight of any of our 22 EH programs. There is a large salary discepancy due to time elapse and no adjustment. Last salary comparison and determination was in 2004 when position created. The range has only been adjusted once (2%) as per the MOU aggreement since 2004.**

List the Educational Requirements: **BS with approved course work by the California Department of Public Health as per the Ca Health and Safety Code. Various other training certs related to specfic programs.**

Required Degree: **BS with approved course work by the California Department of Public Health as per the Ca Health and Safety Code.**

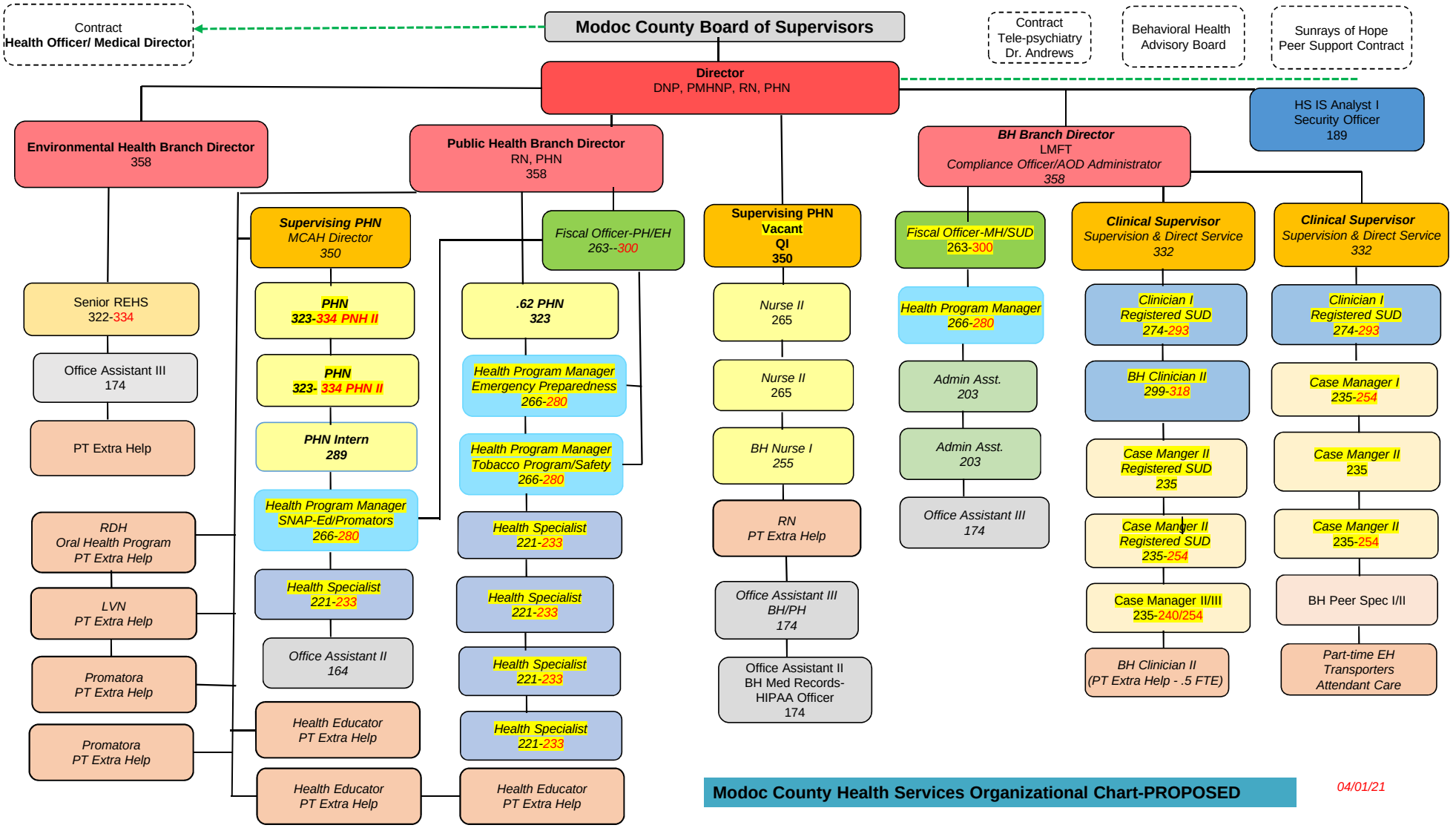
Required Certificate(s): **Registered Environmental Health Certificate (REHS) from the State of California. ICC Underground Tank Inspection Certification. HAZWOPER or equivalent Certification. Ca Drivers License.**

Supervisor Requirements: **Directs Environmental Health Tech, EH I/II, and Office Specialist as required.**

Number of employees to be supervised: **None**

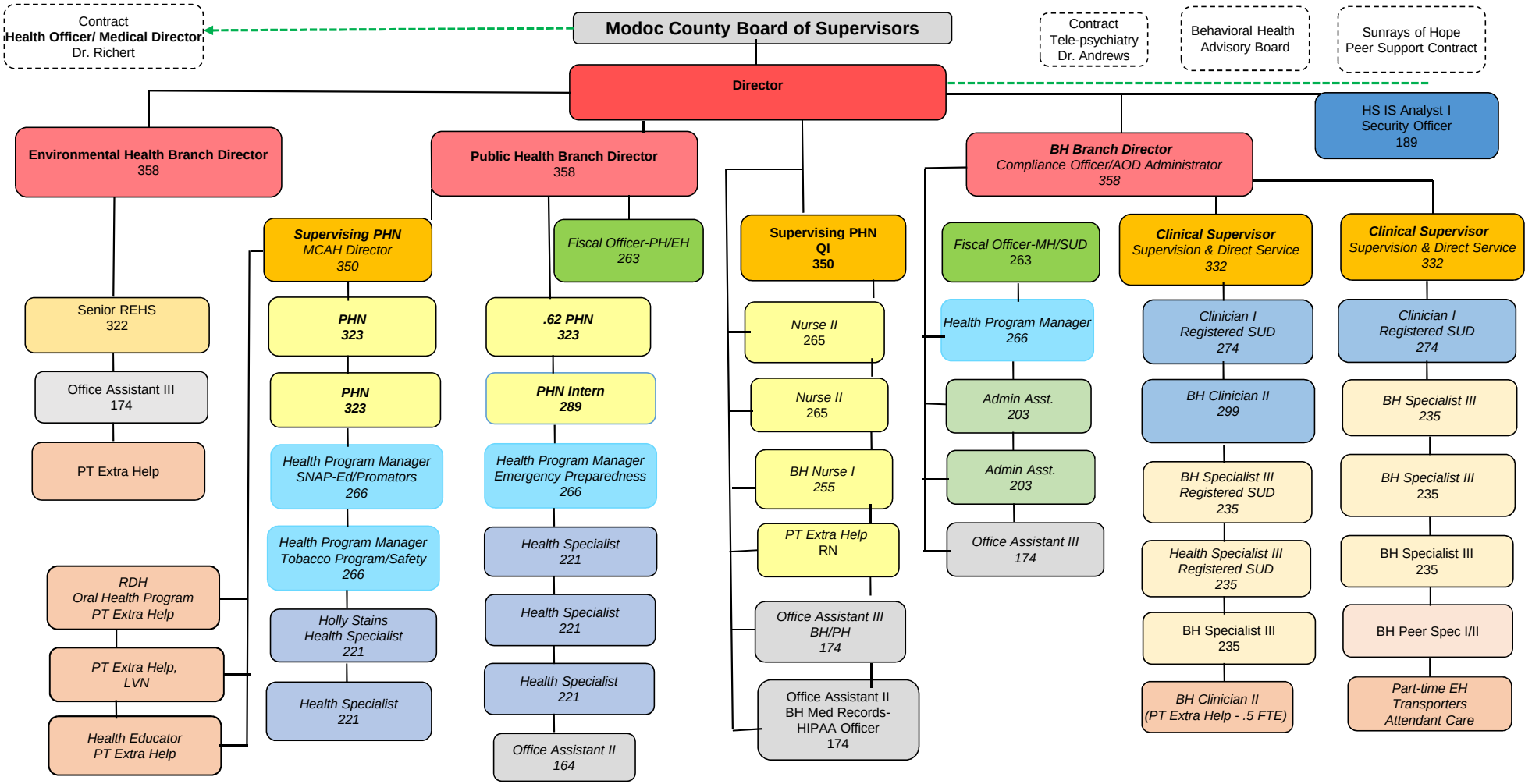
List the titles of employees who will be supervised by this position: **EH I/II, EH Tech, and Office Specialist**

Attachment: General FINAL Job Survey 21 01 06 EH Senior Reclass Form (Reclassify Senior



Modoc County Health Services Organizational Chart-PROPOSED 04/01/21

Attachment: Reclass Proposed- Health Services Org Chart May 2021 (1) (Reclassify Senior Environmental



Modoc County Health Services Organizational Chart- CURRENT

05/10/2021

Attachment: Current Health Services Org Chart (1) (Reclassify Senior Environmental Health Specialist)

CLASS TITLE: Senior Environmental Health/Hazardous Material and Waste Specialist

CLASS CODE:

FLSA DESIGNATION: Non-exempt

JOB SUMMARY:

Under general direction, provides administrative support for the Director of Environmental Health; performs the most complex sanitary inspections and investigations in the enforcement of Federal, State, County and local environmental health, safety and hazardous material laws, rules, regulations and standards; serves as a specialist in a designated area of environmental health investigations and enforcement such as hazardous materials/waste regulation; provides training for other staff; and does related work as required.

CLASS CHARACTERISTICS:

This is the advanced journey level in the Environmental Health/Hazardous Material and Waste Specialist series. Incumbents in this class are registered Environmental Health Specialists and conduct investigations in the full range of Environmental Health areas, as well as performing the most complex assignments. They may serve as the Department specialist in a designated area of support for the Director of Environmental Health; provide lead, direction and training for other staff; or be out-stationed with responsibility for a specific area of the county.

EXAMPLES OF DUTIES:

Essential:

- Provides administrative support for the Director of Environmental Health, assisting the Director with the coordination of Division programs;
- Provides lead, direction and training for other staff;
- Performs the most complex investigations as needed;

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

- Conducts inspections to secure compliance with Federal, State and local sanitation laws and regulations governing:
  - Food handling establishments,
  - Sewage disposal systems,
  - Substandard housing,
  - Land use,
  - Swimming pools,
  - Recreational health,
  - Water supply systems,
  - Solid waste management
  - Public nuisances
  - Toxic/hazardous waste materials
  - Zoning
  - Underground storage tanks
  - Others as required.
- Recommends changes and provides instruction for deficiencies and violations corrections;
- Advises food handlers and restaurant operators on correct methods of sanitation protection;
- Conducts investigations of complaints such as public/private sanitation-related nuisances;
- Conducts sanitation surveys of communities and confers with local officials on sanitation problems;
- Conducts investigations of insect nuisances or infestations;
- Works with solid waste issues and problems, including illegal garbage dumping;
- Makes inspections of public and private recreational facilities and swimming pools;
- Makes housing inspections to determine health and safety compliance with appropriate laws and standards;
- Inspects facilities to minimize future health threats;
- Takes water, sewage, soil and waste samples and interprets data;
- Interprets environmental health laws and regulations for the public;
- Reviews plans for new subdivisions and recommends suitable water and sewage installations;
- Reviews and recommends changes in building plan to comply with Environmental Health Regulations and standards;
- Conducts on-site evaluations of sewage disposal systems;

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

- Conducts studies and evaluates information regarding hazardous materials storage, treatment, disposal, reductions and reuse;
- Completes reports of findings;
- Initiates legal actions resulting from non-compliance by issuing a notice to appear in court, filing a criminal complaint or scheduling an administrative hearing;
- Works with various environmental health committees;
- Assists with the development of operating rules and ordinances;
- Makes abatement recommendations and instructs communities in control methods for waste issues;
- Issues permits for wells, food handling establishments, septic systems and hazardous and medical waste facilities;
- Participates in and conducts training of new staff in the environmental health programs;
- May be responsible for an assigned area of the county on an out-stationed basis;
- Prepares and administers grants;
- May serve as Division specialist in a designated area of environmental health enforcement such as hazardous materials regulation;
- Prepares and submits complex studies and reports mandated by State agencies;
- May conduct educational meetings with the public as needed;
- Testifies in court as expert witness.

(All duties may not be performed by all incumbents.)

Important:

- Uses standard office equipment, including a computer, in the course of the work; derives a motor vehicle to attend meetings and visit various work sites.

QUALIFICATIONS:

Knowledge of:

- Policies and procedures of the Environmental Health Division;
- Laws, rules, regulations, requirements and procedures governing environmental health, sanitation, hazardous materials and hazardous wastes;

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

- Principles of hazardous materials management;
- Chemical, biological, physical and environmental sciences;
- Principles and practices of environmental health and hazardous waste inspection, review, compliance, consultation and enforcement;
- Methods and procedures for inspecting and correcting unsanitary and hazardous conditions;
- Sampling techniques and standards;
- Functions and operations of State and Federal agencies involved with environmental health;
- Grant administration;
- Computerized Environmental Health database and information systems; and,
- Principles and practices of quality consumer service.

Skill in:

- Perform a variety of environmental health and hazardous material/waste investigations and inspections as well as the most complex assignments with minimal guidance and supervision;
- Perform special assignments and/or administrative support for the Director of Environmental Health;
- Provide training and work coordination for other staff;
- Collect, analyze and interpret environmental health data, reaching valid conclusions;
- Read and interpret and apply policies, regulations and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports;
- Provide instruction, guidance and consultation in correction of environmental problems;
- Perform research and analytical work;
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations;
- Effectively represent the Environmental Health Division in contacts with the public and other agencies; and,
- Establish and maintain effective working relationships.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Physical Demands:

- Sit for extended periods;
- Frequently stand and walk;
- Crawl through various areas on hands and knees;
- Stand, walk, or crouch on narrow and slippery surfaces;
- Climb ladders, stairs and scaffolding;
- Normal manual dexterity and hand-eye coordination;
- Lift and move objects weighing up to 25 pounds;
- Corrected hearing and vision to normal range;
- Verbal communication; and,
- Use of office equipment including computers, telephones, calculators, copiers and fax machines.
- Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

Work is usually performed in both indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; and, continuous contact with staff and the public.

Licensing and Certification:

This position requires the possession of a valid California Class C driver's license.

Background:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of experience performing a variety of environmental investigations and inspections equivalent to Environmental Health/Hazardous Material and Waste Specialist II with Modoc County.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, toxicology, hazardous materials management, fire science, or a closely related field.

Possession of a valid Environmental Health registration issued by the State Department of Health Services is required.

May require special training and/or certification as necessary for the area of assignment.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be asked to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

CLASS SPECIFICATION

Modoc County

CLASS CODE: Click here to enter text.
CLASS TITLE: Senior Environmental Health Specialist

FLSA DESIGNATION: Non-exempt
RANGE/STEP: 322

JOB SUMMARY:
Under general direction, provides administrative support for the Director of Environmental Health; performs the most complex sanitary inspections and investigations in the enforcement of Federal, State, County and local environmental health, safety and hazardous material laws, rules, regulations and standards; serves as a specialist in a designated area of environmental health investigations and enforcement, such as hazardous materials/waste regulation; provides training for other staff; and does related work as required.

DISTINGUISHING CHARACTERISTICS:
This is the advanced journey level of the Environmental Health Specialist series. Incumbents in this class are registered Environmental Health Specialists and conduct investigations in the full range of Environmental Health areas, as well as performing the most complex assignments. They may serve as the department specialist in a designated area of support for the Director of Environmental Health; provides lead, direction, and training for other staff; or be out-stationed with responsibility for a specific area of the county.

EXAMPLES OF DUTIES:

Provides administrative support for the Director of Environmental Health, assisting the Director with the coordination of programs.

- Provides lead, direction, and training for other staff.
- Performs the most complex investigations as needed.
- Conducts inspections to secure compliance with Federal, State, and local sanitation laws and regulations governing:
  - Food sanitation
  - Sewage disposal systems
  - Substandard housing
  - Land use
  - Public Pools/Spas
  - Water supply systems
  - Wells
  - Solid Waste management
  - Public nuisances
  - Hazardous Material/Waste Management

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  - Zoning
  - Underground/Aboveground Storage Tanks
  - Accidental Release Program
  - Rabies/Animal control
  - Body Art
  - Organized camps
  - Medical Waste Management
  - Epidemiology
  - Detention facilities
  - Complaint investigation
  - Housing
  - Vector investigation
  - Emergency preparedness
  - State organizational participation
  - Health Officer coordination
  - Others as required
- Recommends changes and provides instruction for deficiencies and violations corrections.
- Advises food handlers and restaurant operators on correct methods of sanitation protection.
- Conducts investigations of complaints such as public/private sanitation-related nuisances.
- Conducts sanitation surveys of communities and confers with local officials on sanitation problems.
- Conducts investigations of insect nuisances or infestations.
- Works with Solid Waste issues and problems, including illegal garbage dumping.
- Takes water, sewage, soil, and waste samples and interprets data.
- Interprets environmental health laws and regulations for the public.
- Reviews plans for new subdivisions and recommends suitable water and sewage installations.
- Reviews and recommends changes in building plans to comply with Environmental Health Regulations and standards.
- Conducts on-site evaluations of sewage disposal systems.
- Conducts studies and evaluates information regarding hazardous materials storage, treatment, disposal, reductions and reuse.
- Completes reports of findings.
- Initiates legal actions resulting from non-compliance by issuing a notice to appear in court, filing a criminal complaint, obtaining inspection warrants, or scheduling an administrative hearing.
- Works with various environmental health committees.
- Assists with the development of policies and ordinances.
- Makes abatement recommendations and instructs communities in control methods for waste issues.
- Conducts soil evaluations using USDA methodology.
- Issues permits for wells, food handling establishments, septic systems and hazardous and medical waste facilities.
- May be responsible for an assigned area of the county on an out-stationed basis.
- Prepares and administers program associated grants.

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Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

- May serve as program manager in a designated area of environmental health enforcement such as hazardous materials regulation.
- Prepares and submits complex studies and reports mandated by State agencies.
- May conduct educational meetings with the public as needed.
- Testifies in court as expert witness.
- Uses standard office equipment, including computer, in the course of the work; drives a motor vehicle to attend meetings and visit various work sites.

(All duties may not be performed by all incumbents.)

QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

Knowledge of:

- Policies and procedures of the Environmental Health Division.
- Laws, rules, regulations, requirements, and procedures governing environmental health, sanitation, hazardous materials and hazardous wastes.
- Chemical, biological, physical and environmental sciences.
- Principles and practices of environmental health and hazardous waste inspection, review, compliance, consultation and enforcement.
- Methods and procedures for inspecting and correcting unsanitary and hazardous conditions
- Sampling techniques and standards.
- Functions and operations of State and Federal agencies involved with environmental health
- Grant administration.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality consumer service.

Skill in:

- Perform a variety of environmental health and hazardous material/waste investigations and inspections as well as the most complex assignments with minimal guidance and supervision.
- Perform special assignments and/or administrative support for the Director of Environmental Health.
- Provide training and work coordination for other staff.
- Collect, analyze and interpret environmental health data, reaching valid conclusions.
- Read, interpret, and apply policies, regulations, and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of environmental problems.
- Perform research and analytical work.
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.

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Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

- Effectively represent the Environmental Health Division in contacts with the public and other agencies.
- Establish and maintain effective working relationships.
- Effectively communicate with a diverse population for problem solving.
- Utilization of basic protective equipment.

EXPERIENCE AND TRAINING:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of experience performing a variety of environmental investigations and inspections equivalent to Environmental Health Specialist II as a generalist.

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, toxicology, hazardous materials management, fire science, or a closely related field.

May require special training and/or certification as necessary for the area of assignment.

Special Requirements:

This position requires possession of a valid Environmental Health registration issued by the State Department of Health Services is required.

This position requires the possession of a valid California Class C Driver's license.

This position requires the possession of a valid HAZWOPER or equivalent certification.

This class specification lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be asked to perform job related duties others than those contained in this document, and may be required to have specific job related knowledge and skills.

PHYSICAL DEMANDS:

- Sit for extended periods.
- Frequently stand and walk.
- Crawl through various areas on hands and knees.
- Stand, walk, or crouch on narrow and slippery surfaces.
- Climb ladders, stairs, and scaffolding.
- Normal manual dexterity and hand-eye coordination.
- Lift and move objects weighing up to 25 pounds.
- Corrected hearing and vision to normal range.
- Verbal communication.
- Use of office equipment including computers, telephones, calculators, copiers and fax machines.
- Use of basic personal protective equipment.
- Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Work is usually performed in both indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; and continuous contact with staff and the public.

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COUNTY OF COLUSA

Established: TBD
Revised: TBD
Salary Range: PF38
FLSA: Non-Exempt

ENVIRONMENTAL HEALTH SPECIALIST III

DEFINITION

Under general supervision, assists the business community and assures the health of the public by regulating designated activities and performing Environmental Health inspections; manages the Solid Waste Program; assures effective enforcement of Federal, State, and local laws, regulations and legal codes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Environmental Health Director.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES- *Important responsibilities and duties may include, but are not limited to, the following:*

Provides technical program information and policy interpretations for public businesses, professional representatives and other agency staff.

Represents the department on program matters at meetings, commissions, committees, boards and public hearings.

Conducts inspections, investigations, surveys and special studies to determine compliance with state and local health codes and regulations.

Participates in the development of policies, procedures, regulations and ordinances related to an area of specialization.

Determines problem area, collects and analyzes data and recommends systemic solutions.

Prepares written reports, memoranda and correspondence.

As directed, drafts and finalizes specialty program manuals

Determines problem area, collects and analyzes data and recommends systemic solutions.

Prepares written report, memoranda and correspondence.

As directed, drafts and finalizes specialty program manuals, grant applications, procedures, and forms.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of :

Environmental Health and sanitation provisions in federal, state and local laws, regulations and procedures.

Principles, methods, technology and equipment applied in inspection, analysis and enforcement of sanitary regulations.

Elements related to assigned position in land use, water and wastewater systems, solid waste, etc.

Ability to:

Detect unsanitary conditions and potential public health risks.

Analyze causal factors and recommend appropriate remedial actions.

Define problem areas, collect, analyze, and evaluate technical data to develop recommendations and policy proposals.

Establish and maintain effective and cooperative working relationships with thosecontacted in the course of work.

Speak effectively before groups.

Write effectively to produce complex reports, correspondence and memoranda.

Record inspection/investigation findings.

Experience and Training Guidelines--*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four years increasingly responsible experience in the environmental health field.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in biology, chemistry or a related field.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

License or Certificate

Possession of a valid certificate of registration as an Environmental Health Specialist issued by the California State Department of Health Services.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Physical Requirements

Requires ability to perform on-site field appraisals including exertion of a moderate amount of physical effort; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as filing, use of calculators or other office equipment or supplies; requires the ability to operate a motor vehicle.

Typical Working Conditions

Work is performed in both an office and outside environments. Ability to communicate verbally in a clear manner and volume required to converse on the telephone, mobile radio, and face to face.

***This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. NOT ALL DUTIES ARE NECESSARILY PERFORMED BY EACH INCUMBENT.**

The County of Colusa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Colusa County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

County of Colusa
Monthly Job Class/Salary Schedule

Effective: 1/01/21
Board Revision Date: 3/16/21

Job Title	Sch/Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Base Monthly Hours
DHHS OFFICE MANAGER	MGT10	4,366	4,586	4,819	5,064	5,322	5,595	5,735	5,879	6,027	6,179	6,333	6,492	6,654	6,822	7,168	162.50
DIR HEALTH & HUMAN SERV	DH 45	10,346	10,871	11,422	12,001	12,608	13,247	13,578	13,918	14,266	14,624	14,990	15,365	15,750	16,143	16,963	162.50
DIR OF INFORMATION TECH	MGT29	6,993	7,348	7,721	8,112	8,525	8,958	9,182	9,412	9,647	9,888	10,135	10,388	10,648	10,914	11,468	162.50
DIR OF PUB WORKS-LIC ENG	DH 45	10,346	10,871	11,422	12,001	12,608	13,247	13,578	13,918	14,266	14,624	14,990	15,365	15,750	16,143	16,963	173.33
DIR OF PUB WORKS-UNLICENS	DH 41	9,373	9,848	10,346	10,871	11,422	12,001	12,301	12,608	12,924	13,247	13,578	13,918	14,266	14,624	15,365	173.33
DIRECTOR BEHAVIORAL HLTH	DH 42	9,607	10,094	10,606	11,143	11,708	12,301	12,608	12,924	13,247	13,578	13,918	14,266	14,624	14,990	15,750	162.50
DIRECTOR OF COMMUNITY DEV	DH 44	10,094	10,606	11,143	11,708	12,301	12,924	13,247	13,578	13,918	14,266	14,624	14,990	15,365	15,750	16,548	162.50
DIRECTOR OF NURSING	MGT29	6,993	7,348	7,721	8,112	8,525	8,958	9,182	9,412	9,647	9,888	10,135	10,388	10,648	10,914	11,468	162.50
DISPATCHER	DSA22	3,607	3,791	3,984	4,186	4,399	4,623	4,739	4,857	4,979	5,104	5,232	5,363	5,497	5,634	5,921	173.33
DISPATCHER SUPERVISOR	DSA28	4,186	4,399	4,623	4,857	5,104	5,363	5,497	5,634	5,776	5,921	6,069	6,221	6,378	6,538	6,871	173.33
DISPATCHER TRAINEE	DSA18	3,266	3,433	3,607	3,791	3,984	4,186	4,291	4,399	4,510	4,623	4,739	4,857	4,979	5,104	5,363	173.33
DPTY DIR CHILD SUPPORT	MGT21	5,735	6,027	6,333	6,654	6,993	7,348	7,532	7,721	7,914	8,112	8,316	8,525	8,738	8,958	9,412	162.50
ELEC HLTH REC COORDINATOR	MSC27	3,719	3,908	4,108	4,317	4,537	4,768	4,887	5,010	5,136	5,265	5,397	5,533	5,671	5,813	6,108	162.50
ELECTRNC HLTH RECORDS MGR	MGT12	4,586	4,819	5,064	5,322	5,595	5,879	6,027	6,179	6,333	6,492	6,654	6,822	6,993	7,168	7,532	162.50
ELIGIBILITY SPECIALIST I	MSC13	2,626	2,760	2,900	3,048	3,204	3,368	3,453	3,539	3,628	3,719	3,813	3,908	4,007	4,108	4,317	162.50
ELIGIBILITY SPECIALIST II	MSC17	2,900	3,048	3,204	3,368	3,539	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,768	162.50
ELIGIBILITY SPECIALST III	MSC21	3,204	3,368	3,539	3,719	3,908	4,108	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,265	162.50
ELIGIBILITY SUPERVISOR	MSC24	3,453	3,628	3,813	4,007	4,212	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,397	5,671	162.50
EMERGENCY SERVICES TECH	DSA22	3,607	3,791	3,984	4,186	4,399	4,623	4,739	4,857	4,979	5,104	5,232	5,363	5,497	5,634	5,921	173.33
EMP & TRAIN SPECIALIST I	MSC16	2,829	2,973	3,125	3,284	3,453	3,628	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,651	162.50
EMP & TRAIN SPECIALIST II	MSC20	3,125	3,284	3,453	3,628	3,813	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,136	162.50
EMP & TRAIN SPECIALST III	MSC24	3,453	3,628	3,813	4,007	4,212	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,397	5,671	162.50
ENGINEER TECH TRAINEE	MSC22	3,284	3,453	3,628	3,813	4,007	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,397	173.33
ENGINEER TECHNICIAN I	MSC26	3,628	3,813	4,007	4,212	4,426	4,651	4,768	4,887	5,010	5,136	5,265	5,397	5,533	5,671	5,958	173.33
ENGINEER TECHNICIAN II	MSC30	4,007	4,212	4,426	4,651	4,887	5,136	5,265	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,578	173.33
ENGINEER TECHNICIAN III	MSC34	4,426	4,651	4,887	5,136	5,397	5,671	5,813	5,958	6,108	6,261	6,418	6,578	6,742	6,911	7,261	173.33
ENV HEALTH AIDE	MSC18	2,973	3,125	3,284	3,453	3,628	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,887	162.50
ENV HEALTH MANAGER	MGT27	6,654	6,993	7,348	7,721	8,112	8,525	8,738	8,958	9,182	9,412	9,647	9,888	10,135	10,388	10,914	162.50
ENV HLTH SPECIALIST I	PF 28	3,849	4,046	4,251	4,468	4,695	4,933	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,319	162.50
ENV HLTH SPECIALIST II	PF 32	4,251	4,468	4,695	4,933	5,184	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,977	162.50
ENV HLTH SPECIALIST III	PF 38	4,933	5,184	5,447	5,724	6,014	6,319	6,477	6,640	6,807	6,977	7,152	7,331	7,515	7,703	8,094	162.50
EQUIP MAINT SUPERVISOR	MSC35	4,537	4,768	5,010	5,265	5,533	5,813	5,958	6,108	6,261	6,418	6,578	6,742	6,911	7,084	7,443	173.33
EQUIP MECHANIC	MSC25	3,539	3,719	3,908	4,108	4,317	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,397	5,533	5,813	173.33
EXTRA HELP	FLAT	14.00/hour															162.50
FIELD RESEARCH ASSOCIAT	MSC16	2,829	2,973	3,125	3,284	3,453	3,628	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,651	162.50
FINANCIAL ELIG COORD	MSC22	3,284	3,453	3,628	3,813	4,007	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,397	162.50
FISCAL ADMIN OFFICER	MGT16	5,064	5,322	5,595	5,879	6,179	6,492	6,654	6,822	6,993	7,168	7,348	7,532	7,721	7,914	8,316	162.50
FISCAL PROGRAM ANALYST	MSC31	4,108	4,317	4,537	4,768	5,010	5,265	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,418	6,742	162.50
HEALTH EDUCATOR	PF 30	4,046	4,251	4,468	4,695	4,933	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,640	162.50

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

COUNTY OF DEL NORTE
CLASSIFICATION DESCRIPTION

JOB TITLE: SENIOR ENVIRONMENTAL HEALTH SPECIALIST

Salary Range: 65 (DNCEA)
FLSA Status: EXEMPT
EEO Class: 2

Under limited supervision, this position performs investigations and inspections relating to the enforcement of environmental health laws and regulations. This position is exempt from the overtime provisions of the FLSA.

DESCRIPTION OF BASIC FUNCTION:

Supervising Environmental Health Specialist is a journey level in this skilled class and is assigned work, which may be technical with a high degree of responsibility. Employees in this classification are responsible for program oversight and supervision of subordinate staff.

ESSENTIAL DUTIES: Essential job duties may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Makes inspections, investigations, and surveys of restaurants, bars, retail food establishments, public drinking water supply systems, swimming pools, institutions and recreational facilities.
- Assists in the investigations of sewage disposal systems and land use projects.
- Conducts installation and abandonment inspections of underground storage tanks.
- Advises and instructs individuals, business concerns, institutions and public officials in prevention and correction of health hazards or other conditions detrimental to environmental health practices.
- Issues written notices regarding the compliance and enforcement of applicable laws and regulations.
- Provides consultations during hazardous waste spills or other emergency health hazards.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST (CONT.)

- Appears as a witness in legal proceedings relating to the enforcement of environmental health laws.
- Assists in the training and supervising of subordinate personnel.
- Serve as the lead worker for a specific program or programs and is responsible for program evolution, policy and procedure development, and program evaluation.
- Coordinates program responsibility and exercise considerable independent judgement and discretion in the performance of assigned duties.
- Prepares reports and correspondence.
- Assists in training of department personnel.
- Review plans, interpret laws and regulations and issue permits.
- Maintains files on inspections and investigations.
- Performs related duties as required.

JOB REQUIREMENTS, QUALIFICATIONS AND DIFFICULTY OR WORK:

Requires:

- Knowledge of basic principles of physical, biological, and social sciences used in environmental quality control.
- Knowledge of functions and operation of related agencies and community organizations.
- Knowledge state and local laws and regulations governing public health sanitation and public health safety.
- Knowledge of methods and techniques of investigation, inspecting, and resolving unsanitary conditions.
- Knowledge of general principles of environmental health and sanitation.
- Ability to plan, organize and carry out research, analyze and evaluate data, and make recommendations based on findings.
- Ability to detect unsanitary conditions and public health hazards and secure their correction through education, voluntary compliance, or legal enforcement.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST (CONT.)

- Ability to instruct in the methods and procedures of sanitary inspection and correction of unsanitary conditions.
- Ability to apply knowledge of a specialized and complex nature.
- Ability to interpret public health needs and goals to others.
- Ability to analyze situations accurately take effective action.
- Ability to communicate effectively in both oral and written form.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university with major coursework in environmental health, biological or nature science or closely related field, which meets the minimum standards and qualifications for registration as an Environmental Health Specialist under the applicable provisions of California Law.
- Must possess at the time of appointment a valid certificate of registration as an Environmental Health Specialist in the state of California (per California Administrative Code, Title 17, Sections 7941-7941.5).
- Two years experience as an Environmental Health Specialist II or equivalent.
- Must possess a valid California driver's license.

This work consists of moderately complex technical duties at a supervisory level.

RESPONSIBILITY:

Employees in this classification receive limited supervision within a framework of policies and procedures. Errors in work and/or judgment could result in additional cost to the County, loss of revenue and/or poor community relations.

PHYSICAL DEMANDS:

The demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

- While performing the duties the employee is regularly required to sit, talk, hear, and use hands and fingers.
- The employee is frequently required to stand, walk and drive.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST (CONT.)

- The employee is occasionally required to reach with hands and arms, and to stoop, kneel or crouch.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Employees in this classification may be required to wear a respirator or self-contained breathing apparatus.
- The ability to operate a keyboard/typewriter, copier, facsimile machine and like equipment is required.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

DEL NORTE COUNTY

Miscellaneous & Professional
Biweekly Salary Schedule

$.25/hr Effective 10/2/2020

Range/Step		A	B	C	D	E	LONGEVITY STEPS 10 F	15 G	20 H	25 I	30 J
DNCEA	22	$1,073.00	$1,121.65	$1,172.73	$1,226.37	$1,282.68	$1,341.82	$1,403.91	$1,469.10	$1,537.56	$1,609.44
DNCEA	23	$1,096.65	$1,146.48	$1,198.81	$1,253.75	$1,311.43	$1,372.01	$1,435.60	$1,502.39	$1,572.51	$1,646.13
DNCEA	24	$1,121.65	$1,172.73	$1,226.37	$1,282.68	$1,341.82	$1,403.91	$1,469.10	$1,537.56	$1,609.44	$1,684.91
DNCEA	25	$1,146.48	$1,198.81	$1,253.75	$1,311.43	$1,372.01	$1,435.60	$1,502.39	$1,572.51	$1,646.13	$1,723.44
DNCEA	26	$1,172.73	$1,226.37	$1,282.68	$1,341.82	$1,403.91	$1,469.10	$1,537.56	$1,609.44	$1,684.91	$1,764.15
DNCEA	27	$1,198.81	$1,253.75	$1,311.43	$1,372.01	$1,435.60	$1,502.39	$1,572.51	$1,646.13	$1,723.44	$1,804.62
DNCEA	28	$1,226.37	$1,282.68	$1,341.82	$1,403.91	$1,469.10	$1,537.56	$1,609.44	$1,684.91	$1,764.15	$1,847.37
DNCEA	29	$1,253.75	$1,311.43	$1,372.01	$1,435.60	$1,502.39	$1,572.51	$1,646.13	$1,723.44	$1,804.62	$1,889.84
DNCEA	30	$1,282.68	$1,341.82	$1,403.91	$1,469.10	$1,537.56	$1,609.44	$1,684.91	$1,764.15	$1,847.37	$1,934.73
DNCEA	31	$1,311.43	$1,372.01	$1,435.60	$1,502.39	$1,572.51	$1,646.13	$1,723.44	$1,804.62	$1,889.84	$1,979.34
DNCEA	32	$1,341.82	$1,403.91	$1,469.10	$1,537.56	$1,609.44	$1,684.91	$1,764.15	$1,847.37	$1,934.73	$2,026.47
DNCEA	33	$1,372.01	$1,435.60	$1,502.39	$1,572.51	$1,646.13	$1,723.44	$1,804.62	$1,889.84	$1,979.34	$2,073.30
DNCEA	34	$1,403.91	$1,469.10	$1,537.56	$1,609.44	$1,684.91	$1,764.15	$1,847.37	$1,934.73	$2,026.47	$2,122.80
DNCEA	35	$1,435.60	$1,502.39	$1,572.51	$1,646.13	$1,723.44	$1,804.62	$1,889.84	$1,979.34	$2,073.30	$2,171.97
DNCEA	36	$1,469.10	$1,537.56	$1,609.44	$1,684.91	$1,764.15	$1,847.37	$1,934.73	$2,026.47	$2,122.80	$2,223.93
DNCEA	37	$1,502.39	$1,572.51	$1,646.13	$1,723.44	$1,804.62	$1,889.84	$1,979.34	$2,073.30	$2,171.97	$2,275.56
DNCEA	38	$1,537.56	$1,609.44	$1,684.91	$1,764.15	$1,847.37	$1,934.73	$2,026.47	$2,122.80	$2,223.93	$2,330.13
DNCEA	39	$1,572.51	$1,646.13	$1,723.44	$1,804.62	$1,889.84	$1,979.34	$2,073.30	$2,171.97	$2,275.56	$2,384.35
DNCEA	40	$1,609.44	$1,684.91	$1,764.15	$1,847.37	$1,934.73	$2,026.47	$2,122.80	$2,223.93	$2,330.13	$2,441.63
DNCEA	41	$1,646.13	$1,723.44	$1,804.62	$1,889.84	$1,979.34	$2,073.30	$2,171.97	$2,275.56	$2,384.35	$2,498.57
DNCEA	42	$1,684.91	$1,764.15	$1,847.37	$1,934.73	$2,026.47	$2,122.80	$2,223.93	$2,330.13	$2,441.63	$2,558.71
DNCEA	43	$1,723.44	$1,804.62	$1,889.84	$1,979.34	$2,073.30	$2,171.97	$2,275.56	$2,384.35	$2,498.57	$2,618.49
DNCEA	44	$1,764.15	$1,847.37	$1,934.73	$2,026.47	$2,122.80	$2,223.93	$2,330.13	$2,441.63	$2,558.71	$2,681.65
DNCEA	45	$1,804.62	$1,889.84	$1,979.34	$2,073.30	$2,171.97	$2,275.56	$2,384.35	$2,498.57	$2,618.49	$2,744.41
DNCEA	46	$1,847.37	$1,934.73	$2,026.47	$2,122.80	$2,223.93	$2,330.13	$2,441.63	$2,558.71	$2,681.65	$2,810.73
DNCEA	47	$1,889.84	$1,979.34	$2,073.30	$2,171.97	$2,275.56	$2,384.35	$2,498.57	$2,618.49	$2,744.41	$2,876.64
DNCEA	48	$1,934.73	$2,026.47	$2,122.80	$2,223.93	$2,330.13	$2,441.63	$2,558.71	$2,681.65	$2,810.73	$2,946.27
DNCEA	49	$1,979.34	$2,073.30	$2,171.97	$2,275.56	$2,384.35	$2,498.57	$2,618.49	$2,744.41	$2,876.64	$3,015.46
DNCEA	50	$2,026.47	$2,122.80	$2,223.93	$2,330.13	$2,441.63	$2,558.71	$2,681.65	$2,810.73	$2,946.27	$3,088.58
DNCEA	51	$2,073.30	$2,171.97	$2,275.56	$2,384.35	$2,498.57	$2,618.49	$2,744.41	$2,876.64	$3,015.46	$3,161.23
DNCEA	52	$2,122.80	$2,223.93	$2,330.13	$2,441.63	$2,558.71	$2,681.65	$2,810.73	$2,946.27	$3,088.58	$3,238.02
DNCEA	53	$2,171.97	$2,275.56	$2,384.35	$2,498.57	$2,618.49	$2,744.41	$2,876.64	$3,015.46	$3,161.23	$3,314.31
DNCEA	54	$2,223.93	$2,330.13	$2,441.63	$2,558.71	$2,681.65	$2,810.73	$2,946.27	$3,088.58	$3,238.02	$3,394.91
DNCEA	55	$2,275.56	$2,384.35	$2,498.57	$2,618.49	$2,744.41	$2,876.64	$3,015.46	$3,161.23	$3,314.31	$3,475.01
DNCEA	56	$2,330.13	$2,441.63	$2,558.71	$2,681.65	$2,810.73	$2,946.27	$3,088.58	$3,238.02	$3,394.91	$3,559.66
DNCEA	57	$2,384.35	$2,498.57	$2,618.49	$2,744.41	$2,876.64	$3,015.46	$3,161.23	$3,314.31	$3,475.01	$3,643.77
DNCEA	58	$2,441.63	$2,558.71	$2,681.65	$2,810.73	$2,946.27	$3,088.58	$3,238.02	$3,394.91	$3,559.66	$3,732.65
DNCEA	59	$2,498.57	$2,618.49	$2,744.41	$2,876.64	$3,015.46	$3,161.23	$3,314.31	$3,475.01	$3,643.77	$3,820.96
DNCEA	60	$2,558.71	$2,681.65	$2,810.73	$2,946.27	$3,088.58	$3,238.02	$3,394.91	$3,559.66	$3,732.65	$3,914.27
DNCEA	61	$2,618.49	$2,744.41	$2,876.64	$3,015.46	$3,161.23	$3,314.31	$3,475.01	$3,643.77	$3,820.96	$4,007.01
DNCEA	62	$2,681.65	$2,810.73	$2,946.27	$3,088.58	$3,238.02	$3,394.91	$3,559.66	$3,732.65	$3,914.27	$4,104.99
DNCEA	63	$2,744.41	$2,876.64	$3,015.46	$3,161.23	$3,314.31	$3,475.01	$3,643.77	$3,820.96	$4,007.01	$4,202.36
DNCEA	64	$2,810.73	$2,946.27	$3,088.58	$3,238.02	$3,394.91	$3,559.66	$3,732.65	$3,914.27	$4,104.99	$4,305.24
DNCEA	65	$2,876.64	$3,015.46	$3,161.23	$3,314.31	$3,475.01	$3,643.77	$3,820.96	$4,007.01	$4,202.36	$4,407.48
DNCEA	66	$2,946.27	$3,088.58	$3,238.02	$3,394.91	$3,559.66	$3,732.65	$3,914.27	$4,104.99	$4,305.24	$4,515.51
DNCEA	67	$3,015.46	$3,161.23	$3,314.31	$3,475.01	$3,643.77	$3,820.96	$4,007.01	$4,202.36	$4,407.48	$4,622.84
DNCEA	68	$3,088.58	$3,238.02	$3,394.91	$3,559.66	$3,732.65	$3,914.27	$4,104.99	$4,305.24	$4,515.51	$4,736.28
DNCEA	69	$3,161.23	$3,314.31	$3,475.01	$3,643.77	$3,820.96	$4,007.01	$4,202.36	$4,407.48	$4,622.84	$4,848.99
DNCEA	70	$3,238.02	$3,394.91	$3,559.66	$3,732.65	$3,914.27	$4,104.99	$4,305.24	$4,515.51	$4,736.28	$4,968.09
DNCEA	71	$3,314.31	$3,475.01	$3,643.77	$3,820.96	$4,007.01	$4,202.36	$4,407.48	$4,622.84	$4,848.99	$5,086.44
DNCEA	72	$3,394.91	$3,559.66	$3,732.65	$3,914.27	$4,104.99	$4,305.24	$4,515.51	$4,736.28	$4,968.09	$5,211.50

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

GLENN COUNTY

ENVIRONMENTAL PROGRAM MANAGER

DEFINITION

To plan, coordinate, direct and review the activities of the Air Pollution Control division and the Unified Hazardous Waste and Hazardous Materials Management Regulatory program.

DISTINGUISHING CHARACTERISTICS

The classification of Environmental Program Manager oversee the activities of the Agricultural Department's Division of Air Pollution Control or the Unified Hazardous Materials program. Incumbents have a broad administrative and supervisory responsibilities in their assigned area .

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Air Pollution Control Officer or Assistant; exercises supervision over technical and inspection staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Oversees the activities of the Air Pollution Control Division.

Assists in the formulation and implementation of departmental policies and procedures.

Participates in the interviewing, selection and evaluation of personnel assigned; plans and participates in staff training. Recommends personnel assignments to ensure adequate program staffing.

Plans and supervises district-wide air pollution and storage tank inspection programs; oversees the work of subordinate personnel engaged in inspection, and coordinates their efforts to ensure timely inspections throughout the district.

Enforces air pollution control standards of industrial and agricultural sources in accordance with state and federal laws and regulations to protect public health and safety.

Assists in managing the agricultural burn program.

Reviews and approves blueprints and plans of industrial and commercial construction regarding air pollution emission standards.

Enforces applicable standards to protect public health and safety as they pertain to hazardous materials and hazardous waste.

Environmental Program Manager
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08
Rev.-07/01/11

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #11-7/5/11

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Oversees the activities of the Unified Hazardous Waste and Hazardous Materials management Regulatory Program.

Inspects underground storage tanks for compliance with regulations.
Issues various permits.

Consults with superiors on difficult non-compliance problems.

Reviews relevant legislative bills and analyzes potential impact on the department.

Informs department personnel of law and regulation revisions as well as new techniques and procedures.

Assists in the preparation of the department's annual budget by preparing narrative and statistical information.

Receives and responds to inquiries, requests for assistance and complaints from the public.

Prepares and/or supervises the preparation of a variety of correspondence and reports.

Represents the department at meetings and conferences as directed.

Relieves subordinate personnel during extended absences.

Performs general administrative work as required, including conducting meetings, preparing reports and correspondence, copying and filing documents, entering computer data, etc.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of supervision and training.

Principles and procedures of budget preparation, review and control.

Basic principles and practices of air pollution control and underground storage of hazardous materials.

Elements of blueprint reading for compliance with underground tank and air pollution emission requirements.

Basic. methods, equipment, chemicals and techniques used in air pollution control and hazardous waste programs.

Safe work practices.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Modern office practices and technology, including the use of computers for data and word processing.

Principles and procedures of record keeping and report preparation.

Basic arithmetic, algebra and geometry, and statistical analysis.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Supervise and train staff, and to plan, assign and direct the work of others.

Analyze administrative problems, reach practical and logical conclusions, and implement changes.

Work independently with minimal supervision.

Prepare and administer a budget.

Conduct necessary inspections and prepare complete and accurate technical reports.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Prepare complex reports, records, spreadsheets, etc., with accuracy.

Make required calculations accurately and quickly as required.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in the inspection, enforcement and supervision of air pollution, hazardous waste and underground storage tank programs comparable to that of an Air Pollution Specialist II in Glenn County.

Training:

Bachelor's degree with major work in chemistry, physics, engineering or related field.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of certificates in Hazwoper, OSHA 1910.120; Visible Emissions Evaluation; Pesticide Regulation; Investigation and Environmental Monitoring; and Weights and Measures, Petroleum Products.

Classification Code:	0576000
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	451

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

COUNTY OF GLENN
SCHEDULE OF PERSONNEL CLASSES, SALARY RANGES AND STEPS
Effective 7-1-2020

					Hourly					Bi-Weekly				
Job Code	Job Title	HRLY/SLRY	Unit	Range	Step A	Step B	Step C	Step D	Step E	STEP-A	STEP-B	STEP-C	STEP-D	STEP-E
0586001	DIRECTOR OF PUBLIC WORKS - NO LIC	SLRY	N	506	$47.16	$49.52	$52.00	$54.60	$57.33	$3,772.80	$3,961.60	$4,160.00	$4,368.00	$4,586.40
0180960	DISTRICT ATTORNEY	SLRY	E	564	$63.00	$66.15	$69.45	$72.92	$76.56	$5,040.00	$5,292.00	$5,556.00	$5,833.60	$6,124.80
1576000	ECONOMIC DEVELOPMENT MANAGER	SLRY	M	418	$30.41	$31.93	$33.53	$35.20	$36.96	$2,432.80	$2,554.40	$2,682.40	$2,816.00	$2,956.80
8733001	ELECTRICIAN	HRLY	G	429	$32.12	$33.72	$35.40	$37.18	$39.04	$2,569.60	$2,697.60	$2,832.00	$2,974.40	$3,123.20
2451281	ELIGIBILITY SPEC SUPERVISOR	HRLY	M	358	$22.55	$23.68	$24.87	$26.11	$27.42	$1,804.00	$1,894.40	$1,989.60	$2,088.80	$2,193.60
6421265	ELIGIBILITY SPECIALIST I	HRLY	G	290	$16.07	$16.87	$17.72	$18.60	$19.53	$1,285.60	$1,349.60	$1,417.60	$1,488.00	$1,562.40
6431270	ELIGIBILITY SPECIALIST II	HRLY	G	311	$17.83	$18.72	$19.66	$20.63	$21.66	$1,426.40	$1,497.60	$1,572.80	$1,650.40	$1,732.80
6441276	ELIGIBILITY SPECIALIST III	HRLY	G	333	$19.90	$20.90	$21.94	$23.04	$24.19	$1,592.00	$1,672.00	$1,755.20	$1,843.20	$1,935.20
7111001	EMERGENCY DISPATCHER I	HRLY	G	311	$17.83	$18.72	$19.66	$20.63	$21.66	$1,426.40	$1,497.60	$1,572.80	$1,650.40	$1,732.80
7121001	EMERGENCY DISPATCHER II	HRLY	G	331	$19.70	$20.69	$21.72	$22.80	$23.94	$1,576.00	$1,655.20	$1,737.60	$1,824.00	$1,915.20
0376001	EMERGENCY PREPAREDNESS COORD	SLRY	M	423	$31.17	$32.73	$34.36	$36.08	$37.88	$2,493.60	$2,618.40	$2,748.80	$2,886.40	$3,030.40
3446281	EMPLOY & TRAIN WKR SUPERVISOR	HRLY	M	396	$27.24	$28.61	$30.04	$31.54	$33.12	$2,179.20	$2,288.80	$2,403.20	$2,523.20	$2,649.60
6424282	EMPLOYMENT & TRAINING WK I-MS	HRLY	G	311	$17.83	$18.72	$19.66	$20.63	$21.66	$1,426.40	$1,497.60	$1,572.80	$1,650.40	$1,732.80
6424282	EMPLOYMENT & TRAINING WKR I	HRLY	G	311	$17.83	$18.72	$19.66	$20.63	$21.66	$1,426.40	$1,497.60	$1,572.80	$1,650.40	$1,732.80
6434283	EMPLOYMENT & TRAINING WKR II	HRLY	G	331	$19.70	$20.69	$21.72	$22.80	$23.94	$1,576.00	$1,655.20	$1,737.60	$1,824.00	$1,915.20
6444284	EMPLOYMENT & TRAINING WKR III	HRLY	G	352	$21.88	$22.97	$24.12	$25.33	$26.59	$1,750.40	$1,837.60	$1,929.60	$2,026.40	$2,127.20
6444284	EMPLOYMENT & TRAINING WKR III-MS	HRLY	G	352	$21.88	$22.97	$24.12	$25.33	$26.59	$1,750.40	$1,837.60	$1,929.60	$2,026.40	$2,127.20
6434283	EMPLOYMENT & TRAINING WKR II-MS	HRLY	G	331	$19.70	$20.69	$21.72	$22.80	$23.94	$1,576.00	$1,655.20	$1,737.60	$1,824.00	$1,915.20
1477927	EMPLOYMENT SERVICES MANAGER	SLRY	M	445	$34.79	$36.54	$38.36	$40.28	$42.29	$2,783.20	$2,923.20	$3,068.80	$3,222.40	$3,383.20
3766001	ENGINEER, ASSISTANT	SLRY	M	445	$34.79	$36.54	$38.36	$40.28	$42.29	$2,783.20	$2,923.20	$3,068.80	$3,222.40	$3,383.20
3776001	ENGINEER, ASSOCIATE CIVIL	SLRY	M	468	$39.02	$40.96	$43.01	$45.17	$47.42	$3,121.60	$3,276.80	$3,440.80	$3,613.60	$3,793.60
4722001	ENGINEERING TECHNICIAN I	HRLY	G	330	$19.59	$20.57	$21.60	$22.68	$23.82	$1,567.20	$1,645.60	$1,728.00	$1,814.40	$1,905.60
4732001	ENGINEERING TECHNICIAN II	HRLY	G	350	$21.65	$22.74	$23.87	$25.06	$26.32	$1,732.00	$1,819.20	$1,909.60	$2,004.80	$2,105.60
4744001	ENGINEERING TECHNICIAN III	HRLY	G	382	$25.40	$26.67	$28.01	$29.41	$30.88	$2,032.00	$2,133.60	$2,240.80	$2,352.80	$2,470.40
4753001	ENGINEERING TECHNICIAN IV	HRLY	M	406	$28.64	$30.07	$31.57	$33.15	$34.81	$2,291.20	$2,405.60	$2,525.60	$2,652.00	$2,784.80
4526166	ENVIRO COMPLIANCE SPEC I	HRLY	G	337	$20.31	$21.33	$22.40	$23.52	$24.69	$1,624.80	$1,706.40	$1,792.00	$1,881.60	$1,975.20
3536003	ENVIRO COMPLIANCE SPEC II	HRLY	M	421	$30.87	$32.41	$34.03	$35.73	$37.52	$2,469.60	$2,592.80	$2,722.40	$2,858.40	$3,001.60
9521001	ENVIRONMENTAL BIOLOGIST AIDE	HRLY	G	249	$13.08	$13.73	$14.41	$15.14	$15.89	$1,046.40	$1,098.40	$1,152.80	$1,211.20	$1,271.20
9150001	ENVIRONMENTAL BIOLOGIST AIDE T	HRLY	G	230	$11.91	$12.51	$13.13	$13.78	$14.47	$952.80	$1,000.80	$1,050.40	$1,102.40	$1,157.60
3526150	ENVIRONMENTAL BIOLOGIST I	HRLY	G	312	$17.92	$18.82	$19.76	$20.75	$21.79	$1,433.60	$1,505.60	$1,580.80	$1,660.00	$1,743.20
3536155	ENVIRONMENTAL BIOLOGIST II	HRLY	G	332	$19.80	$20.79	$21.83	$22.92	$24.06	$1,584.00	$1,663.20	$1,746.40	$1,833.60	$1,924.80
3546160	ENVIRONMENTAL BIOLOGIST III	HRLY	G	352	$21.88	$22.97	$24.12	$25.33	$26.59	$1,750.40	$1,837.60	$1,929.60	$2,026.40	$2,127.20
3536000	ENVIRONMENTAL BIOLOGIST IV	HRLY	M	380	$25.15	$26.41	$27.72	$29.11	$30.57	$2,012.00	$2,112.80	$2,217.60	$2,328.80	$2,445.60
0588330	ENVIRONMENTAL HEALTH DIRECTOR	SLRY	M	445	$34.79	$36.54	$38.36	$40.28	$42.29	$2,783.20	$2,923.20	$3,068.80	$3,222.40	$3,383.20
0576000	ENVIRONMENTL PROGRAM MANAGER	SLRY	M	461	$37.67	$39.56	$41.53	$43.62	$45.80	$3,013.60	$3,164.80	$3,322.40	$3,489.60	$3,664.00
8752290	EQUIPMENT MAINTENANCE SUPER	HRLY	M	390	$26.45	$27.77	$29.16	$30.62	$32.15	$2,116.00	$2,221.60	$2,332.80	$2,449.60	$2,572.00
4132720	EVIDENCE TECHNICIAN	HRLY	G	324	$19.02	$19.97	$20.97	$22.02	$23.12	$1,521.60	$1,597.60	$1,677.60	$1,761.60	$1,849.60
0672000	EXEC ASSIST TECH SUPPORT ADMIN	SLRY	M	448	$35.31	$37.08	$38.93	$40.88	$42.92	$2,824.80	$2,966.40	$3,114.40	$3,270.40	$3,433.60
8751000	FACILITIES MAINTENANCE SUPRV	HRLY	M	380	$25.15	$26.41	$27.72	$29.11	$30.57	$2,012.00	$2,112.80	$2,217.60	$2,328.80	$2,445.60
1776000	FACILITIES MANAGER	SLRY	M	418	$30.41	$31.93	$33.53	$35.20	$36.96	$2,432.80	$2,554.40	$2,682.40	$2,816.00	$2,956.80
9720210	FACILITIES WORKER I	HRLY	G	298	$16.72	$17.55	$18.43	$19.35	$20.32	$1,337.60	$1,404.00	$1,474.40	$1,548.00	$1,625.60
9730515	FACILITIES WORKER II	HRLY	G	313	$18.01	$18.91	$19.86	$20.85	$21.89	$1,440.80	$1,512.80	$1,588.80	$1,668.00	$1,751.20
9740515	FACILITIES WORKER III	HRLY	G	323	$18.93	$19.88	$20.87	$21.91	$23.00	$1,514.40	$1,590.40	$1,669.60	$1,752.80	$1,840.00
8761000	FIELD OP MANAGER	HRLY	M	423	$31.17	$32.73	$34.36	$36.08	$37.88	$2,493.60	$2,618.40	$2,748.80	$2,886.40	$3,030.40
2626000	FISCAL ANALYST I	HRLY	G	362	$23.00	$24.15	$25.36	$26.62	$27.96	$1,840.00	$1,932.00	$2,028.80	$2,129.60	$2,236.80
2636000	FISCAL ANALYST II	HRLY	M	376	$24.66	$25.90	$27.19	$28.55	$29.98	$1,972.80	$2,072.00	$2,175.20	$2,284.00	$2,398.40
2646000	FISCAL ANALYST III	SLRY	M	396	$27.24	$28.61	$30.04	$31.54	$33.12	$2,179.20	$2,288.80	$2,403.20	$2,523.20	$2,649.60
8720002	FLEET MECHANIC I	HRLY	G	302	$17.04	$17.90	$18.80	$19.74	$20.73	$1,363.20	$1,432.00	$1,504.00	$1,579.20	$1,658.40
8730004	FLEET MECHANIC II	HRLY	G	323	$18.93	$19.88	$20.87	$21.91	$23.00	$1,514.40	$1,590.40	$1,669.60	$1,752.80	$1,840.00
8730005	FLEET MECHANIC III	HRLY	G	333	$19.90	$20.90	$21.94	$23.04	$24.19	$1,592.00	$1,672.00	$1,755.20	$1,843.20	$1,935.20
8740002	FLEET MECHANIC IV	HRLY	G	343	$20.92	$21.97	$23.07	$24.23	$25.44	$1,673.60	$1,757.60	$1,845.60	$1,938.40	$2,035.20
0772001	FLEET OPERATIONS MGR	SLRY	M	445	$34.79	$36.54	$38.36	$40.28	$42.29	$2,783.20	$2,923.20	$3,068.80	$3,222.40	$3,383.20
8172310	FOOD MANAGER	SLRY	M	303	$17.13	$17.98	$18.88	$19.83	$20.82	$1,370.40	$1,438.40	$1,510.40	$1,586.40	$1,665.60
2540001	GEOGRAPHIC INFORMATION ANALYST I	HRLY	G	337	$20.31	$21.33	$22.40	$23.52	$24.69	$1,624.80	$1,706.40	$1,792.00	$1,881.60	$1,975.20

Revised 2-13-2021
Ordinance 1297 (M.O. #19 1/15/21)

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ENVIRONMENTAL HEALTH SPECIALIST III

DEFINITION: Under general supervision, perform education, inspection, investigation and enforcement activities intended to prevent, detect, control, and eliminate environmental health hazards; administer and enforce pertinent federal, state and local statutes, ordinances, codes and regulations governing environmental health and sanitation; and function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS:

Environmental Health Specialist Trainee is the entry and trainee level in the class series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Employees in this class are not required to be registered as an Environmental Health Specialist.

Environmental Health Specialist I is the entry level in the class series, fully qualified to independently perform the full range of duties. Incumbents exercise considerable independent judgment in conducting environmental health inspection and enforcement activities. Assignments involve the inspection of a wide variety of establishments, public and private facilities, and water and waste disposal systems for compliance with public health laws. Incumbents also perform plan review, permit issuance and educational activities to promote sound environmental health practices, and may function as subject matter experts in one or more areas of inspection.

Environmental Health Specialist II is the journey level in the class series. Incumbents are expected to make independent judgements with minimal supervision, possess a high degree of organizational skill and environmental health expertise; work effectively in most environmental health programs. This classification may also serve as a supervisor of professional or technical staff or serve as a project manager of a specialized environmental program performing such duties as program development, implementation, planning and coordination.

Environmental Health Specialist III is the advanced journey level in the class series. Incumbents are expected to make independent judgements with minimal supervision, possess a high degree of organizational skill and environmental health expertise; effectively supervise a cross functional team of professional and technical within a

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project team; manage the timely and accurate completion of a major project within established budgetary constraints; and work effectively in most environmental health programs. Incumbents in this class perform administrative duties and provide lead supervision to Environmental Health Specialist Trainees, I and II. Incumbents in this level may be required to have more than one Registration.

LEVEL OF RESPONSIBILITY AND SCOPE:

Environmental Health Specialist Trainee receives immediate supervision the Environmental Health Director, Deputy Director or from an Environmental Health Specialist III; may receive technical or functional supervision from other technical or professional staff.

Environmental Health Specialist I receives general supervision from the Environmental Health Director, Deputy Director or Environmental Health Specialist III.

Environmental Health Specialist II receives general direction from the Environmental Health Director or Deputy and may provide supervision to professional or technical staff.

May exercise technical and/or functional supervision and/or training to subordinate staff members.

Environmental Health Specialist II receives general direction from the Environmental Health Specialist Director or Deputy Director and may provide supervision to professional or technical staff.

May exercise technical and/or functional supervision and/or training to subordinate staff members.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Environmental Health Specialist Trainee – Makes routine inspections of food processing and handling establishments, trailer courts, swimming pools, schools, sewage disposal systems, waste water installations, water wells, garbage facilities and other installations to determine compliance with sanitary laws and regulations and to identify public health hazards; Inspects pools, water wells, and wastewater installations; access inspection site; collect water samples and prepare samples for laboratory testing; interpret sampling results and determine appropriate response to problematic results; educate public; Inspects food facilities to include restaurants, schools, hospitals and other public eating establishments to ensure compliance to all

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Federal, State and local regulations, codes and laws; pulls samples for testing; observes utensil washing and sanitizing procedures; tests water, oven, refrigerator and freezer temperatures; inspects cleanliness of food equipment and cooking environment; Interprets provisions of sanitary laws and regulations, advises on methods of meeting and maintaining sanitary requirements, and attempts to obtain voluntary conformance; Investigates complaints regarding overflowing septic tanks and sewers, waste disposal, animal bites, insect problems, and food poisoning cases; and obtains facts, evidence, and samples needed in determining abatement and control requirements; Reviews plans of proposed septic tanks, swimming pools, and food establishment installations to ensure conformance with acceptable standards and codes; Inspects residences to evaluate sanitary condition of building, plumbing, lavatory facilities, and adequacy of lighting, ventilation and water supply; Collects and compiles data; maintains records and prepares reports of daily and periodic inspections and violations, and prepares correspondence and reports relating to the work; performs necessary research; Attends meetings with community groups to establish rapport and provide education on environmental health topics for the purpose of improving environmental health compliance and awareness; Performs related duties as assigned.

Environmental Health Specialist I (In addition to those duties as previously outlined): Plans and conducts inspections, investigations, and surveys of food establishments, small water systems, sewage disposal systems, well constructions, swimming pools, recreational health facilities, occupied housing, underground storage tank facilities, solid waste facilities, hazardous materials facilities, hazardous waste generators, land use development, rabies and vector control and indoor air quality; Provides technical expertise and coordinate with others within the Environmental Health Division, other County departments and divisions and other public agencies as necessary; Prepares more complex reports independently and makes presentations at public meetings, including appeal hearings; prepares and maintains accurate records and files; Issue permits or licenses when satisfactory conditions are found; performs inspections and investigations of sites; determines compliance or exceptions to compliance and takes steps to correct unsatisfactory conditions; determines and enforces penalty for non-compliance; Investigates violations and complaints and prepares reports and recommendations; may be required to participate in a countywide program in the investigation and evaluation of radiological health hazards.

Environmental Health Specialist II (In addition to those duties as previously outlined): Provides technical expertise in assigned areas of responsibility; makes inspections and investigations in a specialized program; actively maintains expertise of knowledge in specialty area and provides advice and direction to County Leadership. Responds to emergency or special conditions such as hazardous or toxic chemical spills as part of an emergency response team; determines risk through epidemiology,

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observations, and inspections; notify proper authorities and/or public as appropriate.

Environmental Health Specialist III (In addition to those duties as previously outlined): Manages a County wide environmental health project or program; develops and implements program/project plan; identifies and coordinates necessary resources for project completion; provides staff assistance to the county on related issues and planning efforts. Plans, organizes, coordinates and participates in all aspects of functions and tasks being performed in support of assigned project(s); develops and implements long term implementation strategies and timelines; updates/modifies strategies and/or timelines periodically and as necessary; reviews and evaluates operations and activities of assigned project(s); recommends improvements and modifications as necessary; plans, directs and participated in the implementation of same; acts as a primary resource regarding assigned project(s) or area of expertise; its activities, issues and accomplishments to other Environmental Health Department management and staff, County management and staff, the public and outside agencies; provides requested information, data, and projections; represents the assigned project(s) or area of responsibility and the County's best interests, needs and priorities; represents assigned project(s) or area of responsibility to other private and public organizations, local communities, special interest groups, schools, academic institutions, research agencies, and the general public; establishes and maintains open communications with other departmental programs, projects, and multi-disciplinary teams; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment. Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Education/Experience: Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required skills and knowledge would be:

Experience:

Environmental Health Specialist Trainee - At least one year of progressively responsible work performing public health and/or environmental protection inspection and/or administrative support duties.

Environmental Health Specialist I – At least two years of progressively responsible experience performing duties similar to an Environmental Health Specialist Trainee at Inyo County.

Environmental Health Specialist II – In addition to the requirements for Environmental Health Specialist I: At least two years of progressively responsible

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work experience similar to an Environmental Health Specialist I with the County of Inyo.

Environmental Health Specialist III – In addition to the requirements for Environmental Health Specialist II: At least three years of progressively responsible work experience similar to an Environmental Health Specialist II with the County of Inyo.

Training: Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, environmental health science, geology, hydrology, natural science, chemistry or a related field with 30 semester or 45 quarter units of college coursework involving chemistry, biology, physics, calculus and algebra as approved by the State of California Department of Health.

License or Certificate:
Environmental Health Specialist Trainee - Must obtain a valid Registered Environmental Health Specialist within three years of appointment to the Environmental Health Trainee job class.

Environmental Health Specialist I – Possession of a valid Environmental Health Specialist Registration with the California State Department of Health Services.

Environmental Health Specialist II – Designated positions may require additional and specialized licenses, certification, and/or registrations such as Food Industry Sanitation and Food Safety Certificate; Underground Storage Tank Certification; Small Water System Maintenance Certificate; and/or Terrestrial Invertebrate Vector Control Specialist.

Environmental Health Specialist III – same as above positions.

Knowledge of:
Environmental Health Specialist Trainee - Basic principles and practices of a variety of science applications such as: geology, hydrology and soils science relative to sewage disposal, well construction, contaminated soil, and groundwater investigation and remediation; Basic principles and practices of engineering, chemistry, biology and bacteriology; Basic principles and practices for the proper disposal of sewage on-site; Basic water well drilling practices and procedures; Health and Safety Code of the State of California with reference to safe food handling and preparation, sewage disposal and water and local land development ordinances and other applicable ordinances; Basic principles of public health as related to potential environment impact; Standard and accepted office procedures methods and computer equipment; Basic principles and

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practices of work safety; Standard and accepted English usage, spelling, grammar and punctuation; Basic statistics and statistical analysis and advanced mathematical calculations.

Environmental Health Specialist I – in addition to the requirements for Environmental Health Specialist Trainee: Local ordinances and state statutes relative to land use, land development and the permitting process; Federal, state and local laws and regulations pertaining to environmental health standards and enforcement; Standard and accepted methods and procedures for inspecting and correcting unsanitary conditions; Standard and accepted methods of responding to hazardous materials risks and emergency situations; Standard and accepted methods of identifying a wide range of hazardous materials and determining risks; A wide range of public health risks and appropriate responses to those risks; Basic functions and operations of related governmental agencies and community organizations; Basic provisions of the penal codes relating to public nuisances.

Environmental Health Specialist II – in addition to the requirements for Environmental Health Specialist I: Advanced principles and practices of environmental health factors which may include: water systems, waste water systems, water well systems; vector-borne diseases, and other disciplines.

Environmental Health Specialist III – in addition to the requirements for Environmental Health Specialist II: Standard and accepted principles and practices of project management; standard and accepted methods of training and supervision.

Skill to:

Environmental Health Specialist Trainee – On a continuous basis, learn and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; Learn to interpret relevant codes and regulations and apply County policies and procedures; Learn to plan and conduct the more routine inspections; read and review blue print/blue lines and plans; and maintain accurate case records; Work with various cultural and ethnic groups in a tactful and effective manner; Obtain information through interviews; work fairly and courteously with the public; and work effectively with interruption; Analyze situations quickly and objectively; identify and recommend proper course of action; Utilize general and designated office machines and technology in a manner to successfully perform assigned functions; Communicate clearly and concisely, both orally and in writing; Use a computer, calculator, typewriter, telephone, facsimile machine, photocopy machine microfilm reader printer, thermocouple, and various field monitoring devices; Prioritize assigned work effectively for successful job performance; Meet the physical requirements necessary to perform required duties in a safe and effective manner for self

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and others; Establish and maintain effective working relationships with those contacted in the performance of required duties.

Environmental Health Specialist I – in addition to the requirements for Environmental Health Specialist Trainee: Understand and carry out a variety of both oral and written directions; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; Interpret relevant codes and regulations and apply County policies and procedures to assigned functions; Plan and conduct multiple inspections; read and review blue print/blue lines and plans; and maintain accurate case records; Work with various cultural and ethnic groups in a tactful and effective manner; Obtain information through interviews; work fairly and courteously with the public; and work effectively with interruption; Analyze situations quickly and objectively and determine proper course of action.

Environmental Health Specialist II - in addition to the requirements for Environmental Health Specialist I: Understand and carry out a variety of both oral and written directions in an independent manner; identify significant existing or potential environmental health problems and take appropriate action.

Environmental Health Specialist III – in addition to the requirements for Environmental Health Specialist II: Supervise the work of others in a positive and effective manner; train, assign, review and assist in the evaluation of the work of subordinate staff.

TYPICAL PHYSICAL REQUIREMENTS: While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, computer keyboard, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with co-workers, general public, County staff and management, consultants and outside agencies and organizations on a continuous basis. Employee may be required to lift and/or carry and/or move moderately heavy to heavy objects in the performance of required duties.

TYPICAL WORKING CONDITIONS: Employee performs assigned duties both indoors and outdoors in a variety of climatic conditions including exposure to hot and cold temperatures; may work in rough terrain and remote locations on occasion. Continuous contact with other staff and management, other agencies and organizations and the general public is also required.

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County of Inyo

Salary Schedule - October 29, 2020

The base salaries of all employment positions at the County of Inyo as of October 29, 2020 are listed in the table below. The values in the table do not include additional compensation and benefits.

Position	Range	Monthly Base Salary					Annual Total	
		Step A	Step B	Step C	Step D	Step E	Step A	Step E
ADDICTION COUNSELOR 01	057	$3,499	$3,677	$3,859	$4,050	$4,251	$41,988	$51,012
ADDICTION COUNSELOR 02	060	$3,758	$3,941	$4,139	$4,350	$4,564	$45,096	$54,768
ADDICTION COUNSELOR 03	064	$4,124	$4,327	$4,539	$4,779	$5,011	$49,488	$60,132
ADDICTION SUPERVISOR	070	$4,753	$4,994	$5,240	$5,506	$5,781	$57,036	$69,372
ADDICTION SUPERVISOR LICENSED	082	$6,322	$6,630	$6,966	$7,314	$7,677	$75,864	$92,12
ADMINISTRATIVE ANALYST 01	068	$4,533	$4,761	$4,997	$5,241	$5,508	$54,396	$66,09
ADMINISTRATIVE ANALYST 02	070	$4,753	$4,994	$5,240	$5,506	$5,781	$57,036	$69,37
ADMINISTRATIVE ANALYST 03	072	$4,981	$5,235	$5,490	$5,760	$6,050	$59,772	$72,60
AG BIOL W/M INSPECTOR SENIOR	070	$4,753	$4,994	$5,240	$5,506	$5,781	$57,036	$69,37
AG BIOL WGHTS & MSRS INSPECTOR 01	060	$3,758	$3,941	$4,139	$4,350	$4,564	$45,096	$54,76
AG BIOL WGHTS & MSRS INSPECTOR 02	065	$4,216	$4,433	$4,655	$4,889	$5,129	$50,592	$61,5
AG CANNABIS INSPECTOR 01	060	$3,758	$3,941	$4,139	$4,350	$4,564	$45,096	$54,7
AG CANNABIS INSPECTOR 02	065	$4,216	$4,433	$4,655	$4,889	$5,129	$50,592	$61,5
AG CANNABIS INSPECTOR 03	070	$4,753	$4,994	$5,240	$5,506	$5,781	$57,036	$69,3
AGRICULTURAL BIOLOGIST SUPV	078	$5,741	$6,022	$6,328	$6,644	$6,976	$68,892	$83,7
AGRICULTURAL COMMISSIONER	APPT	$0	$0	$0	$0	$12,557	$0	$150,(
AIRPORT DEPUTY DIRECTOR	085	$6,799	$7,140	$7,486	$7,869	$8,266	$81,588	$99,
AIRPORT SUPERVISOR OPERATIONS	071	$4,863	$5,107	$5,364	$5,629	$5,913	$58,356	$70,

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SERVICES MANAGER								
ENGINEER ASSISTANT CIVIL	073	$5,098	$5,356	$5,626	$5,906	$6,201	$61,176	$74,412
ENGINEER ASSOCIATE	078	$5,741	$6,022	$6,328	$6,644	$6,976	$68,892	$83,712
ENGINEER ASSOCIATE CIVIL	082	$6,322	$6,630	$6,966	$7,314	$7,677	$75,864	$92,124
ENGINEER SENIOR CIVIL	085	$6,799	$7,140	$7,486	$7,869	$8,266	$81,588	$99,192
ENGINEERING ASSISTANT 01	071	$4,863	$5,107	$5,364	$5,629	$5,913	$58,356	$70,956
ENGINEERING ASSISTANT 02	075	$5,349	$5,619	$5,890	$6,189	$6,501	$64,188	$78,012
ENVIRONMENTAL HEALTH DEPY DIR	088	$7,318	$7,677	$8,066	$8,468	$8,892	$87,816	$106,70
ENVIRONMENTAL HEALTH DIRECTOR	APPT	$0	$0	$0	$0	$9,111	$0	$109,33
ENVIRONMENTAL HEALTH REHS 01	071	$4,863	$5,107	$5,364	$5,629	$5,913	$58,356	$70,95
ENVIRONMENTAL HEALTH REHS 02	075	$5,349	$5,619	$5,890	$6,189	$6,501	$64,188	$78,01
ENVIRONMENTAL HEALTH REHS 03	079	$5,875	$6,172	$6,478	$6,801	$7,145	$70,500	$85,7
ENVIRONMENTAL HEALTH TECH	060	$3,758	$3,941	$4,139	$4,350	$4,564	$45,096	$54,7
ENVIRONMENTAL HEALTH TRAINEE	067	$4,425	$4,646	$4,879	$5,127	$5,371	$53,100	$64,4
ENVIRONMENTAL HEALTH WATER MGR	088	$7,318	$7,677	$8,066	$8,468	$8,892	$87,816	$106,7
EQUIPMENT MECHANIC HEAVY 01	058	$3,583	$3,761	$3,945	$4,146	$4,359	$42,996	$52,
EQUIPMENT MECHANIC HEAVY 02	060	$3,758	$3,941	$4,139	$4,350	$4,564	$45,096	$54,
EQUIPMENT MECHANIC TRAINEE 01	050	$2,975	$3,128	$3,282	$3,442	$3,619	$35,700	$43,
EQUIPMENT MECHANIC TRAINEE 02	052	$3,118	$3,269	$3,438	$3,606	$3,788	$37,416	$45
EQUIPMENT OPERATOR HEAVY 01	058	$3,583	$3,761	$3,945	$4,146	$4,359	$42,996	$52
EQUIPMENT OPERATOR HEAVY 02	060	$3,758	$3,941	$4,139	$4,350	$4,564	$45,096	$5
EQUIPMENT OPERATOR LEAD	066	$4,316	$4,535	$4,768	$5,002	$5,254	$51,792	$63,048

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

County of Modoc

Warren Farnam <warrenfarnam@co.modoc.ca.us>

salary and job descr.

3 messages

Warren Farnam <warrenfarnam@co.modoc.ca.us> Thu, May 16, 2019 at 2:44 PM
To: lcper@co.lassen.ca.us

Could you please email me the salaries and job descriptions for Environmental Health?
Thank you. -Warren

--
Warren Farnam
Environmental Health Director
Modoc County
Direct:(530) 233-6350
Fax:(530) 233-6342

"In any moment of decision, the best you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do is nothing."

– Theodore Roosevelt

CONFIDENTIAL COMMUNICATION
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LCPER <LCPER@co.lassen.ca.us> Mon, May 20, 2019 at 9:35 AM
To: Warren Farnam <warrenfarnam@co.modoc.ca.us>

Good morning Warren,

Attached are the job descriptions for our Environmental Health Department. The salaries are noted below:

Director of Environmental Health, Management Unit, Range 29, $37.76 - $38.36

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Environmental Health Specialist I, General Unit, Range 23, $23.98 - $28.91

Environmental Health Specialist II, General Unit, Range 25, $26.33 - $31.76

Environmental Health Specialist III, General Unit, Range 27, $28.91 - $34.90

BIWEEKLY
x26 ÷12
$5,011

The department utilizes shared clerical classifications such as .50 FTE Account Technician and .70 FTE Administrative Assistant. Please let me know if you require job descriptions and salary ranges for those classifications as well. Thank you.

Regina Schaap

Personnel/Risk Analyst

County of Lassen

221 South Roop Street, Suite 3

Susanville, CA 96130

Ph: 530-251-8320

Fx: 530-251-2663

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Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

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4 attachments

- Revised.Environmental Health Specialist I.pdf 98K
- Revised.Environmental Health Specialist II.pdf 99K
- Revised.Environmental Health Specialist III.pdf 41K
- Revised.Director of Environmental Health Services.pdf 103K

Warren Farnam <warrenfarnam@co.modoc.ca.us> Mon, May 20, 2019 at 10:55 AM
To: LCPER <LCPER@co.lassen.ca.us>

Thank you Regina. -Warren
[Quoted text hidden]

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	Environmental Health Specialist III	CLASS CODE	EH02
DEPARTMENT:	Department of Environmental Health Services, Health and Social Services Agency	UNIT	UPEC
REPORTS TO:	Director of Environmental Health Services	FLSA STATUS	Non-Exempt
BOARD APPROVAL	June 21, 2011, Revised 11/27/12	RANGE	27

DEFINITION

Under direction, incumbent perform a variety of responsible professional scientific office and field work. Incumbent independently performs complex environmental analysis, research, surveys, investigations, and studies; writes final reports; prepares regulatory and compliance documents; prepares non-routine correspondence and answers difficult questions from the public; and does other related work. Incumbent performs a variety of tasks including the more responsible, varied, and complex assignments; incumbent may provide consultative advice to various governmental entities and agencies. gathers data on environmental issues; perform environmental analysis, research, surveys, investigations, and studies of average difficulty; write preliminary reports; prepare routine correspondence and answer questions of a routine nature from the public; prepare regulatory and compliance documents; and do other related work. Work at this level is characterized by a reliance on proven techniques and methodologies.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Environmental Health Specialist class. Incumbents in this class are registered Environmental Health Specialists and conduct a wide array of education, inspection, and enforcement activities in all Environmental Health program areas, performing the most complex assignments. The Environmental Health Specialist III is also distinguished from the Environmental Health Specialist II classification by the requirement that the incumbent is responsible for the administration of a designated Environmental Health program or programs, and provides direction to other staff.

SUPERVISION RECEIVED AND EXERCISED

Director of Environmental Health Services.

May direct the activities of lower level Environmental Health Specialists and administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Performs a broad range of Environmental Health program activities including the most complex investigations.

Conducts inspections to assure compliance with Federal, State, and local sanitation laws and regulations in all Environmental Health program areas and serves as a program specialist in one or more area including: food and consumer protection, sewage disposal and liquid waste management, housing and institutions, land use, recreational health, water supply protection, solid waste management, public nuisances, hazardous materials management, underground storage tanks, vector and rabies control.

Conducts investigations of public or private sanitation-related nuisances or complaints.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Performs food facility inspections and advises food handlers and restaurant operators on correct methods of sanitation protection.

Makes inspections of public and private recreational facilities and swimming pools.

Makes housing inspections to determine health and safety compliance with appropriate laws and standards.

Takes water, sewage, soil, and waste samples and interprets data.

Interprets Environmental Health laws and regulations to the public.

Reviews plans for new subdivisions and recommends suitable water and sewage installations.

Reviews and approves development and construction plans for compliance with Environmental Health regulations and standards.

Conducts on-site evaluations of sewage disposal systems.

Conducts studies and evaluates information regarding hazardous materials storage, treatment, disposal, reduction, and reuse.

Completes reports on findings.

Initiates legal actions resulting from non-compliance by issuing a notice to appear in court, filing a criminal complaint, or scheduling an administrative hearing.

Works with various Environmental Health committees and groups.

Assists with the development of Environmental Health policies and ordinances.

Makes abatement recommendations and instructs communities in control methods.

Establishes and maintains liaison with representatives of State, Federal, and local agencies and commissions.

Assists in the dissemination of information about Departmental operations to promote general knowledge of community social services to the community; interpret local concerns, needs, and objectives to state officials, and community/political concerns to staff.

Make public presentations before the Board of Supervisors, professional organizations, or public groups to provide information on Departmental programs and goals.

Conducts training of staff.

Testifies in court as an expert witness.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge of:

Laws, rules, regulations, requirements, and procedures governing Environmental Health, sanitation, and hazardous wastes.

Chemical, biological, physical, and environmental sciences.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Principles and practices of Environmental Health and hazardous waste inspection, review, compliance, consultation, and enforcement.

Sampling techniques and standards.

Computerized Environmental Health database and information systems.

Principles and practices of quality customer service.

Federal, State and local laws governing Environmental Health services.

Environmental Health issues, concerns, and problems.

Community resources and demography.

Program and grant development, coordination, evaluation and administration.

Governmental codes, laws, rules and regulations, legislative process, and practices and policies relating to Environmental Health service programs.

Inter-governmental relationships and regulations affecting community service delivery.

Methods and procedures for inspecting and correcting unsanitary conditions.

Ability to:

Perform the full scope of Environmental Health and hazardous waste investigations and inspections.

Perform special assignments and projects.

Collect, analyze, and interpret environmental data, reaching valid conclusions.

Interpret, apply, and develop policies, regulations, and procedures regarding Environmental Health inspections and compliance.

Prepare a variety of technical reports.

Effectively represent Environmental Health in contacts with the public and other agencies.

Communicate effectively orally and in writing.

Make public presentations to community groups.

Maintain strict confidentiality of information received in the course of work performed.

Coordinate assigned tasks with community organizations and other government agencies.

Establish and maintain cooperative working relationships.

Analyze complex administrative and regulatory problems, evaluate alternatives and adopt effective courses of action.

Provide training and coordinate the work of staff in assigned program area(s).

Execute Departmental policies and procedures.

Analyze situations accurately and take effective action.

Prepare and present clear and concise correspondence, reports, and recommendations.

Use standard office computers for word processing and spreadsheets.

Ability to work cooperatively with other employees.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Education and Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Two (2) years of experience performing a variety of Environmental Health investigations and inspections equivalent to Environmental Health Specialist II with Lassen County (Environmental Health Scientist Range B with the State of California.)

Education:

Bachelor's Degree or advanced degree with a major in biological, chemical, physical, or environmental science, or a closely related scientific discipline is required. Admission to a master or doctoral degree program in biological, chemical, physical, or environment science, or a closely related scientific discipline shall be considered to meet these educational requirements.

Licenses and Certifications

Possession of, or ability to obtain, a California driver's license.

Possession of a valid Environmental Health registration issued by the California Department of Public Health.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to perform work in both an indoor and outdoor environment – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is usually performed in an office environment as well as on-site. Takes precautions in accordance with industry standards to avoid contact with sewage and contaminated water. Contact with members of the public who may be argumentative. The noise level in the work environment is usually quiet.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

PLUMAS COUNTY

APPROVED: 06/2017

ENVIRONMENTAL HEALTH SPECIALIST III

DEFINITION

Under general direction, performs routine to the most complex sanitary inspections and investigations in the enforcement of Federal, State, County, and local environmental health, safety, and hazardous materials laws, rules, regulations, and standards; serves in a lead capacity in a designated area of environmental health investigation and enforcement; provides administrative support for the Director of Environmental Health; provides training for other staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Environmental Health Specialist class series. Incumbents in this class are registered Environmental Health Specialists and conduct a broad array of education, inspection and enforcement activities in all environmental health program areas, performing the most complex assignments. This class is also distinguished from the Environmental Health Specialist II classification by the requirement that incumbents are responsible to administer a designated environmental health program or programs, and provide supervision or lead direction to other staff.

REPORTS TO

Director of Environmental Health

CLASSIFICATIONS DIRECTLY SUPERVISED

Environmental Health Technician I/II and provides training and lead direction to other staff.

REVISED: 05/2017

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

ENVIRONMENTAL HEALTH SPECIALIST III – 2

EXAMPLES OF DUTIES

- The Environmental Health Specialist III performs a broad array of environmental health program activities including the most complex investigations as needed.
- The incumbent conducts inspections to secure compliance with Federal, State, and local sanitation laws and regulations and serves as a program specialist in one or more of the following program areas:
- Food and consumer protection, sewage disposal and liquid waste management, housing and institutions, land use, recreational health, water supply protection, solid waste management, public nuisances, hazardous materials management, underground storage tanks, vector and rabies control.
- Typical duties may include:
- Performs food facility inspections and advises food handlers and restaurant operators on correct methods of sanitation protection.
- Conducts environmental health surveys of communities and confers with local officials on sanitation problems.
- Makes inspections of public and private recreational facilities and swimming pools.
- Makes housing inspections to determine health and safety compliance with appropriate laws and standards.
- Takes water, sewage, soil, and waste samples and interprets data.
- Interprets environmental health laws and regulations for the public.
- Reviews plans for new subdivisions and recommends suitable water and sewage installations.
- Reviews and approves development and construction plans for compliance with Environmental Health regulations and standards.
- Conducts on-site evaluations of sewage disposal systems.
- Conducts studies and evaluates information regarding hazardous materials storage, treatment, disposal, reduction, and reuse.
- Initiates legal actions resulting from non-compliance by issuing a notice to appear in court, filing a criminal complaint, or scheduling an administrative hearing.
- Works with various environmental health committees.
- Conducts training of staff.
- Prepares and administers grants.
- Prepares and submits complex studies and reports.
- Conducts educational meetings with the public.
- Testifies in court as expert witness.
- Develops policies and procedures related to the specific program area assignment.
- Provides administrative support for the Director of Environmental Health.
- May administer the activities of a satellite office.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

REVISED: 05/2017

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

TYPICAL WORKING CONDITIONS

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Laws, rules, regulations, requirements, and procedures governing environmental health, sanitation, and hazardous wastes.
- Chemical, biological, physical, and environmental sciences.
- Principles and practices of environmental health and hazardous waste inspection, review, compliance, consultation and enforcement.
- Methods and procedures for inspecting and correcting unsanitary conditions.
- Sampling techniques and standards.
- Grant administration.
- Functions and operations of related local, State, and Federal agencies and community organization.
- Computerized Environmental Health database and information systems.
- Principles of project planning, coordination and direction.
- Principles of training and work coordination.
- Principles and practices of quality customer service.
- Methods and procedures of staff supervision and evaluation.

Ability to:

- Perform the full scope of environmental health and hazardous waste investigations and inspections with minimal guidance and supervision, as well as the most complex assignments.
- Perform special assignments and/or administrative support for the Director of Environmental Health.
- Provide training and work coordination for other staff.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Interpret, apply and develop policies, regulations, and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of environmental health problems and sanitary conditions.
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.
- Effectively represent Environmental Health in contacts with the public, and other agencies.
- Establish and maintain effective working relationships.
- Organize, plan, and lead the activities of specific environmental health programs.

REVISED: 05/2017

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

ENVIRONMENTAL HEALTH SPECIALIST III – 4

Training and Experience:

Qualifications needed for this position:

Two (2) years of experience performing a variety of environmental health investigations and inspections equivalent to Environmental Health Specialist II with Plumas County.

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

Special Requirements: Possession of valid Environmental Health registration issued by the State Department of Health Services.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Some positions may require special training and/or certification as necessary for the area of assignment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

PLUMAS

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L
DEPUTY PUB GUARD/CONSERVATOR 2	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86	$24.01
DISTRICT ATTORNEY INVESTIGATOR	$22.75	$23.89	$25.09	$26.35	$27.67	$29.06	$30.52	$32.05	$33.66	$35.35
DRINKING DRIVER COORDINATOR	$18.25	$19.17	$20.13	$21.15	$22.21	$23.33	$24.50	$25.73	$27.01	$28.37
DRIVER 1	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77
DRIVER 2	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86
DRIVER 3	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86	$24.01
ELECTIONS COORDINATOR	$24.08	$25.30	$26.56	$27.90	$29.31	$30.78	$32.33	$33.95	$35.66	$37.45
ELECTIONS SERVICES ASSISTANT 1	$15.08	$15.83	$16.63	$17.47	$18.35	$19.28	$20.25	$21.28	$22.34	$23.46
ELECTIONS SERVICES ASSISTANT 2	$16.58	$17.42	$18.30	$19.23	$20.19	$21.22	$22.27	$23.40	$24.57	$25.81
ELECTIONS SPECIALIST	$16.08	$16.88	$17.73	$18.62	$19.56	$20.54	$21.58	$22.66	$23.80	$24.99
ELIGIBILITY SPECIALIST 1	$14.74	$15.49	$16.27	$17.09	$17.94	$18.84	$19.79	$20.78	$21.83	$22.92
ELIGIBILITY SPECIALIST 2	$16.21	$17.02	$17.88	$18.77	$19.72	$20.71	$21.76	$22.85	$24.00	$25.21
ELIGIBILITY SPECIALIST 3	$18.08	$18.98	$19.94	$20.94	$22.00	$23.11	$24.26	$25.48	$26.75	$28.10
EMPLOYMENT & TRAINING WORKER 1	$17.67	$18.55	$19.49	$20.46	$21.49	$22.56	$23.70	$24.88	$26.13	$27.44
EMPLOYMENT & TRAINING WORKER 2	$19.47	$20.44	$21.47	$22.54	$23.68	$24.86	$26.11	$27.42	$28.79	$30.24
EMPLOYMENT & TRAINING WORKER 3	$21.46	$22.53	$23.67	$24.85	$26.10	$27.41	$28.78	$30.23	$31.75	$33.34
ENGINEERING AIDE	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77
ENGINEERING TECHNICIAN 1	$17.74	$18.63	$19.57	$20.55	$21.59	$22.67	$23.81	$25.00	$26.26	$27.58
ENGINEERING TECHNICIAN 2	$19.17	$20.13	$21.15	$22.21	$23.33	$24.50	$25.73	$27.01	$28.37	$29.80
ENVIRONMENTAL HEALTH AIDE	$16.88	$17.73	$18.62	$19.56	$20.54	$21.58	$22.66	$23.80	$24.99	$26.25
ENVIRONMENTAL HEALTH SPEC 1	$23.73	$24.92	$26.17	$27.49	$28.86	$30.31	$31.83	$33.43	$35.10	$36.86
ENVIRONMENTAL HEALTH SPEC 2	$26.18	$27.50	$28.87	$30.32	$31.84	$33.44	$35.11	$36.87	$38.72	$40.66
ENVIRONMENTAL HEALTH SPEC 3	$28.80	$30.25	$31.77	$33.37	$35.03	$36.79	$38.64	$40.58	$42.61	$44.74
ENVIRONMENTAL HEALTH TECH 1	$16.88	$17.74	$18.62	$19.56	$20.54	$21.58	$22.66	$23.80	$25.00	$26.25
ENVIRONMENTAL HEALTH TECH 2	$18.25	$19.17	$20.13	$21.15	$22.21	$23.33	$24.50	$25.73	$27.01	$28.37
EXECUTIVE ASSISTANT-PLANNING	$16.08	$16.88	$17.73	$18.62	$19.56	$20.54	$21.58	$22.66	$23.80	$24.99
FAIR FISCAL COORDINATOR 1	$21.13	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.82
FAIR FISCAL COORDINATOR 2	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18
FAMILY VIOLENCE OFFICER	$18.26	$19.18	$20.14	$21.16	$22.22	$23.34	$24.51	$25.74	$27.03	$28.39
FIELD SERVICES ASSISTANT	$15.32	$16.09	$16.90	$17.76	$18.65	$19.59	$20.57	$21.61	$22.69	$23.83
FISCAL & TECH SERVICES ASST 1	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77
FISCAL & TECH SERVICES ASST 2	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86
FISCAL & TECH SERVICES ASST 3	$16.21	$17.02	$17.88	$18.77	$19.72	$20.71	$21.76	$22.85	$24.00	$25.21
GEO INFO SYS (GIS) PLANNER 1	$21.66	$22.74	$23.89	$25.08	$26.34	$27.67	$29.05	$30.51	$32.04	$33.65
GEO INFO SYS (GIS) PLANNER 2	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18
GRANT COMPLIANCE ASSISTANT	$14.57	$15.31	$16.08	$16.88	$17.73	$18.62	$19.56	$20.54	$21.58	$22.66
HAZ MAT SPECIALIST 1	$23.73	$24.92	$26.17	$27.49	$28.86	$30.31	$31.83	$33.43	$35.10	$36.86
HAZ MAT SPECIALIST 2	$26.18	$27.50	$28.87	$30.32	$31.84	$33.44	$35.11	$36.87	$38.72	$40.66
HAZ MAT SPECIALIST 3	$28.80	$30.25	$31.77	$33.37	$35.03	$36.79	$38.64	$40.58	$42.61	$44.74
HEAD COOK	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86
HEALTH AIDE 1	$14.00	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77
HEALTH AIDE 2	$14.70	$15.44	$16.22	$17.04	$17.90	$18.80	$19.74	$20.73	$21.77	$22.86
HEALTH EDUCATION COORDINATOR 1	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18
HEALTH EDUCATION SPECIALIST	$21.13	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.82
HIV SPECIALTY CLINIC THERAPIST	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18	$37.99
INFORMATION SYSTEMS TECHNICIAN	$21.81	$22.90	$24.05	$25.26	$26.52	$27.85	$29.25	$30.71	$32.25	$33.87
JUNIOR ENGINEER	$21.13	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.82
LAW LIBRARIAN	$14.56	$15.30	$16.07	$16.97	$17.72	$18.61	$19.55	$20.53	$21.57	$22.65
LEAD DEPUTY CLERK-RECORDER	$20.71	$21.76	$22.85	$24.01	$25.22	$26.48	$27.81	$29.21	$30.67	$32.21

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Sierra County
Job Classification

Class Title: Environmental Health Specialist 3

Class Code: 39 - Topography A

Status: Principal/Supervisor

DEFINITION

Is responsible for conducting, inspections, performing investigations, and evaluating environmental health conditions to ensure that federal, state, and local environmental health laws are adhered to throughout Sierra County. Supervises the Sierra County Environmental Health Program.

DISTINGUISHING CHARACTERISTICS

Supervises all levels of staff assigned to the environmental function of the Health Department including professional and support staff. This position is required by the State of California for each California County. The individual is responsible for meeting all State mandates.

REPORTS TO

Department Manager or as Assigned

CLASSIFICATIONS SUPERVISED

May supervise Environmental Health Specialist I and II, and support staff as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Inspects and investigates food handling and processing facilities, organized camps, detention facilities, mobile home parks, swimming pools, spas, housing and dwelling units, water well construction, industrial plants, biomedical waste facilities, public and private buildings, water supply systems, sewage disposal systems, solid waste disposal facilities, underground storage tank facilities, hazardous materials incidents, proposed land use applications, and other public and private facilities for compliance with environmental health laws and regulations.
- Performs complex reviews, grants approvals and conducts construction inspections of facilities or projects such as retail food facilities, recreational facilities, housing and institutions, water systems and water wells, solid waste facilities, underground storage tank facilities, soil and ground water remediation projects, hazardous materials handling, storage, treatment and disposal facilities, biomedical waste handling, storage and disposal facilities.
- Reviews plans for proposed on-site sewage disposal systems and other wastewater disposal systems, ensures site and soil criteria are suitable for system installation, issues permits to construct and inspects system installation.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

- Prepares comments for environmental reviews to comply with the California Environmental Quality Act involving projects that fall under the jurisdiction of local environmental health either as lead agency or participating agency.
- Works with local governing bodies and the health officer and other officials to implement an environmental health program and develops ordinances and standards to meet local needs.
- Investigates complaints and other indications of nuisances such as insect problems, animal bites, unsanitary waste disposal, and related problems; obtains facts, evidence, and samples; recommends abatement and control measures, secures evidence of violations of environmental laws and appears as witness in court.
- Plans and performs surveys, investigations, and inspections to determine environmental health problems and needs in the assigned areas.
- Interprets environmental laws and regulations to the public and advises on methods of meeting and maintaining requirements.
- Attends and addresses community meetings.
- Attends Sate Association meetings.
- Supervises staff.
- Prepares documentation and reports.
- Other duties as assigned.
- Writes and Maintains procedures.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 60 lbs.; frequently works outside in inclement weather; frequently moves from outside to inside work and back; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computers and other related peripheral equipment such as printers, telephones, calculators, copiers and FAX ; operate a vehicle.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment, and requires frequent travel to various locations within Sierra County. Work includes continuous contact with staff and the public. Work may involve stressful situations.

DESIRABLE QUALIFICATIONS

A Bachelors Degree in a relevant field is required. Requires possession of a valid Registered Environmental Health Specialist Certificate issued by the State of California, Department of Health Services, Office of Local Environmental Programs and a minimum of five (5) years of Full-time, paid experience equivalent to that gained as an Environmental Health Specialist within the County of Sierra.

- Bachelor's degree in related field — 14 points
- Graduate degree in related field extra — 4 points
- Possession of a valid Registered Environmental Health Specialist Certificate issued by the State of California — 10 points
- Substantial relevant work experience with progressive

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

advancement	20 points max
• Continuing Education	10 points max
• Supervisorial responsibility over professional and non-professional staff.	10 points max

Minimum points needed for consideration for employment: 47

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job related knowledge and skills.

Knowledge of:

- General public and business administration principles and practices.
- Governmental functions and organization.
- Principles and practices of the functional areas applicable.

Ability to:

- Gather and analyze data.
- Identify problems and central issues.
- Reason logically and critically.
- Perform, analyze, and document research.
- Research legislative issues and read and understand legislation.
- Read and interpret operating procedures and regulations.
- Recommend and implement changes/improvements.
- Speak and write effectively using proper English.
- Establish and maintain effective working relationships.
- Work independently and accept increasing responsibility.
- Analyze policies, procedures and programs and make effective recommendations.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Special Requirements:

Ability to operate office equipment which may include typewriter, personal computer, data entry equipment, word processor, adding machine, calculator, photocopier, microfilm equipment, and bookkeeping machine.

Possession of a valid driver's license at the time of application and maintained throughout employment is a requirement for hiring and retention.

Ability to work performing field inspections.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Other Duties as assigned

I. ESSENTIAL FUNCTIONS (ADA)	
PHYSICAL REQUIREMENTS:	
Directions: *Please review the definitions and check the appropriate box which indicates how often you perform the activity.*	
Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*	
A=Rarely (Once or twice, or never performed) *B=Seldom (On a quarterly to yearly basis)* *C=Occasionally (On a monthly/bi-monthly basis)*	*E=Daily (From 0-1 hours per day)* *F=Daily (From 1-4 hours per day)* *G=Daily (From 4-8+ hours per day)*

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

D=Frequently (On a weekly basis)

ACTIVITY			*FREQUENCY*						
			A	B	C	D	E	F	G
1.	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.				X			
2.	STOOPING	Bending body downward and forward by bending spine at waist.						X	
3.	KNEELING	Bending legs at knee to come to rest on a knee or knees.						X	
4.	CROUCH	Bending the body downward and forward by bending leg and spine.					X		
5.	CRAWLING	Moving about on hands and knees or hands and feet.			X				
6.	REACHING	Extending hand(s) and arm(s) in any direction.						X	
7.	STANDING	Standing for long periods of time.					X		
8.	WALKING	Moving about on foot.						X	
9.	SITTING	Sits for extended periods of time.						X	
10.	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.		X					
11.	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		X					
12.	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.							X
13.	GRASPING	Applying pressure to an object with the fingers and palm.						X	
14.	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin					X		
15.	TALKING	Expressing or exchanging ideas by means of the spoken word.							X
16.	HEARING	Receive detailed information through oral communication.							X
17.	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).			X				

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

II. ESSENTIAL FUNCTIONS (ADA)

VISUAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box which indicates how often you perform the activity.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)
B=Seldom (On a quarterly to yearly basis)
C=Occasionally (On a monthly/bi-monthly basis)
D=Frequently (On a weekly basis)
E=Daily (From 0-1 hours per day)
F=Daily (From 1-4 hours per day)
G=Daily (From 4-8+ hours per day)

	ACTIVITY	FREQUENCY						
		A	B	C	D	E	F	G
1.	Work performed requires the ability to see distances under 12 inches.						X	
2.	Work performed requires the ability to see at an arm's length.							X
3.	Work performed requires the ability to see distances over 20 feet.					X		
4.	Work performed requires the use of both eyes (field of vision).							X
5.	Work performed requires the ability to distinguish basic colors.				X			
6.	Work performed requires the ability to distinguish shades of color.			X				
7.	Work performed requires depth perception.						X	

OTHER FUNCTIONAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

	ACTIVITY	FREQUENCY						
		A	B	C	D	E	F	G
1.	Operates truck, tractor motor vehicle, forklift or other moving equipment.					X		
2.	Repetitive use of foot control. right only				X			
					X			

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

	left only							
	both				X			
3.	Repetitive use of hands. right only						X	
	left only						X	
	both							X

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS:

Directions: *Please review the definitions and check the appropriate box which indicates how often you work under the conditions.*

Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*

A=Rarely (Once or twice, or never performed)
B=Seldom (On a quarterly to yearly basis)
C=Occasionally (On a monthly/bi-monthly basis)
D=Frequently (On a weekly basis)
E=Daily (From 0-1 hours per day)
F=Daily (From 1-4 hours per day)
G=Daily (From 4-8+ hours per day)

ACTIVITY		*FREQUENCY*						
		A	B	C	D	E	F	G
1.	Works outside in various types of weather.						X	
2.	Works inside.						X	
3.	Works in extreme cold, below 32 degrees F, for more than 1 hour.					X		
4.	Works in extreme heat, above 100 degrees F, for more than 1 hour.				X			
5.	Worker is subject to vibration (oscillating movements of the extremities or whole body).		X					
6.	Works in excessive humidity.	X						
7.	Works in a dry atmosphere.			X				
8.	Works in environment with constant noise (to cause worker to shout to be heard).		X					
9.	Exposed to dust.				X			
10.	Exposed to silica.	X						
11.	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)	X						
12.	Exposed to grease and oils (air and/or skin exposure).	X						

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

13.	Exposed to electrical energy.	X						
14.	Exposed to pesticides.	X						
15.	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)		X					
16.	Works on slippery or uneven surfaces.			X				
17.	Works around machinery with moving parts or stationary equipment.	X						
18.	Works around moving objects or vehicles.						X	
19.	Works on ladders or scaffolding.	X						
20.	Works below ground.	X						
21.	Works with hands in water.	X						
22.	Works in confined spaces.	X						
23.	Other - Specify							

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

Directions: *If exertion varies, check one or more boxes. Indicate weights, if applicable, and/or the hours per day the exertion is required.*

ACTIVITY		*WEIGHT/HOURS PER DAY*						
		Up to 10 lbs.	**11-25 lbs.**	**26-50 lbs.**	**51-75 lbs.**	**76-100 lbs.**	**Over 100 lbs.**	**# hours per day**
1.	LIFTING				X			< 1 HR.
2.	CARRYING			X				< 1 HR.
3.	PUSHING		X					< 1 HR.
4.	PULLING		X					< 1 HR.
5.	REACHING		X					< 1 HR.
6.	OTHER (Specify)							

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Reviewed by:

James R. Allen
Personnel Director — 2/7/2013 Date

Auditor/Treasurer-Tax Collector — 2/7/2013 Date

Received and filed by:

Heather Foster
County Clerk — 2/7/2013 Date

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

RESOLUTION NO. 2021- 007

IN THE MATTER OF ADOPTING THE PAY TABLES FOR THE COUNTY OF SIERRA & SPECIAL REVENUE FUNDS

WHEREAS, the Board determines for full disclose of County business and CalPERS required the public posting of wage tables, and

WHEREAS, the Board approved new Memorandums of Understanding with the represented employees through their Unions representations, see Exhibit A through F; and

WHEREAS, the Board approved multiple pay rates for elected department heads, appointed department heads and Mid-Management, see Exhibit G through H; and

WHEREAS, County Ordnance 1086 set the Board of Supervisors pay, see Exhibit I.

BE IT RESOLVED, that the Board of Supervisors of Sierra County does rescind Resolution 2019-132.

BE IT FURTHER RESOLVED, that the Board of Supervisors of Sierra County does hereby adopt the wage tables shown in Exhibits A through H attached to this resolution, Government Code §29007.

Adopted by the Board of Supervisors of the County of Sierra on the 19st day of January 2021, by the following vote:

AYES: Supervisor Huebner, Roen, LeBlanc, Dryden, and Adams
NOES: None
ABSTAIN: None
ABSENT: None

COUNTY OF SIERRA

LEE ADAMS, CHAIRPERSON
BOARD OF SUPERVISORS

ATTEST:

HEATHER FOSTER
CLERK OF THE BOARD

APPROVED AS TO FORM:

DAVID PRENTICE COUNTY COUNSEL

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Resolution 2021-007
January 19, 2021

Exhibit A

TOPOGRAPHY A

FISCAL YEAR 2020-21

INCREASE PER MOU 1.02000

CLASS		STEP A	STEP B	STEP C	STEP D	STEP E	After 5 Years L 1	After 10 Years L 2
12	Month	3,076.78	3,230.62	3,392.15	3,561.76	3,739.84	3,926.83	4,123.17
	Hour	17.7506	18.6382	19.5701	20.5485	21.5760	22.6548	23.7875
16	Month	3,505.39	3,680.66	3,864.71	4,057.93	4,260.83	4,473.87	4,697.56
	Hour	20.2234	21.2346	22.2964	23.4111	24.5817	25.8108	27.1013
24	Month	4,135.24	4,342.02	4,559.12	4,787.07	5,026.42	5,277.74	5,541.62
	Hour	23.8572	25.0501	26.3026	27.6177	28.9986	30.4485	31.9709
30	Month	4,494.48	4,719.21	4,955.17	5,202.93	5,463.07	5,736.23	6,023.04
	Hour	25.9297	27.2262	28.5975	30.0169	31.5177	33.0936	34.7483
32	Month	4,726.20	4,962.50	5,210.64	5,471.17	5,744.72	6,031.95	6,333.55
	Hour	27.2665	28.6298	30.0614	31.5644	33.1426	34.7997	36.5397
35	Month	4,989.77	5,239.27	5,501.23	5,776.28	6,065.10	6,368.35	6,686.77
	Hour	28.7871	30.2265	31.7379	33.3247	34.9909	36.7405	38.5775
39	Month	5,396.90	5,666.76	5,950.09	6,247.60	6,559.97	6,887.97	7,232.37
	Hour	31.1360	32.6928	34.3275	36.0438	37.8460	39.7383	41.7252
41	Month	5,626.96	5,908.31	6,203.74	6,513.92	6,839.61	7,181.60	7,540.68
	Hour	32.4632	34.0864	35.7908	37.5803	39.4593	41.4323	43.5039
45	Month	6,086.13	6,390.43	6,709.96	7,045.46	7,397.72	7,767.62	8,156.00
	Hour	35.1123	36.8679	38.7113	40.6469	42.6792	44.8132	47.0539

Confidential employees receive 5% additional pay.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Resolution 2021-007
January 19, 2021

Exhibit A
PARITY CLASSES IN TOPOGRAPHY A

Class 12		Integrated Case Wkr 1			
Class 16	Engineering Tech 1 Transportation Planner 1 Substance Abuse Cnslr 1 Info Systems Admin I	Building Inspector 1 Planner 1 Integrated Case Wkr 2 Contract Anayst I	OES Coordinator 1 Safety Officer 1 Probation Splt/Court Coordinator 1	Appraiser 1 Accountant 1 Case Manager 1	Victim-Witness Coordinator 1 Welfare Fraud Investigator 2 Social Worker 1
Class 24	Engineering Tech 2 Transportation Planner 2 Info Systems Admin 2 Contract Anayst II	Building Inspector 2 Planner 2 Integrated Case Wkr 3	OES Coordinator 2 Safety Officer 2 Substance Abuse Counselor 2 Probation Splt/Court Coordinator 2	Appraiser 2 Accountant 2 Comm Outreach coord	Victim-Witness Coordinator 2 Case Manager 2 Social Worker 2
Class 30	Environmental Health Trainee Engineering Tech 3 Transportation Planner 3 Info Systems Admin 3	Building Inspector 3 Planner 3 Mental Health Clr 1 Contract Anayst III	OES Coordinator 3 Safety Officer 3 Probation Splt/Court Coordinator 3	Appraiser 3 Accountant 3 Sub Abuse Counselor 3 Social Wrk III Public Guardian/HHS	Victim-Witness Coordinator 3 Social Worker 3 Public Health Educator
Class 32	Behavior Intervention Specialist Public Health Nurse 1		Eligibility Supervisor Environmental Health Specialist 1	Accounting Manager	
Class 35	Sr Engineering Tech Sr Transportation Planner Info Systems Admin 4 Behavior Health Co-ordinat	Sr Building Inspector Sr Planner Mental Health Clr 2 Educator Trainer Coord	Sr Risk Manager-Safety Officer Public Health Nurse 2 Integrated Caseworker Supv Environmental Health Specialist 2	Appraiser 4 Asst Assess Admin Interdepartmental Fiscal Officer Asst Treas-Tax Coll	Asst Clerk-Recorder Office Manager Social Wrk Supv 1 Personnel Analyst II
Class 39		Mental Health Clr 3	Environmental Health Specialist 3		
Class 41	Asst Engineer Sr Mental Health Counselor Info Systems Admin SR	Sr Sub Abuse Cnslr Sr Accountant	Ed Trainer Coordinator Lic Sr Public Health Nurse Sr. Environmental Health Specialist	Sr Appraiser	Dep Dir Social Services Social Wrk Supv 2
Class 45		Supry Mental Health Counselor		Financial Officer	

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

Environmental Services
Government Jobs Location
N/A
Salary
N/A

- $21.75 - $32.13 Hourly
- $1,740.00 - $2,570.40 BiWeekly
- $3,770.00 - $5,569.20 Monthly
- $45,240.00 - $66,830.40 Annually

Salary Display
N/A

Description
N/A

The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer
We welcome applicant of any race, religion, or ancestry.

Environmental Health Specialist I: $21.75 - $26.44
Environmental Health Specialist II: $25.18 - $30.60
Sr. Environmental Health Specialist: $26.43 - $32.13

Under supervision, to assist with and learn to conduct sanitary inspections and investigations in the enforcement of federal, state, county, and local environmental health, safety, and hazardous materials laws, rules, regulations, and standards; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the training and first working level in the Environmental Health Specialist class series. Incumbents assist Registered Environmental Health Specialists and learn environmental health inspection and enforcement. Incumbents are expected to attain state registration within three years of initial employment. Upon notification of passing the State REHS examination the employee is eligible for flex promotion to the REHS II classification. This class is distinguished from Environmental Health Specialist II in that incumbents are working in a training and learning capacity. The non registered Environmental Health Specialist would be assigned to Hazardous Materials Management involved in solving site specific or conditionally specific environmental problems related to solid waste, universal waste, hazardous waste, hazardous materials handling and underground storage tank installation and operations. The non registered incumbent may be limited until they become familiar with the full scope of hazmat and environmental health programs and associated protocols.

REPORTS TO

Deputy Director of Environmental Health, Land Use Manager, Waste Management Unit Manager, Consumer Protection Unit Manager

CLASSIFICATIONS SUPERVISED

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

This is not a supervisory class.
Examples of Duties
N/A

ESSENTIAL FUNCTIONS

Assists with inspections to secure compliance with federal, state and local sanitation laws and regulations governing food handling establishments, sewage disposal systems, substandard housing, land use, swimming pools, recreational health facilities, water supply systems, solid waste management, public nuisances, toxic/hazardous waste materials, zoning, underground storage tanks, and other areas; recommends changes and provides instruction for deficiency and violation corrections; advises food handlers and restaurant operators on correct sanitation methods; assists with special investigations of public complaints; assists with community sanitation surveys and conferences with local officials; assists with investigations of insect nuisances or infestations; works with solid waste issues and problems, including illegal garbage dumping; assists with a variety of health and safety compliance inspections; inspects facilities to minimize future health threats; takes water, sewage, soil, and waste samples, interpreting data; interprets environmental health laws and regulations for the public; reviews plans for new subdivision, ensuring adequate water and sewage facilities; reviews and recommends changes in building plans for environmental health compliance; assists with on-site evaluations of sewage disposal systems; assists with studies and evaluates information regarding hazardous materials storage, treatment, disposal , reduction, and reuse; completes reports of findings; assists with initiation of legal actions and scheduling administrative hearings for compliance issues; assists with the development of division rules and ordinances; makes abatement recommendations to resolve environmental health problems; learns to issue permits for wells, food handing establishments, septic systems, and hazardous and medical waste facilities; assists with development of technical reports; prepares correspondence on a variety of issues.

Typical Qualifications
N/A

REGISTERED Training and Experience: (see below for NON Registered minimum qualifications)

Education equivalent to graduation from a four year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

Some previous experience performing or assisting with environmental investigations and inspection is highly desirable.

Special Requirements:

Possession of a valid and appropriate driver's license.

Ability to obtain valid Environmental Health registration issued by the State Department of Health Services within three years of initial employment with the County.

NON Registered Training and Experience:

Graduation from an accredited College or University or equivalent Bachelor's degree approved by the

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

California Superintendent of Public Instructions of the California Education Code, 94301 (b) with major

course work in the following disciplines: Biology, Microbiology, Chemistry, Chemical Engineering, Physics,

Physical Science, Geology, Soil Science, Environmental Health, Environmental or Sanitary Engineering,

Toxicology, Industrial Hygiene, Hazardous Materials Management, Fire Science or Fire Technology.

One (1) year of professional or technical experience in hazardous waste management, environmental health, environmental engineering or a closely related field. (A Master's degree in the courses listed under education may be substituted for one year of the required experience).

OR

Possession of a valid certificate of registration as an Environmental Health Specialist issued by the State of California, Department of Health Services.

Valid State of California driver's license is required.

Upon hiring or transfer to this class the 40 HAZWOPER class shall be completed as soon as possible and:

Within one year of date of hire or transfer:

1. First Responder/First Aid Training (including CPR).

2. Obtain ICC UST Inspector Certification.
Some previous experience performing or assisting with environmental investigations and inspection is highly desirable.

Special Requirements
Possession of a valid and appropriate driver's license.
Supplemental Information
N/A

TYPICAL PHYSICAL REQUIREMENTS
Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; ability to lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; use of combustible gas meter, chlorine and PH spectrophotometer, and other applicable environmental monitoring and sampling devices.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

TYPICAL WORKING CONDITIONS

Work is usually performed in office, outdoor, and driving environments; some work is performed in varying temperatures and humidity; exposure to high levels of noise; some exposure to dust; exposure to hazardous waste and materials; continuous contact with other staff and the public.

No supplemental questions were specified for this job.

NOTE:

Various bargaining units may have benefits that alter from this general summary. This summary of benefits is not a binding document and is provided as a courtesy. Refer to labor agreements (MOUs) for specific benefit information.

THESE BENEFITS DO NOT APPLY TO EXTRA HELP EMPLOYEES

Holidays:

12 paid holidays (96 hours) per year, plus 3 floating holidays

Vacation:

2 weeks per year during the first five years of service; 3 weeks a year - 5- 10 years of service; 4 weeks a year - 10 plus years of service;. Note - accrued vacation leave may not be used until after six months of employment.

Sick Leave:

Sick leave shall accrue from the date of initial employment at the rate of 3.7 hours per pay period (which is equivalent to 96 hours per years) for regular full-time employees with no maximum accrual. Unused sick leave may be converted to PERS service credit upon retirement.

Health Plan:

Siskiyou County contracts with CalPERS for medical insurance. The County will contribute 85% of the CalPERS Choice premium to the employee's selection of CalPERS health plan option.

Dental Plan:

The employee contributes $5.00 per month toward dental insurance.

Vision Plan:

The County agrees to maintain a vision service plan for eligible employees and dependents.

Life Insurance:

The County will maintain life insurance for $25,000.

Retirement:

The County is in the Public Employees' Retirement System (CalPERS) coordinated with Social Security.

- 2% at 55 years of age and single highest year calculation for final compensation (generally for employees hired prior to 11/02/12)

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

- 2% at 60 years of age and highest three year average for final compensation (generally for employees hired between 11/02/12 - 12/31/12)
- 2% at 62 years of age and highest three year average final compensation (generally for employees hired on or after 1/01/13)

Member contribution:

Employee member contribution shall be 3.5% for classic members hired before January 1, 2013. For new employees hired after January 1, 2103, the member contribution will be 6.25%. Employee contributions shall be on a pre-tax basis.

Miscellaneous:
• Deferred Compensation plans available through specified companies.

• IRC Section 125 plan available for pre-tax payroll deductions for contributions towards un-reimbursed medical expenses and dependent care.

SISKIYOU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Any information on this page or links is subject to change without notice.

Siskiyou County Personnel
PO Box 750
1312 Fairlane
Yreka CA 96097

(530) 842-8005

Comments, please email: personnel@co.siskiyou.ca.us

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Dashboard view is opened

Senior Environmental Health Specialist requisition is loaded. Candidates tab is opened

Requisition Details view is opened

Jobs List view is opened

Job Details view is opened

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

County of Siskiyou - Salary Schedule

Job Title *Applicable Footnotes*	Unit/ Range	Bargaining Unit	FLSA	Hourly Monthly Step 1	Hourly Monthly Step 2	Hourly Monthly Step 3	Hourly Monthly Step 4	Hourly Monthly Step 5	Hourly Monthly Step 6	Hourly Monthly Step 7
Road Superintendent	MG059	Mgmt	EX	29.800	31.291	32.855	34.498	36.223	37.129	-
F002, F010, F012, F028, F041				5,165.409	5,423.774	5,694.887	5,979.690	6,278.657	6,435.623	-
Secretary	IG034	Misc	CO	16.540	17.350	18.220	19.110	20.080	20.590	-
F002, F010, F012, F028, F041				2,866.933	3,007.333	3,158.133	3,312.400	3,480.533	3,568.933	-
Senior Accounting Analyst	MG053	Mgmt	EX	25.743	27.030	28.381	29.800	31.291	32.073	-
F002, F010, F012, F028, F041				4,462.077	4,685.268	4,919.437	5,165.409	5,423.774	5,559.369	-
Senior Appraiser	RG048	Prof	EX	22.794	23.933	25.130	26.386	27.706	28.399	-
F002, F010, F011, F012, F028, F041				3,950.895	4,148.473	4,355.852	4,573.617	4,802.353	4,922.411	-
Senior Assessor-Recorder Technician	IG136	Misc	CO	18.820	19.760	20.710	21.790	22.850	23.420	-
F002, F010, F012, F028, F041				3,262.133	3,425.067	3,589.733	3,776.933	3,960.667	4,059.467	-
Senior Bus Driver	IG034	Misc	CO	16.540	17.350	18.220	19.110	20.080	20.590	-
F002, F010, F012, F028, F041				2,866.933	3,007.333	3,158.133	3,312.400	3,480.533	3,568.933	-
Senior Cadastral Mapping Technician	IG038	Misc	CO	18.220	19.110	20.080	21.080	22.150	22.680	-
F002, F010, F012, F028, F041				3,158.133	3,312.400	3,480.533	3,653.867	3,839.333	3,931.200	-
Senior Communications Dispatcher	IG042	Misc	CO	19.980	20.990	22.050	23.150	24.290	24.900	-
F002, F010, F012, F028, F041				3,463.200	3,638.267	3,822.000	4,012.667	4,210.267	4,316.000	-
Senior Deputy Agriculture Commissioner/Sealer	RO055	Prof/Hrly	CO	27.040	28.390	29.800	31.300	32.860	33.680	-
F002, F010, F011, F012, F028, F041				4,686.933	4,920.933	5,165.333	5,425.333	5,695.733	5,837.867	-
Senior Deputy Probation Officer	PO046	DPO/JC	CO	24.120	25.320	26.590	27.920	29.310	30.040	30.790
F002, F003, F015, F023, F027, F031, F033, F034, F039, F040				4,180.800	4,388.800	4,608.933	4,839.467	5,080.400	5,206.933	5,336.933
Senior Environmental Health Specialist	RG056	Prof	EX	27.706	29.091	30.545	32.073	33.676	34.518	-
F002, F010, F011, F012, F028, F041				4,802.353	5,042.422	5,294.533	5,559.273	5,837.229	5,983.159	-
Senior Forensic Technician	IG045	Misc	CO	21.490	22.570	23.680	24.870	26.130	26.790	-
F002, F010, F012, F028, F041				3,724.933	3,912.133	4,104.533	4,310.800	4,529.200	4,643.600	-
Senior Heavy Equipment Mechanic	TO045	OE3	CO	25.270	26.540	27.870	29.250	30.710	31.500	-
F002, F035, F036, F037, F038				4,380.133	4,600.267	4,830.800	5,070.000	5,323.067	5,460.000	-
Senior Legal Secretary	IG034	Misc	CO	16.540	17.350	18.220	19.110	20.080	20.590	-
F002, F010, F012, F028, F041				2,866.933	3,007.333	3,158.133	3,312.400	3,480.533	3,568.933	-
Senior Planner	RO063	Prof/Hrly	CO	32.850	34.510	36.220	38.040	39.930	40.930	-
F002, F010, F011, F012, F028, F041				5,694.000	5,981.733	6,278.133	6,593.600	6,921.200	7,094.533	-
Senior Public Health Nurse	RG065	Prof	EX	34.498	36.223	38.034	39.935	41.933	42.981	-
F002, F010, F011, F012, F028, F041				5,979.690	6,278.657	6,592.613	6,922.150	7,268.329	7,450.037	-
Senior Specialist Appraiser	RG052	Prof	EX	25.130	26.386	27.706	29.091	30.545	31.309	-

Effective Date: December 27, 2020 through December 25, 2021
Revision Date: May 12, 2021 (Includes COLA's Effective 05/02/2021)

*Estimated hourly/monthly - Please verify actuals with County Personnel office.

Attachment: Senior EHS salary review 2021 (Reclassify Senior Environmental Health Specialist)

MODOC COUNTY BOARD OF SUPERVISORS
AGENDA REQUEST FORM

Date of Meeting for Which Item is Requested: **June 10, 2021**
Name of Requesting Party or Entity: **Mitch Crosby, Road/Airport**

Regular or Consent: **Regular**

Kind of Action Requested: **Consideration/Action**

Describe Specific Action Requested or Information to be Discussed:

Requesting permission to review the class specification for the Deputy Road Commissioner of Administration & Project Delivery and adjust salary at the recommendation of the Reclassification Review and Salary Adjustment Committee.

Budget Affected: Yes

Clerk's Instructions:
Certified Copies Needed: 1
Minutes Orders Needed: 1

Date Submitted: 4/30/2021

Phone Number: (530) 233-6412

Email: MitchCrosby@co.modoc.ca.us

Agenda Item Number: 6.a

Organization of Packet Contents

- Class Specifications with proposed changes
  - Deputy Road Commissioner of Administration & Project Delivery
  - Deputy Road Commissioner of Maintenance and Operations

- Job Classification Survey form
  - One form representing both positions
  - Note: Each county organizes its road maintenance division differently and other counties don't split responsibilities between the two positions in the same way we do so there is one package of supporting information that applies to both positions.

- Chart of comparable positions from other counties

- Organization chart including proposed salary changes

- Supporting Information
  - Including org charts, job descriptions and salaries

Attachment: 1 - Organization of Packet Contents (Deputy Road Commissioner of Administration & Project Delivery)

CLASS SPECIFICATION

Modoc County

CLASS CODE:	3114-002
CLASS TITLE:	Deputy Road Commissioner of Administration ~~& Project Delivery~~
RANGE/STEP:	296 Step A-F ($4,269 -- $5,447)

JOB SUMMARY:

To assist the Road Commissioner in administration of the road Department and assuring proper project delivery; participate in the preparation of the department budget; act as a lead in the performance of administrative and analytical functions related to providing a variety of personnel and administrative services to department; to serve as the primary personnel management advisor to the department; act as the purchasing agent; oversee project delivery; perform other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This class plans, oversees, manages, and directs all activities of the Road Department, including significant short and long-range capital improvement planning, and development, as well as day to day operations and administration activities, under the direction of the Road Commissioner. Responsibilities include coordinating with management staff and other county departments and governmental agencies to manage and accomplish the complex and varied functions of the Road Department. The integration of additional or newly developed branches of governmental services and budget units are considered a part of the responsibilities for this class. Cooperative participation in interdepartmental resource assistance is expected. This class is distinguished from the Road Commissioner who has overall management responsibility for county road functions.

EXAMPLES OF DUTIES:

- Supervise the Fiscal Officer, administration, and office staff.
- Participate as a cooperative and positive member of the departmental management team; participate in strategic planning, legislative review and analysis, and policy development.
- Assists in the preparation and administration of the department's budget.
- Oversee, coordinate, and participate in all human resource related matters, including, but not limited to personnel records management; discipline; enforcing county policies; evaluations, policies and procedures, timecard oversight, conflict resolution.
- Plans, organizes, reviews, and evaluates the activities of professional, technical, maintenance, operations, and office support staff directly and through subordinate managers and supervisors.
- Contributes to the overall quality of the department's service provision by developing, reviewing, recommending, and implementing improved policies and procedures.
- Coordinate and oversee the training of Road Department employees.

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Attachment: 2 - DEPUTY ROAD COMMISSIONER OF ADMINISTRATION AND PROJECT DELIVERY - rev 04272021 (Deputy Road Commissioner

- Ensure delivery of final projects by county and/or contract staff; negotiates and administers such contracts and provides for appropriate payment for services under the direction of the Road Commissioner, oversee obtaining and administering grant funding.
- Under the supervision of the Road Commissioner, act as the Department's purchasing agent; oversee service contract and invoice processing; monitor and maintain fixed assets.
- Confers with and represents the County Road Department with members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Performs and oversee interdepartmental projects, as necessary.
- Build and maintain positive working relationships with co-workers, other county employees and managers, and the community utilizing accepted principles of effective customer service. Manage and oversee the Road Department offices, including safety supplies, records retention, office equipment and supplies; expanding electronic capabilities to improve department efficiency.
- Forecasts the need for staffing, equipment, materials, and supplies required to accomplish adopted programs.
- Assists in the selection of staff and their training and professional development.
- Interprets regulations and county policies and procedures to employees.
- Ensures effective morale, productivity, and discipline of departmental staff.
- Prepares annual material bids and ensures procurement for equipment necessary to run the department.
- Directs the preparation of and personally performs feasibility and analytical studies; develops and reviews reports of findings, alternatives, and recommendations; directs the maintenance of accurate project records and files.
- Prepares and directs the preparation of a variety of written correspondence, clear and concise reports, procedures, and other written materials.
- Monitors and interprets changes in laws and regulations related to Road Department activities and functions; evaluates their impact upon county activities and develops and implements policy and procedural changes as required; drafts changes to ordinances, regulations and procedures and implements after approval.
- Other duties as assigned by the Road Commissioner.

Important: Uses standard office equipment, including office computer software, in the course of the work; drives a motor vehicle to attend meetings and visit off-site county locations.

QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

Knowledge of:

- Management principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through supervision by subordinates.
- Principles and practices of human resources/personnel

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Attachment: 2 - DEPUTY ROAD COMMISSIONER OF ADMINISTRATION AND PROJECT DELIVERY - rev 04272021 (Deputy Road Commissioner

- Techniques for making effective public presentations.
- Principles of public sector accounting and reporting, such as fund and cost center management, budgeting, accounts payable, invoicing, inventory management, and timecard/payroll accounting.
- Principles of public sector engineering including Federal and State funded project management, oversight, and concepts of traffic engineering.
- Continuing education and training are considered essential to maintain a current level of comprehension of the laws, practices and procedures associated with performing the required duties. Relevant training includes leadership, supervision, finance, human resources, risk management, transportation planning, project administration, or other respective areas for growth approved by the Road Commissioner. Coursework shall occur for a minimum of 40 hours in each of the first two years and 20 hours each year thereafter.

Skill in:

- Planning, organizing, and administering a road and equipment inspection, maintenance, and operations program.
- Administering programs and managing staff through supervision by subordinates.
- Demonstrating appropriate leadership behaviors that promote productive communication and cooperative interaction.
- Developing and implementing goals, objectives, policies, procedures, and work standards.
- Providing for the training and professional development of staff.
- Interpreting, applying, and explaining complex Federal, State, and Local laws related to the areas of responsibility.
- Preparing clear and concise reports, procedures, correspondence, and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion, and prudence in dealing with those contacted during the course of work.

Ability to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees
- Adhere to the Modoc County Code of Safe Practices

PHYSICAL DEMANDS:

Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle in order to visit work sites and attend meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person or over the telephone; ability to lift up to 25lbs.

Accommodation can be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions: Attend meetings and functions outside of normal working hours.

Licensing and Certification:

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Attachment: 2 - DEPUTY ROAD COMMISSIONER OF ADMINISTRATION AND PROJECT DELIVERY - rev 04272021 (Deputy Road Commissioner

Possess a valid California Class C Driver's License.
Registration as a professional civil engineer in the State of California is desirable.

Background:

Any combination of education and experience which provides the required knowledge and skills is acceptable; an example how to acquire requisite knowledge and skills is outlined below:

Equivalent to graduation from a four-year college or university, with course work in business or public administration, personnel administration, behavioral science or a related field, and four years of administrative or supervisory experience.

This class specification lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Created: *February 2019*
Revised: *Date Revised*

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Attachment: 2 - DEPUTY ROAD COMMISSIONER OF ADMINISTRATION AND PROJECT DELIVERY - rev 04272021 (Deputy Road Commissioner

CLASS SPECIFICATION

Modoc County

CLASS CODE:	3114-003		
CLASS TITLE:	Deputy Road Commissioner of ~~Maintenance &~~ Operations		
RANGE/STEP:	296	Step A-F	($4,269 -- $5,447)

JOB SUMMARY:
To assist the Road Commissioner in managing and directing the maintenance and operations of the Road Department; including planning, organizing, and administering all phases of county road and bridge construction; repairing and maintenance of rolling stock and other equipment, on a long term and day to day basis; assists the Road Commissioner in a staff capacity as required. Additional job requirements may include assisting in the creation and supervision of a countywide fleet maintenance program and/or County Buildings and Grounds; or to perform other related work as assigned.

DISTINGUISHING CHARACTERISTICS:
This class plans, oversees, manages, and directs all activities of the Road Department, including significant short and long-range capital improvement planning, and development, as well as day to day construction and maintenance activities, under the direction of the Road Commissioner. Responsibilities include coordinating with management staff and other county departments and governmental agencies to manage and accomplish the complex and varied functions of the Road Department. The integration of additional or newly developed branches of governmental services and budget units are considered a part of the responsibilities for this class. Cooperative participation in interdepartmental resource assistance is expected. This class is distinguished from the Road Commissioner who has overall management responsibility for county road functions.

EXAMPLES OF DUTIES:

- Supervise the Road Maintenance Superintendent, Road Maintenance staff and shop staff.
- Participate as a cooperative and positive member of the departmental management team; participate in strategic planning, legislative review and analysis, and policy development.
- Assists in the preparation and administration of the department's budget.
- Plans, organizes, reviews, and evaluates the activities of professional, technical, maintenance, operations, and office support staff directly and through subordinate managers and supervisors.
- Contributes to the overall quality of the department's service provision by developing, reviewing, recommending, and implementing improved policies and procedures.
- Directs the design and construction of contract projects by county and/or contract staff; negotiates and administers such contracts and provides for appropriate payment for services, under the direction of the Road Commissioner.
- Confers with and represents the County Road Department with members of boards and industrial groups and the public.

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Attachment: 3 - DEPUTY ROAD COMMISSIONER OF MAINTENANCE AND OPERATIONS - rev 04272021 (Deputy Road Commissioner of

- Establish and maintain cooperative working relationships with other county departments; perform and oversee interdepartmental projects, as necessary.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvements, and ensures maximum effective service provision.
- Forecasts the need for staffing, equipment, materials, and supplies required to accomplish adopted programs.
- Assists in the selection of staff and their training and professional development.
- Interprets regulations and county policies and procedures to employees.
- Ensures effective morale, productivity, and discipline of departmental staff.
- Prepares annual material bids and ensures procurement for equipment necessary to run the department.
- Directs the preparation of and personally performs feasibility and analytical studies; develops and reviews reports of findings, alternatives, and recommendations; directs the maintenance of accurate project records and files.
- Prepares and directs the preparation of a variety of written correspondence, clear and concise reports, procedures, and other written materials.
- Supervises the maintenance of airports.
- Monitors and interprets changes in laws and regulations related to Road Department activities and functions; evaluates their impact upon county activities and develops and implements policy and procedural changes as required; drafts changes to ordinances, regulations and procedures and implements after approval.
- Other duties as assigned by the Road Commissioner.

Important: Uses standard office equipment, including office computer software, in the course of the work; drives a motor vehicle to attend meetings and visit off-site county locations.

QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

Knowledge of:

- Principles and practices of road, bridge, equipment and related infrastructure development and management in a public agency setting.
- Land use, physical design, demographic, environmental and socio/economic concepts as applied to public project planning and operations processes.
- Management principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through supervision by subordinates.
- Principles and practices of automotive and equipment purchase, maintenance, and repair. Applicable laws, codes, and regulations. Techniques for representing the department and the county in meetings and negotiations with a wide variety of individuals and groups.
- Techniques for making effective public presentations.
- Principles of public sector accounting and reporting, such as fund and cost center management, budgeting, accounts payable, invoicing, inventory management, and timecard/payroll accounting.

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Attachment: 3 - DEPUTY ROAD COMMISSIONER OF MAINTENANCE AND OPERATIONS - rev 04272021 (Deputy Road Commissioner of

- Principles of public sector engineering including Federal and State funded project management, oversight, and concepts of traffic engineering.
- Continuing education and training are considered essential to maintain a current level of comprehension of the laws, practices and procedures associated with performing the required duties. Relevant training includes leadership, construction supervision, materials science, vehicle and equipment maintenance and capabilities, project planning, cost estimating, or other respective areas for growth approved by the Road Commissioner. Coursework shall occur for a minimum of 40 hours in each of the first two years and 20 hours each year thereafter.

Skill in:

- Planning, organizing, and administering a road and equipment inspection, maintenance, and operations program.
- Administering programs and managing staff through supervision by subordinates.
- Demonstrating appropriate leadership behaviors that promote productive communication and cooperative interaction.
- Reviewing engineering designs, plans, specifications, and construction documentation.
- Developing and implementing goals, objectives, policies, procedures, and work standards.
- Providing for the training and professional development of staff.
- Interpreting, applying, and explaining complex Federal, State, and Local laws related to the areas of responsibility.
- Preparing clear and concise reports, procedures, correspondence, and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion, and prudence in dealing with those contacted during the course of work.

Ability to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees
- Adhere to the Modoc County Code of Safe Practices

PHYSICAL DEMANDS:

Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle in order to visit work sites and attend meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person or over the telephone; ability to lift up to 50 lbs.

Accommodation can be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions: Attend meetings and functions outside of normal working hours. May be asked to work outside in inclement weather.

Licensing and Certification:

Possess a valid California Class C Driver's License.

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Attachment: 3 - DEPUTY ROAD COMMISSIONER OF MAINTENANCE AND OPERATIONS - rev 04272021 (Deputy Road Commissioner of

Registration as a professional civil engineer in the State of California is desirable.

Background:

Any combination of education and experience which provides the required knowledge and skills is acceptable; an example how to acquire requisite knowledge and skills is outlined below:

Equivalent to graduation from a four-year college or university, or ability to acquire same within three years of appointment, with major course work in engineering, business or public administration or a related field, and four years of administrative or supervisory experience in a comprehensive road and/or public works setting.

This class specification lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Created: *February 2019*
Revised: *Date Revised*

DRAFT

Attachment: 3 - DEPUTY ROAD COMMISSIONER OF MAINTENANCE AND OPERATIONS - rev 04272021 (Deputy Road Commissioner of

Job Classification Survey - EXEMPT
Reclassification Review and Salary Adjustment Committee

rev.21.0430

Date: 30-Apr-21

Position Title: Deputy Road Commissioner **Date of previous reclass:** Created Feb 2019

Department: Road Department **Number of Hours worked:** 40/wk.

Is this classification used in other departments in the county: YES: NO: ✓

Current Range and Step A-F Range 296; $4269-5447 **Proposed Range and Step A-F** Range 384; $6623-8453

Supervisor's Name: Mitch Crosby

Supervisor's Title: Road Commissioner

Please enter suggested $ amount in the Monthly column (please note three or more must be filled in for formula to calculate)

Fill in the required information for all counties with comparable positions at a Step-A. If there is no comparable position please detail in the job title section.

Job Title	County	Salary Monthly	Salary	Benefits Monthly	Benefits Annual	Total Salary and Benefits	Monthly Benefits	Health	Dental	Vision	Life
Asst. Dir. Pub. Wrks.	**Colusa**	$7,532.00	$ 90,384.00	$1,520.00	$18,240.00	$ 108,624.00	$ 1,520.00	$ 1,520.00	$ 45.00	100% EO	Included $50,000
Asst. Dir. Commun. Dev	**Del Norte**	$7,281.00	$ 87,372.00	$2,529.00	$30,348.00	$ 117,720.00	$ 2,529.00	$ 2,529.00	Cost Share	Cost Share	Included $15,000
Dep. Dir. PW Agency	**Glenn**	$7,436.00	$ 89,232.00	$1,053.07	$12,636.84	$ 101,868.84	$ 1,053.07	$ 1,053.07	N/A	100% EO	Included $10,000
Dep. Dir. of PW	**Inyo**	$7,318.00	$ 87,816.00	$1,629.03	$19,548.36	$ 107,364.36	$ 1,629.03	$ 1,629.03	Family 50%	Family 100%	Included
Asst. Dir. PW/Transp.	**Lassen**	$7,037.33	$ 84,447.96	$ 415.00	$ 4,980.00	$ 89,427.96	$ 415.00	$ 415.00	$40.00	Included	Included $40,000
Asst. Dir. PW	**Plumas**	$5,409.00	$ 64,908.00	$1,486.00	$17,832.00	$ 82,740.00	$ 1,486.00	$ 1,486.00	Included	Included	Included
Dep. Dir. PW (Transp.)	**Sierra**	$6,242.53	$ 74,910.36	$1,020.00	$12,240.00	$ 87,150.36	$ 1,020.00	$ 1,020.00	Included	Included	Included $50,000
Dep. Dir. Road/Bridge	**Siskiyou**	$6,015.56	$ 72,186.72	$1,239.99	$14,879.88	$ 87,066.60	$ 1,239.99	$ 1,239.99	$ 106.25	$ 7.50	Included $25,000
Dep. Dir. Trans-Engineer	**Trinity**	$7,137.66	$ 85,651.92	$ 704.87	$ 8,458.44	$ 94,110.36	$ 704.87	$ 700.00	Family 100%	Employee 100%	Included $25,000
	Average	**$6,924.01**	**$ 83,088.14**	**$1,236.14**	**$14,833.65**	**$ 96,516.07**					
	CURRENT Step	**$4,269.00**	**$ 51,228.00**	**$1,400.00**	**$16,800.00**	**$ 68,028.00**	$ 1,400.00	$ 1,400.00	$ 57.50	$ 17.32	Included $20,000
	PROPOSED Step	**$6,623.00**	**$ 79,476.00**	**$1,400.00**	**$16,800.00**	**$ 96,276.00**	$ 1,400.00	$ 1,400.00	$ 57.00	$ 17.32	Included $20,000

% INCREASE 55.14%

Benefits last updated: 21 01 06

Attachment: 4 - Job Survey DRC (Deputy Road Commissioner of Administration & Project Delivery)

Please detail the need for this position to be reclassified: In February 2019, these job classifications were created as part of a department restructure to divide the responsibilites of the Deputy Road Commissioner into two separate positions. Upon further review of the job requirements, elements of the job descriptions should be revised to better meet County needs and assist long term continuity of services. Salary adjustment is requested to help maintain consistency within the department, with other County departments and with other comperable Counties.

List the Educational Requirements: Any combination of education and experience which provides the required knowledge and skill is acceptable; an example how to acquire requisite knowledge and skills is outlined below: Equivalent to graduation from a four-year college or university, with course work in business or public administration, personnel administration, behavior science or a related field, and four years of administrative or supervisory experience.

Required Degree: None. See example combination of education and experience shown above.

Required Certificate(s): None. Registration as a professional civil engineer in the State of California is desirable.

Supervisor Requirements: Four years of administrative or supervisory experience

Number of employees to be supervised: Deputy Road Commissioner of Administration 3; Deputy Road Commissioner of Operations 6

List the titles of employees who will be supervised by this position: Deputy Road Commissioner of Administration supervises the Departmental Fiscal Officer, Support Services Administrator and Administrative Assistant. The Deputy Road Commissioner of Operations supervises the Auto & Equipment Supervisor and five (5) Road Maintenance Supervisors.

Chart of Comparable Positions from Other Counties

County	Job Title	Licensed Engineer	Education/Training
Colusa	Assistant Director of Public Works	No**	A typical way… 3 yr. PW experience, 2 yr. supervisor, 120 college units OR 5 yr. PW experience, 2 yr. supervisor, 60 college units OR 10 yr. PW experience, 2 yr. supervisor, no college
Del Norte	Assistant Director of Community Development	No	A typical way… 5 yr. supervisor, 4 yr. college
Glenn	Deputy Director of the Public Works Agency	Desirable	A typical way… 5 yr. management, 3 yr. supervisor, 4 yr. college
Inyo	Deputy Director of Public Works	Desirable	A typical way… 5 yr. PW or similar, 3 yr. management, 4 yr. college
Lassen	Assistant Director of Public Works / Transportation	No**	A typical way… 5 yr. PW, 2 yr. project management, 4 yr. college
Plumas	Assistant Director of Public Works	Required	5 yr. engineering/PW, 2 yr. supervisor, eng. training desirable
Sierra	Deputy Director of Public Works - Operations* (aka Transportation: 1.Admin 2.Operations	No	Should possess some college level course work (point system)
Siskiyou	Deputy Director of Road/Bridge Services Division	No**	A typical way… 10 yr. PW, 3 yr. management
Trinity	Deputy Director of Transportation - Engineering	Required	A typical way… 6 yr. trans. facilities, 2 yr. supervisor, 4 yr. engineering
Modoc	Deputy Road Commissioner	Desirable	An example how… 4 yr. supervisor, 4 yr. college

*Dep. Dir. PW-Admin is filled but no description

** Different job classification available for licensed applicants
Colusa: $8,738
Lassen: 10% increase for PE license
Siskiyou: $6,474

Attachment: 5 - Chart of Comparable Positions from Other Counties (Deputy Road Commissioner of

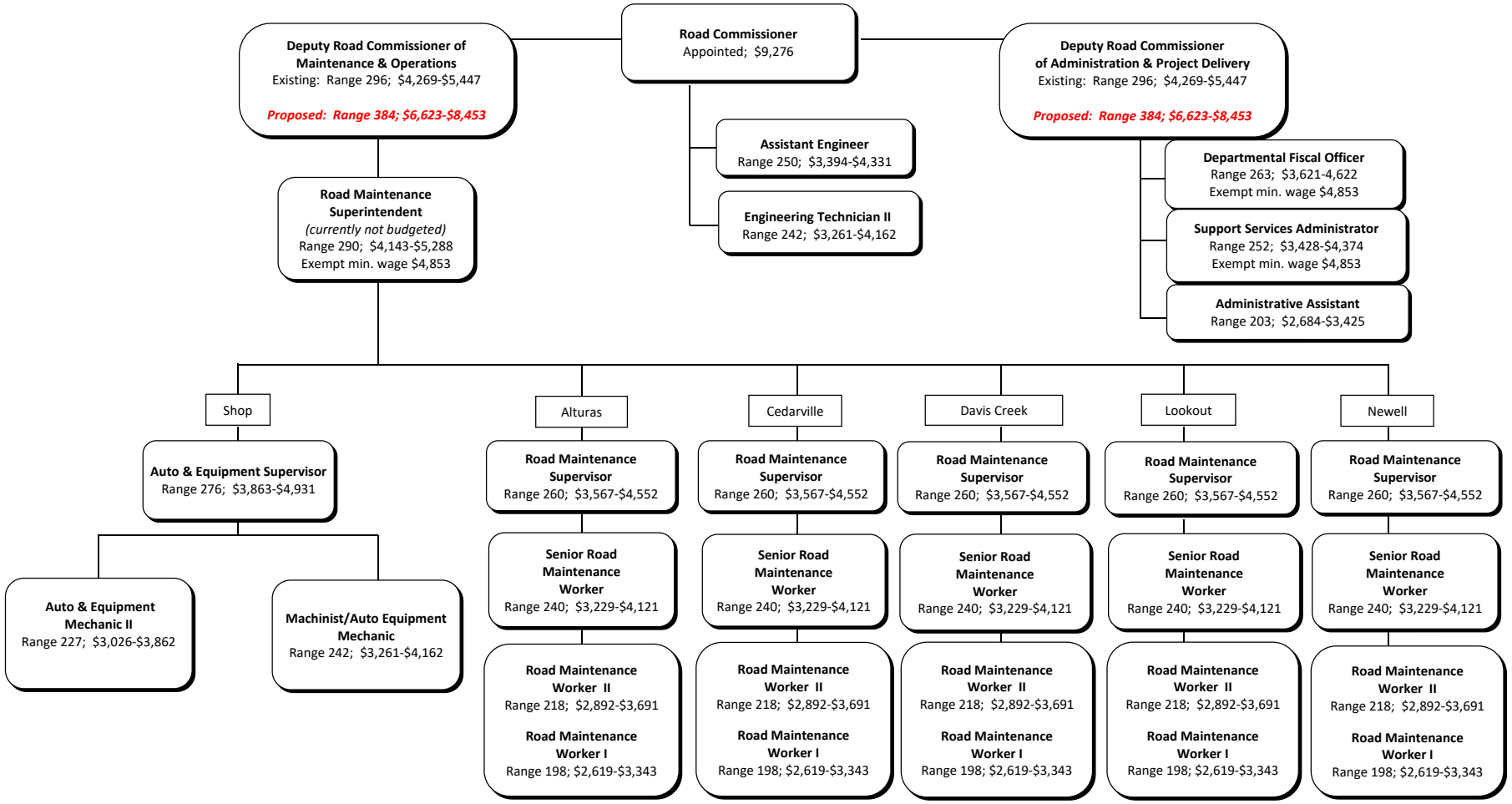
Chart of Comparable Positions from Other Counties

County	Salary/mo.	Equivalent to Modoc Range	Other Notes
Colusa	$7,532.00	409	Org chart missing Assistant Director PW because currently vacant
Del Norte	$7,281.21	403	Have advertised but unable to fill Tried combining with County Engineer with no luck
Glenn	$7,436.00	407	
Inyo	$7,318.00	404	
Lassen	$7,037.33	396	Other position: Deputy Director will replace Superintendent position Trying to fill Assistant & Deputy but nobody applied
Plumas	$5,409.73	343	Other position: Deputy Director of PW is similar to our Superintendent Assistant Director is vacant on org chart
Sierra	$6,242.53	372	Title not consistent between description, position filled and salary table
Siskiyou	$6,015.56	364	PW previously combined with General Services, couldn't keep Deputy (Engineer) filled Superintendent on books but haven't advertised
Trinity	$7,137.66	399	Does not appear on org chart. Don't have non-licensed class spec. Advertised 3 times, plus 1 as extra help, no applicants
Modoc	$4,269.00	296	

Del Norte: 3360.56 biweekly
Glenn: 3432 biweekly
Lassen: 40.60 hourly
Plumas: 31.21 hourly

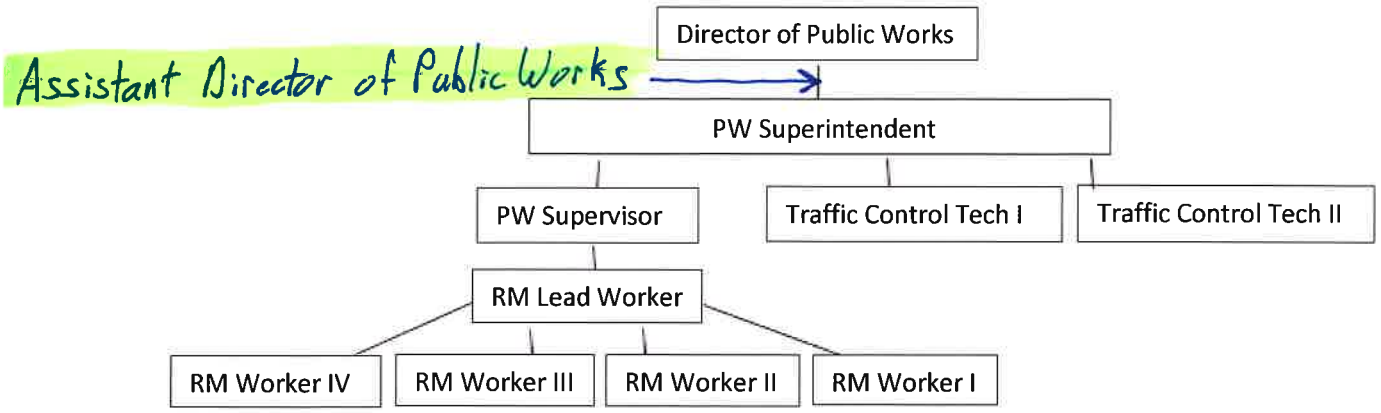
Attachment: 5 - Chart of Comparable Positions from Other Counties (Deputy Road Commissioner of

MODOC COUNTY ROAD DEPARTMENT
Current Organization Chart
with 2 Proposed Changes



Attachment: 6 - Org Chart Proposed (Deputy Road Commissioner of Administration & Project Delivery)

Colusa



Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

County of Modoc

Mitch Crosby <mitchcrosby@co.modoc.ca.us>

FW: Job descriptions

Amy Rosales <arosales@countyofcolusa.com> Wed, Apr 21, 2021 at 2:01 PM
To: Mitch Crosby <mitchcrosby@co.modoc.ca.us>

Hi Mitch,

Oh shoot! Yes, I forgot to mention that in my initial email today. Since we do not currently have an Assistant, it was not included, but yes, that will be between the Superintendent and Director.

That is the only Assistant position that we have.

Have a great day!

County of Colusa
Human Resources

www.countyofcolusa.org

Amy Rosales
Human Resources Technician
250 5th Street
Colusa, CA 95932

Main Line: 530-458-0420
Fax: 530-458-0425
E-mail: arosales@countyofcolusa.org

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From: Mitch Crosby [mailto:mitchcrosby@co.modoc.ca.us]
Sent: Wednesday, April 21, 2021 12:02 PM
To: Amy Rosales
Subject: Re: FW: Job descriptions

REMINDER: This email originated from outside of the organization, only you can prevent ransomware attacks. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, contact the Helpdesk at helpdesk@countyofcolusa.com.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

COUNTY OF COLUSA

Established: TBD
Revised: 06/19/1998; 06/25/2013; 07/30/2013
Salary Range: MGT29
FLSA: Exempt

ASSISTANT DIRECTOR OF PUBLIC WORKS

DEFINITION

To direct, manage, supervise, and coordinate the programs and activities of one or more of the Divisions within the Public Works Department which include Engineering, Road, Solid Waste, and Transportation; to coordinate assigned activities with other County departments, divisions and outside agencies; and to provide highly responsible and complex administrative support to the Director of Public Works.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and professional direction from the Director of Public Works.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES—*Important responsibilities and duties may include, but are not limited to, the following:*

Assist with management responsibility for all services and activities of one or more divisions which may include transportation, drainage, engineering, surveying, construction, and solid waste.

Assist with and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including capital improvements, design, mapping, field survey, and program planning for future public works needs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement and review with the Director of Public Works; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the assigned Divisions; meet with staff to identify and resolve problems; assigns work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

Assist and participate in the development and administration of the Department's annual budget; forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as liaison with other County departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Director of Public Works; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.

Reviews plans and specifications, designs, environmental documents, reports and studies; prepare legal boundary descriptions for annexation petitions, County easements and right of way documents; review tract maps, parcel maps, and lot line adjustments

Select and manage professional services and other contract services; monitor contract compliance; approve payments; negotiate adjustments and new provisions to contracts.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering, land surveying, and administration.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Principles and practices of project management.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, leadership, training, performance evaluation, and motivational behavior.

Pertinent Federal, State and local laws, codes and regulation.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

Ability to:

Manage, direct and coordinate the work of technical personnel.

Select, supervise, train, lead, and evaluate staff.

Provide administrative and professional leadership and direction for assigned staff.

Recommend and implement goals, objectives, and practices for providing effective and efficient engineering services.

Prepare and administer large and complex budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including County and other government officials.

Experience and Training Guidelines—*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Three years of increasingly responsible public works experience including two years of administrative and supervisory responsibility and 120 units from an accredited college or university with major course work in engineering, business, management, or a related field.

OR

Five years of increasingly responsible public works experience including two years of administrative and supervisory responsibility and 60 units from an accredited college or university with major course work in engineering, business, management, or a related field.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

OR

Ten years of increasingly responsible public works experience including two years of administrative and supervisory responsibility

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderate.*
- *Hazards are minimal.*
- *Occasionally works around machinery having moving parts.*

ESSENTIAL PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

- *Sit for extended periods of time.*
- *Walk, stand, and bend.*
- *Hear and speak both in person and on the telephone.*
- *Use hands and fingers to operate office equipment.*
- *See well enough to read documents and operate office equipment.*
- *Lift and move up to 25 pounds.*

The County of Colusa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Colusa County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

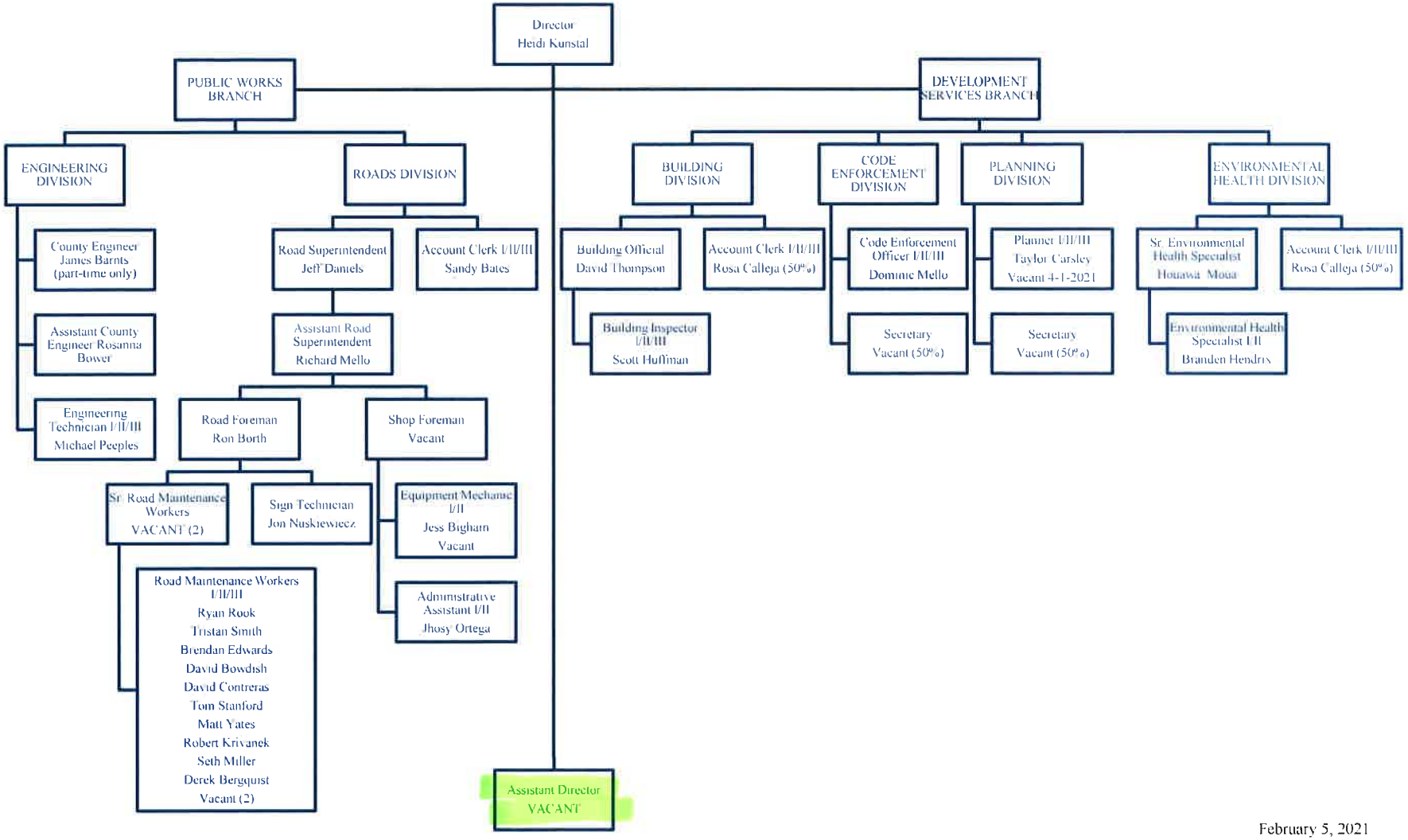
County of Colusa
Monthly Job Class/Salary Schedule

Effective: 10/01/20
Board Revision Date: TBD

Job Title	Sch/Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Base Monthly Hours
ASST DIRECTOR PUBLIC WRKS	MGT32	7,532	7,914	8,316	8,738	9,182	9,647	9,888	10,135	10,388	10,648	10,914	11,188	11,468	11,755	12,350	173.33
ASST TREAS-TAX COLLECTOR	MGT15	4,940	5,191	5,457	5,735	6,027	6,333	6,492	6,654	6,822	6,993	7,168	7,348	7,532	7,721	8,112	162.50
ASST VETERANS SERV OFF	MSC19	3,048	3,204	3,368	3,539	3,719	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,768	5,010	162.50
AUDITOR/APPRAISER II	PF 32	4,251	4,468	4,695	4,933	5,184	5,447	5,583	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,977	162.50
AUDITOR/APPRAISER I	PF 28	3,849	4,046	4,251	4,468	4,695	4,933	5,057	5,184	5,314	5,447	5,583	5,724	5,867	6,014	6,319	162.50
BILING PUBLIC HEALTH ASST	MSC16	2,829	2,973	3,125	3,284	3,453	3,628	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,651	162.50
BILINGUAL ACCT CLERK I	MSC08	2,322	2,439	2,561	2,692	2,829	2,973	3,048	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,813	162.50
BILINGUAL ACCT CLERK II	MSC12	2,561	2,692	2,829	2,973	3,125	3,284	3,368	3,453	3,539	3,628	3,719	3,813	3,908	4,007	4,212	162.50
BILINGUAL ACCT CLERK III	MSC16	2,829	2,973	3,125	3,284	3,453	3,628	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,651	162.50
BILINGUAL LEGAL SECRETARY	MSC18	2,973	3,125	3,284	3,453	3,628	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,887	162.50
BILINGUAL OFFICE ASST I	MSC02	2,003	2,105	2,211	2,322	2,439	2,561	2,626	2,692	2,760	2,829	2,900	2,973	3,048	3,125	3,284	162.50
BILINGUAL OFFICE ASST II	MSC06	2,211	2,322	2,439	2,561	2,692	2,829	2,900	2,973	3,048	3,125	3,204	3,284	3,368	3,453	3,628	162.50
BILINGUAL OFFICE ASST III	MSC10	2,439	2,561	2,692	2,829	2,973	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,719	3,813	4,007	162.50
BILINGUAL VOC ASSISTANT	MSC08	2,322	2,439	2,561	2,692	2,829	2,973	3,048	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,813	162.50
BILNG VIC WIT PRG COR/AD	PF 34	4,468	4,695	4,933	5,184	5,447	5,724	5,867	6,014	6,165	6,319	6,477	6,640	6,807	6,977	7,331	162.50
BLDG & GRD MAINT LEADWRKR	MSC25	3,539	3,719	3,908	4,108	4,317	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,397	5,533	5,813	162.50
BLDG & GRD MAINT SERV SUP	MGT10	4,366	4,586	4,819	5,064	5,322	5,595	5,735	5,879	6,027	6,179	6,333	6,492	6,654	6,822	7,168	162.50
BLDG & GRD MAINT WORKER I	MSC17	2,900	3,048	3,204	3,368	3,539	3,719	3,813	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,768	162.50
BLDG & GRD MAINT WORKR II	MSC21	3,204	3,368	3,539	3,719	3,908	4,108	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,265	162.50
BOOKING CLERK	DSA15	3,032	3,186	3,348	3,519	3,699	3,887	3,984	4,084	4,186	4,291	4,399	4,510	4,623	4,739	4,979	173.33
BUILDING INSPECTOR	MSC30	4,007	4,212	4,426	4,651	4,887	5,136	5,265	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,578	162.50
CAO-BUDGET MGMT ANALYST	MGT18	5,322	5,595	5,879	6,179	6,492	6,822	6,993	7,168	7,348	7,532	7,721	7,914	8,112	8,316	8,738	162.50
CASE MANAGER	MSC24	3,453	3,628	3,813	4,007	4,212	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,397	5,671	162.50
CHIEF ANIMAL CONT OFFICER	DSA17	3,186	3,348	3,519	3,699	3,887	4,084	4,186	4,291	4,399	4,510	4,623	4,739	4,857	4,979	5,232	173.33
CHIEF APPRAISER	MGT16	5,064	5,322	5,595	5,879	6,179	6,492	6,654	6,822	6,993	7,168	7,348	7,532	7,721	7,914	8,316	162.50
CHIEF DEP CLK-BRD OF SUPS	CNF32	4,212	4,426	4,651	4,887	5,136	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,418	6,578	6,911	162.50
CHIEF DEP CO CLRK-REC-REG	MSC22	3,284	3,453	3,628	3,813	4,007	4,212	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,397	162.50
CHIEF DEPUTY DA	MGT35	8,112	8,525	8,958	9,412	9,888	10,388	10,648	10,914	11,188	11,468	11,755	12,049	12,350	12,659	13,299	162.50
CHIEF DPTY PROBATION OFFR	MGS06	5,987	6,287	6,602	6,933	7,285	7,655	7,847	8,044	8,246	8,453	8,664	8,881	9,103	9,331	9,803	162.50
CHIEF PROBATION OFFICER	DH 51	9,294	9,759	10,248	10,762	11,301	11,867	12,164	12,469	12,781	13,101	13,429	13,765	14,110	14,463	15,187	162.50
CHILD SUPPORT SERV DIR	DH 38	8,703	9,144	9,607	10,094	10,606	11,143	11,422	11,708	12,001	12,301	12,608	12,924	13,247	13,578	14,266	162.50
CHILD SUPPORT SUPERVISOR	MSC32	4,212	4,426	4,651	4,887	5,136	5,397	5,533	5,671	5,813	5,958	6,108	6,261	6,418	6,578	6,911	162.50
CHILD SUPT ASSISTANT I	MSC10	2,439	2,561	2,692	2,829	2,973	3,125	3,204	3,284	3,368	3,453	3,539	3,628	3,719	3,813	4,007	162.50
CHILD SUPT ASSISTANT II	MSC14	2,692	2,829	2,973	3,125	3,284	3,453	3,539	3,628	3,719	3,813	3,908	4,007	4,108	4,212	4,426	162.50
CHILD SUPT SPECIALIST I	MSC19	3,048	3,204	3,368	3,539	3,719	3,908	4,007	4,108	4,212	4,317	4,426	4,537	4,651	4,768	5,010	162.50
CHILD SUPT SPECIALIST II	MSC23	3,368	3,539	3,719	3,908	4,108	4,317	4,426	4,537	4,651	4,768	4,887	5,010	5,136	5,265	5,533	162.50
CHILD SUPT SPECIALIST III	MSC27	3,719	3,908	4,108	4,317	4,537	4,768	4,887	5,010	5,136	5,265	5,397	5,533	5,671	5,813	6,108	162.50
CLERICAL/EXTRA HELP	FLAT	13.00/hour															162.50
CLINICAL PROGRAM MGR	MGT19	5,457	5,735	6,027	6,333	6,654	6,993	7,168	7,348	7,532	7,721	7,914	8,112	8,316	8,525	8,958	162.50

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project

DEL NORTE COUNTY COMMUNITY DEVELOPMENT DEPARTMENT



February 5, 2021

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project

County of Modoc

Mitch Crosby <mitchcrosby@co.modoc.ca.us>

Del Norte County Community Development Department - Org Chart/Budget Units

Heidi Kunstal <hkunstal@co.del-norte.ca.us> Mon, Apr 19, 2021 at 4:44 PM
To: mitchcrosby@co.modoc.ca.us

This message was sent securely using Zix®

Hi Mitch,
I received your message. Attached is a copy of our current org chart and a list of positions by budget units. Last fiscal year we combined the County Engineer position with the Assistant Director position and moved it into the Road Division Budget Unit in an effort to raise the salary enough to entice someone to apply. Unfortunately, it was still too low and the feedback we received was that civil engineers don't want to administrate non-public works functions. What is attached is the current iteration with the Assistant Director and the County Engineer position separated and only the County Engineer position in the Road Division Budget Unit (Road Fund). The Assistant Director position remains on the org chart but is not funded. If you wouldn't mind sharing what you end up coming up with, I would appreciate it.
Thanks,
Heidi

—
Heidi Kunstal
Director, Del Norte County Community Development Department

P 707-464-7254 E hkunstal@co.del-norte.ca.us
W www.co.del-norte.ca.us
A 981 H Street, Suite 110 Crescent City CA 95531

This message was secured by **Zix**&#174.

2 attachments

February 2021 CDD Org Chart.pdf
44K

2020-21 Budget Units for CDD Positions.pdf
50K

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

COUNTY OF DEL NORTE
CLASSIFICATION DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

Salary Range: AA-5
FLSA Status: Exempt
EEO Class: 1

Description of Basic Function:

This position has division level responsibility for the overall administration of a major function of the department, including a variety of contract management, intra and inter agency coordination activities. Organizational skills are essential to perform a variety of professional duties with the ability to manage projects and personnel under general direction of the Community Development Department Director. This classification is designated as Management and exempt from the overtime provisions of the FLSA.

Supervision Received and Exercised:

Under an administrative team concept, plans, organizes, coordinates and directs work of personnel in Engineering and Surveying, Roads, County Service Area (sewer collection system) and other divisions that may be assigned to the Community Development Department; supervises professional and technical staff and subordinate supervisors.

Essential Duties:

Essential job duties may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Has responsible charge for County engineering functions including approval of construction improvement drawings, County Service Area No. 1 functions and Public Works facilities.
- Supervises and review construction inspections of Public Works contracts including preparations of change orders, project record keeping, processing progress payments, and coordinating grants and permits.
- If holder of a California Land Surveyor License serves as County Surveyor, signs all records of survey, parcel maps, and subdivision maps and maintains compliance with Land Surveyors Act and Subdivision Map Act.
- Reviews and oversees the preparation of plans, specifications, and cost estimates for Public Works projects such as roads, bridges, airports, drainage channels and related structures.
- Reviews building permits and makes recommendations as to encroachment on County maintained roads, access requirements and drainage improvements.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

- Supervises and analyzes the more complex traffic counts, accident data, existing traffic patterns and vehicle speed studies.
- Directs the preparation of a variety of studies and reports relating to current and long-range county construction and capital improvement needs and develops specific proposals to meet those needs. May provide technical assistance to staff regarding specific contract development and project management.
- Assists in the preparation and administration of the department's budget.
- Assists in the selection, supervision and work evaluation for department staff and oversees their training and development.
- Prepares or reviews reports for the County Administrative Officer, Board of Supervisors or commissions; works closely with various groups to explain or coordinate plans for proposed projects and to respond to their concerns.
- Monitors developments related to department functions; evaluates their impact on county operations and implements policy and procedure improvements.
- Serves as department director in his/her absence.
- Acts as liaison between the county and various governmental agencies including making presentations to the Board of Supervisors.
- Ensures adherence to codes, applicable laws, regulations and guidelines relating to department activities.
- Performs related duties as required or assigned.

Job Standards:

Knowledge of:

- Working knowledge of administrative principles and methods, including goal setting, program development and implementation and employee supervision.
- Principles and practices of contract administration and project management and evaluation.
- Legal guidelines for planning, building inspection, code enforcement public works, engineering and environmental health activities.
- Principles and practices of budget development and administration.

Ability to:

- Manage and direct varied planning, building inspection, code enforcement public works, engineering and environmental health programs.
- Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.
- Skilled in analyzing complex technical and administrative issues, evaluating alternate solutions and recommending or adopting effective courses of action.
- Prepare clear and concise reports, correspondence and other written materials.
- Prepare and deliver effective public presentations.
- Exercise sound independent judgment with general policy guidelines.
- Establish and maintain effective working relationships with all individuals contacted in the course of work.
- Use computer applications and office/departmental related business machines and

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

equipment in a timely and proficient manner to accomplish work.

Minimum Qualifications: Any combination of education, training and experience which would likely provide the required knowledge and abilities may be considered qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to graduation from an accredited four year college or university.

Experience: Five (5) years' experience in a journey level capacity that includes administrative, managerial or supervisory duties with recent experience in budget preparation and analysis.

Special Requirements: Must possess and maintain a valid Driver's License.

All County of Del Norte employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with the County of Del Norte requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Typical Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

- Hearing: Adequate to hear under both quiet and noisy conditions with the ability to distinguish from which direction a sound is coming.
- Vision: Adequate near vision for such activities as reading small print as contained in plans, specification and like documents with color discrimination for activities associated with job function.
- Coordination & Dexterity: Finger dexterity to work accurately with small office equipment; coordination and balance to walk on uneven surfaces. Must be able to bend, stretch, and reach as to inspect structure and surfaces. Must be able to operate a vehicle and operate office equipment such as keyboard and other business machines.

Established Date: 10/2009
Revision Dates: 9/2014; 8/2019; 10/2020

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

DEL NORTE COUNTY
Assistant/Deputy Department Head
Biweekly Salary Schedule

2% Effective 7/10/2020

Assistant/Deputy Department Head	Range	A	B	C	D	E	F	G	H	LONGEVITY STEPS I	J	K	L
Child Support Services	AA-13	2,220.57	2,331.60	2,448.17	2,570.58	2,699.11	2,834.07	2,975.78	3,124.57	3,280.80	3,444.84	3,530.95	3,619.23
Probation (Safety)	AA-12	2,376.12	2,494.93	2,619.68	2,750.66	2,888.20	3,032.61	3,184.24	3,343.46	3,510.64	3,686.17	3,778.32	3,872.78
Agriculture Commission	AA-11	2,274.55	2,388.28	2,507.69	2,633.08	2,764.73	2,902.98	3,048.12	3,200.52	3,360.55	3,528.58	3,616.79	3,707.21
Information Technology	AA-10	2,274.55	2,388.28	2,507.69	2,633.08	2,764.73	2,902.98	3,048.12	3,200.52	3,360.55	3,528.58	3,616.79	3,707.21
Community Development	AA-5	3,360.56	3,528.59	3,705.02	3,890.27	4,084.78	4,289.02	4,503.47	4,728.64	4,965.08	5,213.34	5,343.68	5,477.27
Health and Human Services	AA-3	3,048.12	3,200.52	3,360.55	3,528.58	3,705.01	3,890.26	4,084.77	4,289.01	4,503.46	4,728.64	4,846.85	4,968.03
Administration	AA-2	3,200.52	3,360.54	3,528.57	3,705.00	3,890.25	4,084.76	4,289.00	4,503.45	4,728.63	4,965.06	5,089.19	5,216.42
County Counsel	AA-1	3,360.56	3,528.59	3,705.02	3,890.27	4,084.78	4,289.02	4,503.47	4,728.64	4,965.08	5,213.34	5,343.68	5,477.27
Treasurer/Tax Collector	AE-6	2,570.58	2,699.11	2,834.07	2,975.78	3,124.57	3,280.80	3,444.84	3,617.08	3,797.93	3,987.82	4,087.52	4,189.70
Auditor-Controller	AE-4	2,633.08	2,764.73	2,902.97	3,048.12	3,200.52	3,360.55	3,528.58	3,705.01	3,890.26	4,084.77	4,186.90	4,291.57
Assessor	AE-3	2,699.11	2,834.07	2,975.78	3,124.57	3,280.80	3,444.84	3,617.08	3,797.93	3,987.82	4,187.21	4,291.89	4,399.19
District Attorney	AE-1	3,444.83	3,617.07	3,797.92	3,987.82	4,187.21	4,396.57	4,616.40	4,847.22	5,089.58	5,344.06	5,477.66	5,614.60

Note: Steps are in increments of 5%

"I" step is a longevity increase available after 25 years of service for Del Norte County

"J" step is a longevity increase available after 30 years of service for Del Norte County

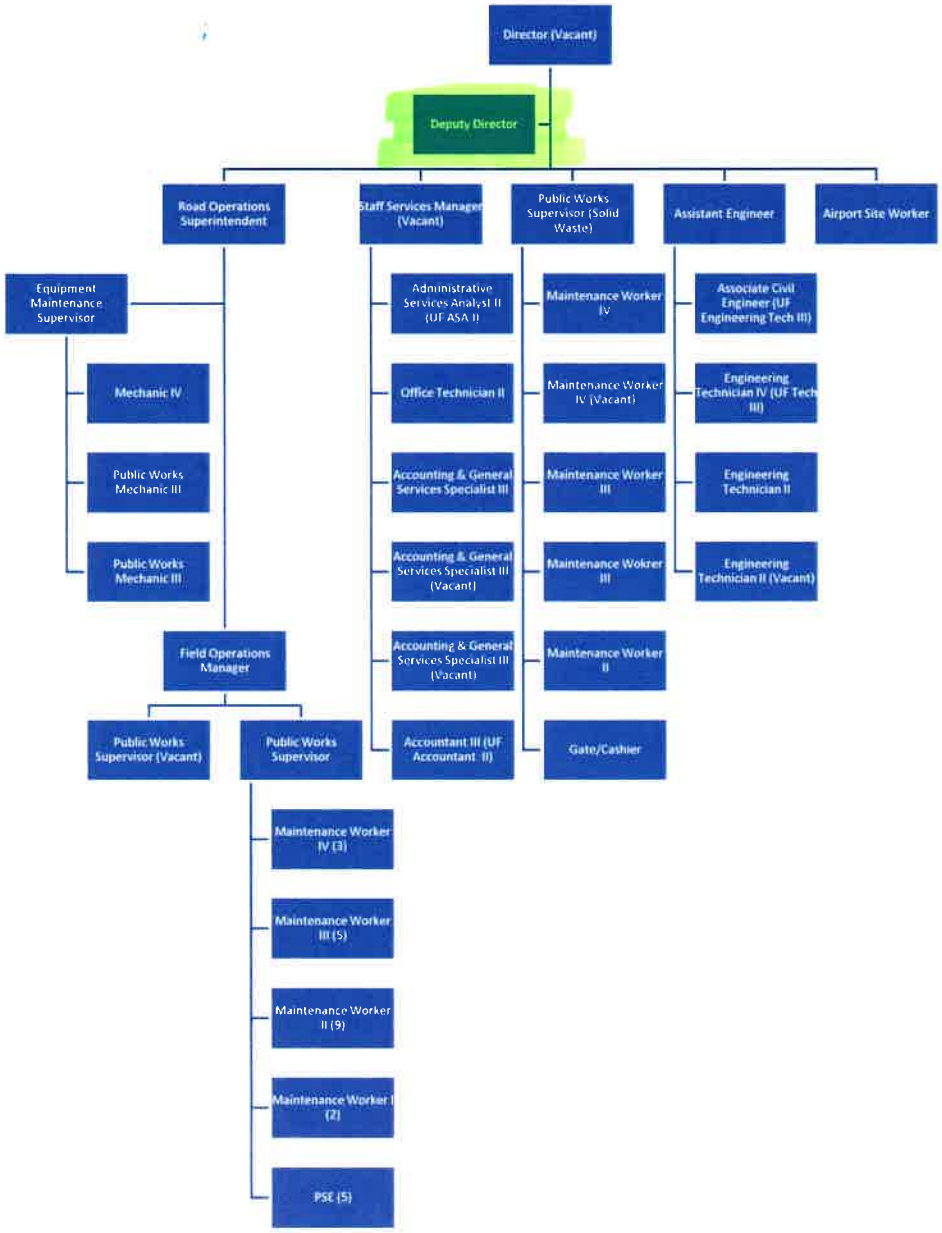
Note: Steps are in increments of 2.5%

"K" step is a longevity increase available after 35 years of service for Del Norte County

"L" step is a longevity increase available after 40 years of service for Del Norte County

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project

Glenn County Public Works



Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project

DEPUTY DIRECTOR OF THE PUBLIC WORKS AGENCY

DEFINITION

To coordinate, manage and direct the activities of the Public Works Agency, including subdivision and cooperative projects; to coordinate Public Works activities with other divisions and departments; to provide highly complex assistance to the Public Works Agency Director.

DISTINGUISHING CHARACTERISTICS

This is a single class position. The predominant focus of the position is to assist in the management, planning, and coordination of the operations and activities of the Public Works Agency and act as Agency Director in the Director's Absence. The incumbent exercises discretion in resolving organizational and service delivery problems. He/she develops and implements departmental goals, objectives, policies, and priorities.

The incumbent in this position may participate in negotiations with labor organizations on behalf of management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Agency Director; exercises direct supervision over professional, supervisory, technical, fiscal, and clerical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

The information listed below is meant to serve as samples of job duties and responsibilities for this classification. This list is neither inclusive nor exclusive, but indicative of the types of duties performed.

Confers with the Agency Director in resolution of operational issues; advises and directs subordinate administrators and managers in the resolution of operational issues to increase efficiency, and comply with Agency policy.

Assists the Director in planning, organizing and directing the activities within the agency.

Supervises, trains, disciplines and evaluates assigned personnel.

Plans, directs and coordinates staff work plan.

Analyzes and develops necessary policies and procedures relating to the assigned responsibilities.

DEPUTY DIRECTOR OF PUBLIC WORKS AGENCY

New 01/01/05	Res. #2004-121
Rev.- 01/01/05	Res. #2005-003
Rev.- 03/12/06	M.O. #6-3/21/06
Rev.- 04/04/06	Res. #2006-026
Rev.- 02/11/07	M.O. #22-2/6/07
Rev.- 07/01/07	M.O. #22-2/6/07
Rev.- 01/13/08	M.O. #22-2/6/07
Rev.- 07/13/08	M.O. #22-2/6/07
Rev.-07/01/11	M.O. #11-7/5/11
Rev.-3/17/20	M.O. #7b-3/17/20

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and reviews recommendations with the Director.

Prepares agency budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budget.

Coordinates with other County departments on administrative and fiscal matters.

Manages a wide range of projects designed by in-house staff and consultant engineers.

Coordinates division activities with those of other departments, outside agencies and organizations as appropriate.

Recommends, organizes, manages, directs and inspects engineering activities, including capital improvement projects and program planning for future Public Works projects.

Recommends, organizes, manages, directs and inspects planning activities and building code and inspection services.

Prepares, reviews and/or approves project plans and specifications.

Responds to public inquiries, requests for assistance and complaints related to assigned areas of responsibility.

Serves as the Public Works Agency Director as required in the Chief Deputy Director's absence.

Participates on or serves as staff liaison to a variety of boards and commissions.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of administration, project and personnel management.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Recent developments, current literature and sources of information regarding public works and solid waste.

Principles and practices of organization, administration and personnel management; budget preparation and administration; financial record-keeping and reporting; supervision, training and performance evaluation; and grant administration.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

English usage, spelling, grammar and punctuation; mathematics, including statistical analysis, algebra and geometry.

Modern office practices and technology, including computers.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Supervise, train and evaluate the performance of assigned staff.

Analyze administrative problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Exercise responsibility, initiative, independent analysis and judgment in solving difficult problems.

Convey ideas and information effectively in writing and when speaking to various groups.

Apply effective project management principles and practices.

Prepare and administer a budget.

Perform required mathematical computations with accuracy.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Work effectively in emergency and stressful situations.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County project/development sites, 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 partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be 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 upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Five years of increasingly responsible professional and management experience including three years of supervisory and administrative responsibility.

Training:
Bachelor's degree from an accredited college or university with major course work in public administration, planning civil engineering or related field is desirable

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Certificate of Registration as a Professional Civil Engineer or Professional Land Surveyor in the State of California is desirable.

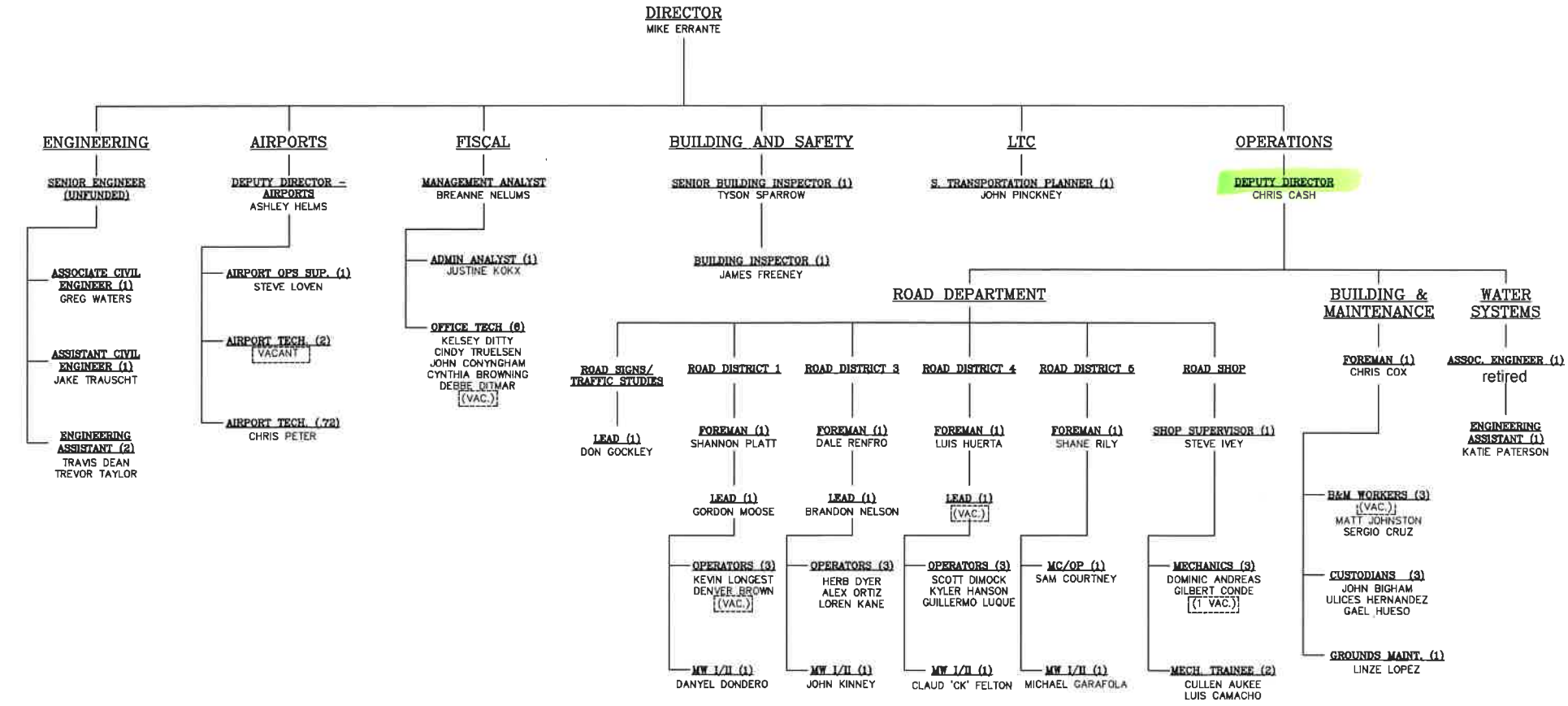
Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

COUNTY OF GLENN
SCHEDULE OF PERSONNEL CLASSES, SALARY RANGES AND STEPS
Effective 7-1-2020

					Hourly					Bi-Weekly				
Job Code	Job Title	HRLY/SLR	Unit	Range	Step A	Step B	Step C	Step D	Step E	STEP-A	STEP-B	STEP-C	STEP-D	STEP-E
4221000	CHILD SUPPORT SPECIALIST I	HRLY	G	283	$15.49	$16.27	$17.09	$17.94	$18.84	$1,239.20	$1,301.60	$1,367.20	$1,435.20	$1,507.20
4231001	CHILD SUPPORT SPECIALIST II	HRLY	G	303	$17.13	$17.98	$18.88	$19.83	$20.82	$1,370.40	$1,438.40	$1,510.40	$1,586.40	$1,665.60
4233001	CHILD SUPPORT SPECIALIST III	HRLY	G	327	$19.30	$20.27	$21.28	$22.34	$23.46	$1,544.00	$1,621.60	$1,702.40	$1,787.20	$1,876.80
4241000	CHILD SUPPORT SUPERVISOR	HRLY	M	344	$21.02	$22.07	$23.17	$24.34	$25.55	$1,681.60	$1,765.60	$1,853.60	$1,947.20	$2,044.00
2456015	CICC COORDINATOR	SLRY	M	392	$26.71	$28.05	$29.46	$30.93	$32.48	$2,136.80	$2,244.00	$2,356.80	$2,474.40	$2,598.40
4153810	CIVIL PROCESS TECHNICIAN	HRLY	P	327	$19.30	$20.27	$21.28	$22.34	$23.46	$1,544.00	$1,621.60	$1,702.40	$1,787.20	$1,876.80
0881001	CLERK OTB/GEN SERV DIRECTOR	SLRY	N	487	$42.90	$45.04	$47.30	$49.66	$52.14	$3,432.00	$3,603.20	$3,784.00	$3,972.80	$4,171.20
9351600	CLIENT TRANSPORTER	HRLY	G	343	$20.92	$21.97	$23.07	$24.23	$25.44	$1,673.60	$1,757.60	$1,845.60	$1,938.40	$2,035.20
3437230	CLINICAL NURSE	HRLY	G	393	$26.85	$28.19	$29.60	$31.08	$32.63	$2,148.00	$2,255.20	$2,368.00	$2,486.40	$2,610.40
3733101	CODE ENFORCEMENT OFFICER I	HRLY	G	368	$23.68	$24.87	$26.11	$27.42	$28.78	$1,894.40	$1,989.60	$2,088.80	$2,193.60	$2,302.40
3733102	CODE ENFORCEMENT OFFICER II	HRLY	G	388	$26.18	$27.49	$28.87	$30.31	$31.83	$2,094.40	$2,199.20	$2,309.60	$2,424.80	$2,546.40
6446001	COMMUNITY ACTION MANAGER	SLRY	M	408	$28.93	$30.38	$31.90	$33.49	$35.16	$2,314.40	$2,430.40	$2,552.00	$2,679.20	$2,812.80
4432565	COMMUNITY ACTION PROGRAM SPECIALIST I	HRLY	G	315	$18.20	$19.10	$20.06	$21.06	$22.11	$1,456.00	$1,528.00	$1,604.80	$1,684.80	$1,768.80
4442565	COMMUNITY ACTION PROGRAM SPECIALIST II	HRLY	G	335	$20.10	$21.11	$22.17	$23.29	$24.45	$1,608.00	$1,688.80	$1,773.60	$1,863.20	$1,956.00
4031433	COMMUNITY ACTION PROGRAM SPECIALIST III	HRLY	G	355	$22.22	$23.33	$24.49	$25.71	$27.00	$1,777.60	$1,866.40	$1,959.20	$2,056.80	$2,160.00
5446001	COMMUNITY DEVELOPMENT DIRECTOR	SLRY	M	441	$34.10	$35.80	$37.60	$39.47	$41.45	$2,728.00	$2,864.00	$3,008.00	$3,157.60	$3,316.00
3436000	COMMUNITY OUTREACH ADVOCATE	HRLY	G	352	$21.88	$22.97	$24.12	$25.33	$26.59	$1,750.40	$1,837.60	$1,929.60	$2,026.40	$2,127.20
3436101	COMMUNITY OUTREACH WORKER	HRLY	G	293	$16.31	$17.13	$17.98	$18.88	$19.83	$1,304.80	$1,370.40	$1,438.40	$1,510.40	$1,586.40
6456100	COMMUNITY SERVICES PROJ COORD	HRLY	M	349	$21.54	$22.62	$23.75	$24.94	$26.19	$1,723.20	$1,809.60	$1,900.00	$1,995.20	$2,095.20
1646001	COMPLIANCE & QUALITY IMP COORD I	SLRY	M	398	$27.51	$28.89	$30.33	$31.85	$33.45	$2,200.80	$2,311.20	$2,426.40	$2,548.00	$2,676.00
1646002	COMPLIANCE & QUALITY IMP COORD II	SLRY	M	419	$30.56	$32.09	$33.69	$35.37	$37.14	$2,444.80	$2,567.20	$2,695.20	$2,829.60	$2,971.20
0678100	COMPLIANCE&QUALITY IMPROV MGR	SLRY	M	441	$34.10	$35.80	$37.60	$39.47	$41.45	$2,728.00	$2,864.00	$3,008.00	$3,157.60	$3,316.00
0086000	COUNTY ADMINISTRATIVE OFFICER	SLRY	N	610	$79.25	$83.21	$87.37	$91.74	$96.33	$6,340.00	$6,656.80	$6,989.60	$7,339.20	$7,706.40
0289994	COUNTY COUNSEL	SLRY	N	576	$66.88	$70.23	$73.74	$77.42	$81.29	$5,350.40	$5,618.40	$5,899.20	$6,193.60	$6,503.20
8761001	COUNTY FACILITIES OPERATIONS MGR	HRLY	M	441	$34.10	$35.80	$37.60	$39.47	$41.45	$2,728.00	$2,864.00	$3,008.00	$3,157.60	$3,316.00
9720236	CUSTODIAN	HRLY	G	250	$13.14	$13.79	$14.48	$15.21	$15.97	$1,051.20	$1,103.20	$1,158.40	$1,216.80	$1,277.60
9740000	CUSTODIAN, LEAD	HRLY	G	280	$15.26	$16.02	$16.83	$17.68	$18.56	$1,220.80	$1,281.60	$1,346.40	$1,414.40	$1,484.80
0576907	DEPUTY AG COMMISSIONER	SLRY	M	457	$36.93	$38.78	$40.72	$42.76	$44.90	$2,954.40	$3,102.40	$3,257.60	$3,420.80	$3,592.00
0072000	DEPUTY CAO-ADMINISTRATION	SLRY	N	448	$35.31	$37.08	$38.93	$40.88	$42.92	$2,824.80	$2,966.40	$3,114.40	$3,270.40	$3,433.60
0176880	DEPUTY CHIEF PROBATION OFFICER	SLRY	M	449	$35.49	$37.26	$39.13	$41.09	$43.14	$2,839.20	$2,980.80	$3,130.40	$3,287.20	$3,451.20
6631044	DEPUTY CLERK, BOS	HRLY	N	352	$21.88	$22.97	$24.12	$25.33	$26.59	$1,750.40	$1,837.60	$1,929.60	$2,026.40	$2,127.20
6631044	DEPUTY CLERK/LEGAL SECRETARY	HRLY	N	355	$22.22	$23.33	$24.49	$25.71	$27.00	$1,777.60	$1,866.40	$1,959.20	$2,056.80	$2,160.00
1289994	DEPUTY COUNTY COUNSEL	SLRY	N	464	$38.24	$40.15	$42.16	$44.27	$46.48	$3,059.20	$3,212.00	$3,372.80	$3,541.60	$3,718.40
0378002	DEPUTY DIR HEALTH & HUMAN SRV	SLRY	M	512	$48.59	$51.02	$53.57	$56.25	$59.07	$3,887.20	$4,081.60	$4,285.60	$4,500.00	$4,725.60
1376001	DEPUTY DIRECTOR OES	SLRY	M	448	$35.31	$37.08	$38.93	$40.88	$42.92	$2,824.80	$2,966.40	$3,114.40	$3,270.40	$3,433.60
0776001	DEPUTY DIRECTOR OF PW	SLRY	N	487	$42.90	$45.04	$47.30	$49.66	$52.14	$3,432.00	$3,603.20	$3,784.00	$3,972.80	$4,171.20
0169331	DEPUTY DISTRICT ATTORNEY I	SLRY	M	428	$31.96	$33.56	$35.24	$37.01	$38.85	$2,556.80	$2,684.80	$2,819.20	$2,960.80	$3,108.00
0169332	DEPUTY DISTRICT ATTORNEY II	SLRY	M	448	$35.31	$37.08	$38.93	$40.88	$42.92	$2,824.80	$2,966.40	$3,114.40	$3,270.40	$3,433.60
0169333	DEPUTY DISTRICT ATTORNEY III	SLRY	M	468	$39.02	$40.96	$43.01	$45.17	$47.42	$3,121.60	$3,276.80	$3,440.80	$3,613.60	$3,793.60
5123711	DEPUTY PROBATION OFFICER I	HRLY	P	340	$20.61	$21.64	$22.73	$23.86	$25.05	$1,648.80	$1,731.20	$1,818.40	$1,908.80	$2,004.00
5133716	DEPUTY PROBATION OFFICER II	HRLY	P	360	$22.78	$23.92	$25.11	$26.37	$27.68	$1,822.40	$1,913.60	$2,008.80	$2,109.60	$2,214.40
5143700	DEPUTY PROBATION OFFICER III	HRLY	P	380	$25.15	$26.41	$27.72	$29.11	$30.57	$2,012.00	$2,112.80	$2,217.60	$2,328.80	$2,445.60
5153700	DEPUTY PROBATION OFFICER IV	HRLY	P	407	$28.78	$30.22	$31.73	$33.32	$34.99	$2,302.40	$2,417.60	$2,538.40	$2,665.60	$2,799.20
5132805	DEPUTY SHERIFF	HRLY	D	397	$27.38	$28.74	$30.18	$31.69	$33.27	$2,190.40	$2,299.20	$2,414.40	$2,535.20	$2,661.60
5111001	DEPUTY SHERIFF TRAINEE	HRLY	P	332	$19.80	$20.79	$21.83	$22.92	$24.06	$1,584.00	$1,663.20	$1,746.40	$1,833.60	$1,924.80
1576222	DEVELOPMENT MANAGER	SLRY	M	414	$29.79	$31.28	$32.84	$34.49	$36.21	$2,383.20	$2,502.40	$2,627.20	$2,759.20	$2,896.80
0776121	DIR PLAN & COM DEV SERV LIC	SLRY	N	512	$48.59	$51.02	$53.57	$56.25	$59.07	$3,887.20	$4,081.60	$4,285.60	$4,500.00	$4,725.60
0776211	DIR PLAN & COM DEV SERV NO LIC	SLRY	N	496	$44.87	$47.11	$49.47	$51.95	$54.55	$3,589.60	$3,768.80	$3,957.60	$4,156.00	$4,364.00
0186000	DIRECTOR CHILD SUPPORT SERVICE	SLRY	N	493	$44.20	$46.41	$48.74	$51.17	$53.73	$3,536.00	$3,712.80	$3,899.20	$4,093.60	$4,298.40
0089996	DIRECTOR OF FINANCE	SLRY	N	526	$52.10	$54.70	$57.44	$60.31	$63.33	$4,168.00	$4,376.00	$4,595.20	$4,824.80	$5,066.40
0586000	DIRECTOR OF PUBLIC WORKS - LIC	SLRY	N	532	$53.69	$56.38	$59.19	$62.15	$65.26	$4,295.20	$4,510.40	$4,735.20	$4,972.00	$5,220.80
0586001	DIRECTOR OF PUBLIC WORKS - NO LIC	SLRY	N	502	$46.23	$48.54	$50.97	$53.52	$56.19	$3,698.40	$3,883.20	$4,077.60	$4,281.60	$4,495.20
0180960	DISTRICT ATTORNEY *	SLRY	E	560	$61.75	$64.84	$68.09	$71.49	$75.06	$4,940.00	$5,187.20	$5,447.20	$5,719.20	$6,004.80
1576000	ECONOMIC DEVELOPMENT MANAGER	SLRY	M	414	$29.79	$31.28	$32.84	$34.49	$36.21	$2,383.20	$2,502.40	$2,627.20	$2,759.20	$2,896.80

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project

INYO COUNTY PUBLIC WORKS ORGANIZATION CHART



REVISED 11-17-20

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project

DEPUTY DIRECTOR OF PUBLIC WORKS

DEFINITION: To plan, organize, manage, and direct the administrative and operational activities of assigned division(s) within the Public Works Department; to direct, manage, and review the work of assigned staff; to establish and implement assigned divisions' objectives and performance standards; to serve as a member of the department management team which is responsible for fulfilling the mission and carrying out the policies of the department; to promote and participate in collaborative activities, programs, and projects that cross functional areas; and to function as a positive and cooperative team member and a proactive team leader.

DISTINGUISHING CHARACTERISTICS: The Deputy Director of Public Works classification recognizes positions that provide full second-line, direct supervision to employees within assigned and major division(s) within the Public Works Department and assumes substantive and significant administrative and operational responsibility for both assigned division(s) and over-all departmental strategic planning and implementation. The Deputy Director positions also performs general administrative tasks for the Public Works Director and acts as a representative of the department to the County, its departments and outside agencies/organizations as assigned.

LEVEL OF RESPONSIBILITY AND SCOPE: Receives general direction from the Public Works Director. Exercises direct supervision over supervisory, professional, technical, and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following: Plans, organizes directs, and manages all administrative and operational activities within designated areas of responsibility and assigned division(s); monitors and evaluates work in progress on an on-going basis to ensure compliance with departmental mission, goals, and policies; Identifies, develops, and implements goals, objectives, and activities to be accomplished within assigned division(s); directs, coordinates, and evaluates the implementation of operational strategies and plans; Serves as a departmental management team member participating in the strategic planning, development and implementation of departmental policies, procedures, and operations; Participates in the identification and allocation of resources (fiscal, staffing, and materials); and contributes to the problem-solving, decision making, and planning activities of the Department; Provides professional and managerial resources to the Public Works Director, departmental management team, other County departments, outside agencies, and the general public in a

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

responsible, positive, and supportive manner. Represents the Public Works Department within the County organization as well as to outside agencies, local communities, special interest groups, businesses, and the general public utilizing principles of effective customer service; Establishes and maintains open communications with other County departments, collaborative teams, and other governmental organizations; coordinates data, resources, and work products in support of a productive and positive working relationship; Directs, supervises, and participates in the development and on-going administration of assigned division(s)' and projects' budgets; coordinates and directs the forecasting of funds and resources needed; researches and analyzes funding resources and availability; provides justifications for requested resources; Acts as a professional and technical resource related to assigned division(s) to assigned staff, the Public Works Department, the County organization, outside agencies, and the general public; provides advice, expertise, and resources in designated areas of responsibilities to multi-disciplinary projects and collaborative efforts; Participates in the development and administration of the departmental budgets as assigned; provides advice and support in the on-going monitoring and adherence to departmental budget administration; may participate in County-wide taskforces, committees, and project teams to ensure responsible administration of resources, budgets in accordance with County's needs and priorities; Participates in the selection of staff; reviews and approves/disapproves staff training; conducts performance evaluations; recommends disciplinary procedures as necessary; implements discipline procedures as directed; Researches, negotiates, prepares and administers contracts, including leases, with consultants, contractors, property owners, leases, service providers, and/or vendors of various services; researches potential funding sources, develops grant applications/proposals, negotiates agreements, and administers grant programs and budgets; Acts as primary resource regarding assigned division(s)' and related programs/projects' activities, operations, and processes; answers questions and provide information in response to requests and inquiries; investigates complaints and recommends/implements corrective action as necessary to resolve complaints; In the absence of the Public Works Director, to assume the responsibility of the Public Works Director as necessary and as assigned; Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience and Training: Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be: **Experience:** At least five (5) years of progressively responsible professional administrative experience in major public works projects, building services, engineering, commercial construction, or road construction, preferably with a governmental entity, and including at least three (3) years of progressively responsible management responsibility. **Training:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in business, public administration, engineering, construction management, or a closely related field. **License or Certificate:** Must possess a valid drivers license. Proof of adequate vehicle insurance may also be required. The successful candidate must complete a pre-employment

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background investigation and physical examination; While desirable, registration as a Civil Engineer is not required.

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities.

Knowledge of: Advanced principles and practices of assigned division(s) with specific knowledge and experience in the same area; Advanced principles and practices of management, leadership, motivation, team building and conflict resolution; Standard and accepted organizational and management practices as applied to development, analysis, and evaluation of programs, policies and operational needs; Standard and accepted principles and practices of budget preparation and administration; Pertinent local, state and federal rules, regulations and laws; Standard and accepted office procedures, methods and computer equipment; Standard and accepted principles and practices of research, analysis and management; Advanced principles of supervision, training and performance evaluations; Standard and accepted principles and practices of work safety.

Skill to: Provide positive and effective administrative and policy guidance to County department heads and departmental staff; Recognize issues of a sensitive or political nature; exercise independent judgment and initiative in facilitating discussions to resolve disputes, negotiate mutually satisfactory resolutions; On a continuous basis, analyze fiscal, operational and technical reports; develop, interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve issues of County-wide application; remember various personnel rules; and explain and interpret policy; Organize, implement and direct activities of professional, technical, field, office and clerical staff involved in assigned division(s) operations/activities; Prepare, interpret and evaluate, RFP's/RFQ's, contracts and leases; Administer contracts, including preparation, and evaluation of contract change orders, and preparing or approving progress pay estimates; On a continuous basis, know and understand all aspects of assigned job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; Analyze budgets, working papers and technical reports; prepare and deliver staff reports; know laws, regulations and codes; problem solve department related issues; and interpret County-wide and Departmental policies and procedures; Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals and objectives; Interpret and apply County and departmental policies, procedures, rules and regulations in an effective and timely manner; Successfully develop, manage and monitor multiple budgets, programs and expenditures; Negotiate with and persuade individuals and groups with diverse needs and priorities in an effective and positive manner; Develop and recommend policies and procedures related to assigned operations and for multi-disciplinary assignments; Make presentations to governing boards and community groups. Gain cooperation through discussion and

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persuasion; Work with various cultural and ethnic groups in a tactful and effective manner; Communicate clearly and concisely, both orally and in writing; Manage, supervise, train and evaluate assigned staff; Plan, organize and schedule priorities for self and others in an effective and timely manner; Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others; Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Typical Physical Requirements: On a continuous basis, sit at desk or in meetings for long periods of time; intermittently, walk, stand and bend while going to/from other offices and taking files to/from meetings; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with staff and to understand actions in public meetings, hearings, or administrative proceedings; and lift light weight. Stand to conduct field visits; hearing and speech to communicate in person and by telephone; minor climbing/hiking.

Typical Working Conditions: Most assigned work is normally performed in an office/public meeting environment. Incumbents will be, at times, exposed to a wide variety of climate and weather conditions while conducting field work and driving. Continuous contact with County staff, management, local, state and federal agency representatives, general public, and outside organizations/agencies.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the California Department of Motor Vehicles; must successfully complete pre-employment background check and physical examination.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

County of Inyo

Salary Schedule - March 4, 2021

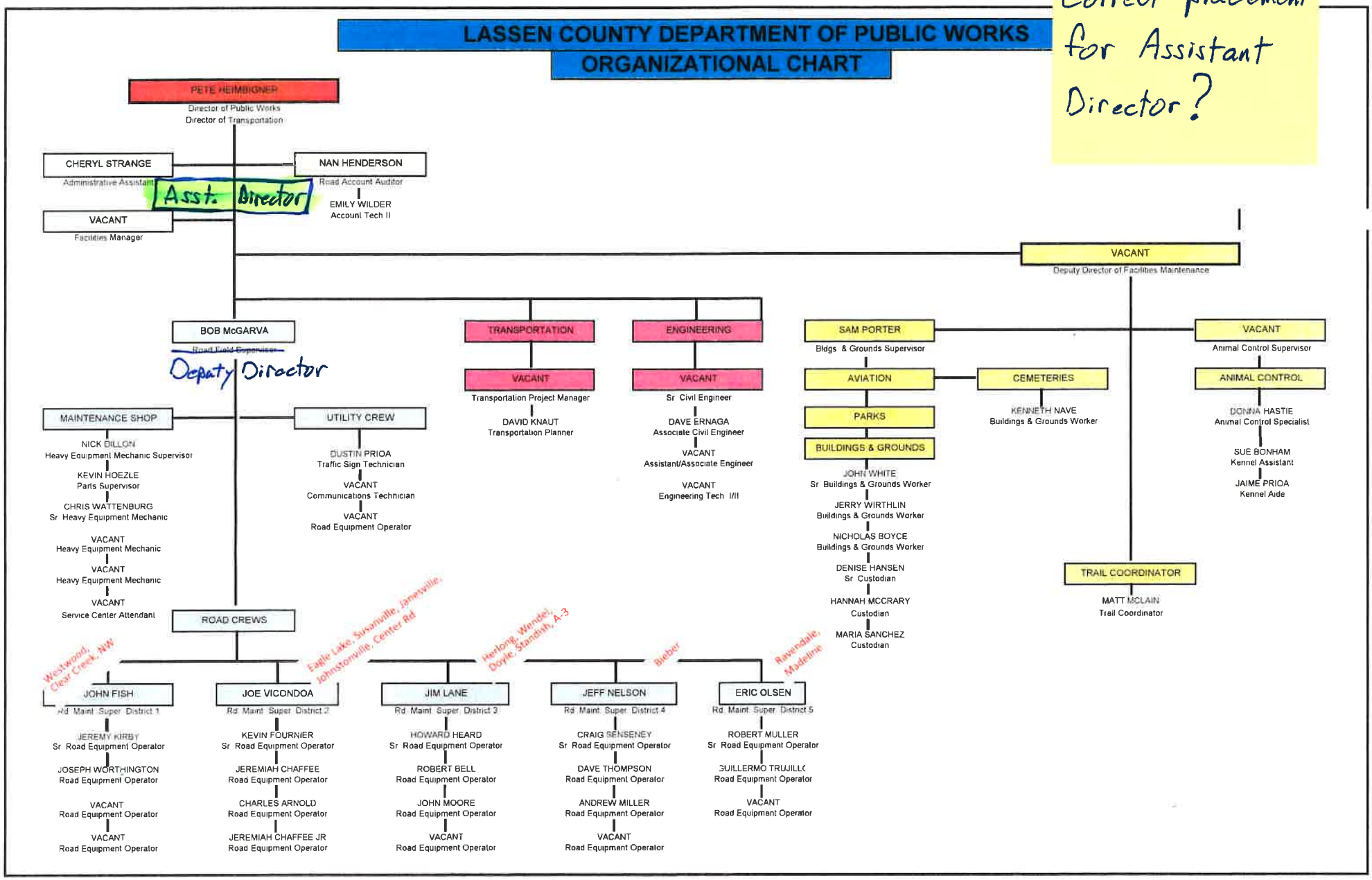
The base salaries of all employment positions at the County of Inyo as of March 4, 2021 are listed in the table below. The values in the table do not include additional compensation and benefits.

Position ▲	Range	Monthly Base Salary						Annu
		Step A	Step B	Step C	Step D	Step E	Step F	Step A
PUBLIC GUARDIAN SPECIALIST	057	$3,499	$3,677	$3,859	$4,050	$4,251	$0	$41,988
PUBLIC INFORMATION OFFICER	078	$5,741	$6,022	$6,328	$6,644	$6,976	$0	$68,892
PUBLIC SAFETY DISPATCHER 01	055	$3,343	$3,503	$3,681	$3,868	$4,065	$0	$40,116
PUBLIC SAFETY DISPATCHER 02	060	$3,758	$3,941	$4,139	$4,350	$4,564	$0	$45,096
PUBLIC SAFETY DISPATCHER 03	064	$4,124	$4,327	$4,539	$4,779	$5,011	$0	$49,488
PUBLIC WORKS DEPUTY	088	$7,318	$7,677	$8,066	$8,468	$8,892	$0	$87,816
PUBLIC WORKS DIRECTOR	APPT	$0	$0	$0	$0	$0	$0	$149,352
PURCHASING AGENT ASSISTANT	070	$4,753	$4,994	$5,240	$5,506	$5,781	$0	$57,036
RE-ENTRY SERVICES COORDINATOR	073	$5,098	$5,356	$5,626	$5,906	$6,201	$0	$61,176
REGISTERED DIETITIAN NUTRITION	074	$5,223	$5,484	$5,756	$6,047	$6,350	$0	$62,676

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

Correct placement for Assistant Director?

LASSEN COUNTY DEPARTMENT OF PUBLIC WORKS
ORGANIZATIONAL CHART



Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project

EMPLOYMENT OPPORTUNITY

Assistant Director of Public Works/ Transportation

SALARY AND BENEFITS
$40.60-$49.10 hourly, plus benefits package.

FILING DEADLINE
Open until filled.

DUTIES AND RESPONSIBILITIES
The Assistant Public Works Director receives administrative direction from the Director of Public Works/ Transportation. Exercises direct supervision over clerical, technical, professional and supervisory personnel. May be assigned to act as the Director of Public Works/Transportation during their absence. Plans, organizes, directs and reviews the activities and operations of the Public Works/Transportation Department including roads, bridges, buildings & grounds, parks, cemeteries, animal shelter, airports, transportation planning and emergency services. Coordinates assigned activities with other departments and outside agencies. The major duties of this job include:

- Manages staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Provides support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning and work assignments, and customer service.
- Develops, monitors, administers and implements assigned budgets; prepares special and recurring reports, proposals and contracts; recommends and implements changes to existing policies and procedures; Monitors and recommends cost recovery and fee adjustments.
- Directs department staff in the establishment of operational goals; provides fiscal controls by monitoring purchasing and spending activities. Applies for and implements grant programs.
- Provides highly complex technical and administrative support to the Director of Public Works/Transportation, County Administrative Officer, and Board of Supervisors or to outside agencies, as assigned.
- Maintains liaison and coordinates the development and implementation of permits, plans and projects with local, State, Federal and outside agencies and interests.
- Directs and supervises the establishment of maintenance program planning and financial evaluation; provides oversight of maintenance techniques, service requests, complaint reviews, corrective recommendations and operational problem solving.
- Directs and supervises capital project development, including programming, scoping and design; conducts technical reviews of designs and monitors financial and construction aspects of projects.
- Supervises and directs project surveying, monument preservation and right of way acquisition activities.
- Prepares, procures, and administers various professional services agreements, franchise agreements, and capital project construction contracts.
- As appropriate, briefs the Board of Supervisors, advises the County Administrative Officer and/or appointive boards and commissions on projects and long-range planning objectives.
- Performs related duties as assigned.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in public works/transportation administration, including two years of significant public works or construction/engineering project management experience in a large public agency.

Education:

Range 34: Equivalent to a Bachelor's degree from an accredited college or university with course work in civil engineering, construction management or scientific/technical field preferred.
Range 34 + 10%: In addition to education above for Range 34 the possession of a current Professional Civil Engineer license for the state of California.

Licenses and Certifications

If applicable for Range 34 + 10%, the possession of a current Civil Engineer license for the State of California

Possession of, or ability to obtain, a valid California driver's license.

SELECTION PROCESS

Application materials will be reviewed and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting Lassen County Personnel at our website at http://lassencounty.org. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251 -8320 ☎

Updated March 16, 2021

☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicants.
Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.
In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.
A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.
Lassen County requires pre-employment drug screening for safety sensitive positions.
All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.
Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.
This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

County of Modoc

Mitch Crosby <mitchcrosby@co.modoc.ca.us>

Chart

Nan Henderson <NHenderson@co.lassen.ca.us> Wed, Apr 21, 2021 at 11:17 AM
To: Mitch Crosby <mitchcrosby@co.modoc.ca.us>

Hello Mitch,

They were trying to fill both positions but nobody applied. The Deputy Director of Public Works would be over the Road Crews it would replace Road Superintendent position. They Assistant Director Position would be over the Facilities Management and the Cemeteries/Parks/Airports/Animal Control. I hope this helps.

Sent from Mail for Windows 10

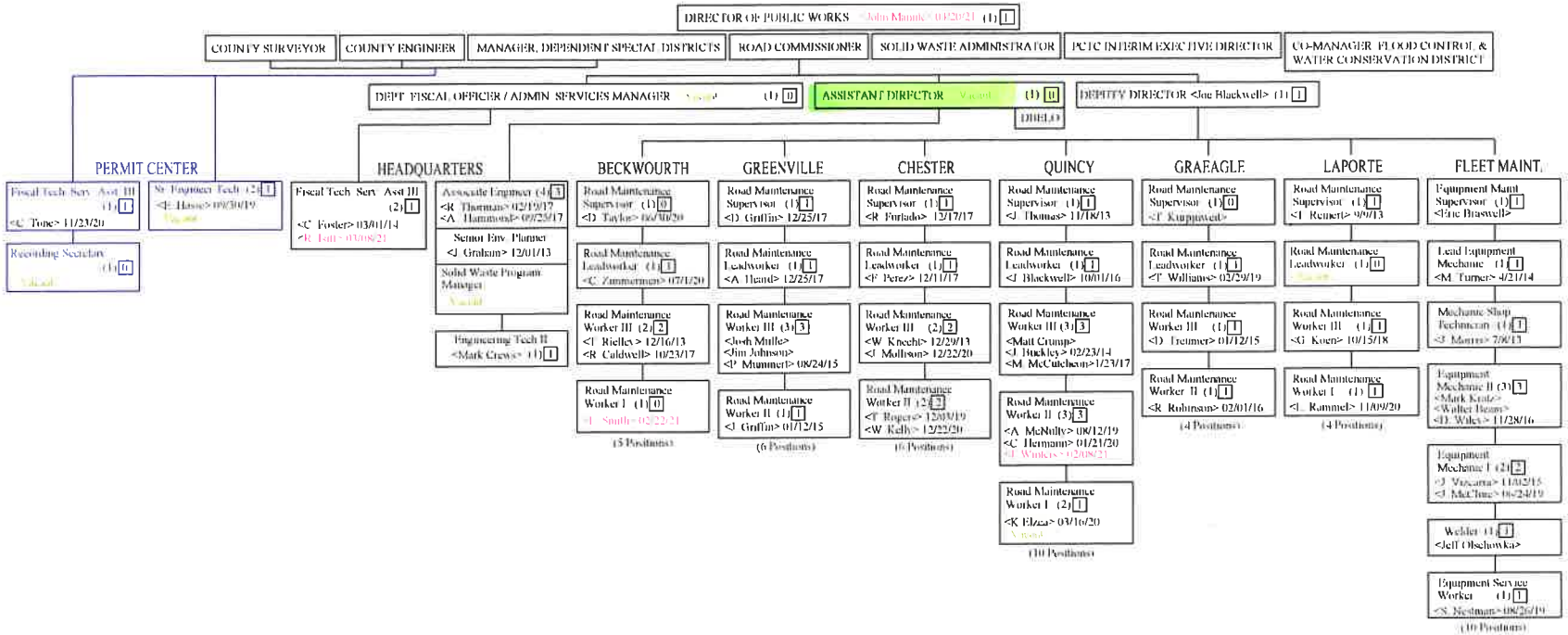
From: Mitch Crosby
Sent: Tuesday, April 20, 2021 5:23 PM
To: Nan Henderson
Subject: Re: Chart

This message comes from an external sender. EXTERNAL SENDER WARNING!

[Quoted text hidden]

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS
ORGANIZATION CHART



Director of Public Works
Revision Date: 04/20/21

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project

PLUMAS COUNTY Last Revised: 04/16

ASSISTANT DIRECTOR OF PUBLIC WORKS

DEFINITION

Under general direction, to have day-to-day responsibility for the coordination and supervision of County Engineering functions; to assist the Director of Public Works with planning, organizing, directing, and managing the County's Public Works Agency; to plan, design, and oversee the construction of roads and public works facilities; to serve as (or oversee and coordinate with the designated) Executive Director of the Plumas County Transportation Commission; to coordinate with the Engineering Department mission; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class for the position which assists the Director of Public Works in the general management and supervision of the Department. Responsibilities recognize the multiple divisions that are the management responsibility of the Department. As needed, the Assistant Director will serve as the Acting Director of Public Works.

REPORTS TO

Director of Public Works.

CLASSIFICATIONS DIRECTLY SUPERVISED

Associate Engineer

Associate Engineer/Transportation Planner

Assistant Engineer

Senior Environmental Planner

Solid Waste Manager

Engineering Technician II

Recording Secretary

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

ASSISTANT DIRECTOR OF PUBLIC WORKS – 2

EXAMPLES OF DUTIES

- Assists with planning, organizing, and directing the functions, programs, and operations of the County's Public Works Department, including the implementation and on-going application of project management software.
- Assists with the development and administration of the Department budget.
- Provides supervision, training, and work coordination for assigned staff.
- Prepares mandated responses to Federal and State regulations, as assigned.
- Participates in the selection of consultants for Public Works projects, as assigned by the Director of Public Works.
- Establishes priorities and work assignments for specific projects.
- Has day-to-day responsibility for assigned functions.
- Administers construction projects for Public Works, as assigned.
- Prepares and maintains Public Works standards for new County (or grant) funded development and construction; reviews plans, specifications, and estimates for County (or grant) funded Public Works capital projects.
- Has responsibility for ensuring the Federal and State funds are properly allocated to appropriate resources.
- Serves as (or oversees and coordinates with the designated) Executive Director for the Plumas County Transportation Commission.
- Develops recommendations for transportation planning.
- Implements (or oversees the implementation of) the Regional Transportation Plans.
- Coordinates funding with transportation grant recipients.
- Develops Department recommendations for new State Highway project construction and funding.
- Inspects Public Works projects.
- Reviews property appraisals and develops information for right-of-way acquisition.
- Prepares a variety of engineering studies, cost estimates, and engineering reports.
- Works with and provides engineering expertise for a variety of County boards and commissions.
- Maintains current knowledge of legislation, practices, and case decisions regarding Public Works operations and development.
- Maintains contact and current knowledge of issues of mutual interest with other Counties and agencies practices through the attendance and coordination with public works and engineering associations and events.
- Maintains contact with the press and community organizations.
- Performs special assignments for the Director of Public Works.
- Interprets policies and regulations for the public.
- General knowledge of local agency accounting principles, as well as specialized "road department" accounting programs.
- Represents the Public Works Department with regional and local boards and commissions and other government agencies, as delegated by the Director of Public Works.

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ASSISTANT DIRECTOR OF PUBLIC WORKS - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; occasional field activity; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; general knowledge of agency accounting principles; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; occasionally works outside; routinely requires out of County travel to network with other agencies on issues important to the Department; continuous contact with staff, County officials, other agency officials and the public.

DESIRABLE QUALIFICATIONS

- Knowledge of:
- Principles, practices, and methods of Civil Engineering as applied to the design, construction, and maintenance of roads and Public Works facilities.
- Pertinent State, Federal, and local laws, regulations, and ordinances related to the functions and operations of the Public Works Department and Special Districts.
- Proper inspection methods and procedures.
- Principles of transportation planning and regional coordination.
- Grant development and administration.
- Research and statistical methods.
- Budget preparation and expenditure control.
- Principles of project planning, coordination, and direction.
- Principles of local development project planning, coordination, and direction.
- Principles of government administration, personnel management, and employee supervision and training.
- Ability to:
- Assist with planning, organizing, supervising, and administering the functions of the County Public Works Department.
- Provide management, training, and supervision for Department staff.
- Perform a wide scope of complex professional engineering work.
- Oversee and perform the gathering and maintenance of information for a variety of Public Works Department functions and projects.
- Serve as (or oversee the general performance of the Department-designated) Executive Director of the Transportation Commission.
- Assist with the development and administration of the Department's various annual budgets and project budgets.
- Operate a computer, appropriate digital devices, including software, in the performance of public works engineering responsibilities.
- Prepare, or direct the preparation of, clear, concise reports.
- Effectively represent the Public Works Department with the public, community organizations, boards, commissions, and other government agencies or associations.
- Establish and maintain cooperative working relationships.

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ASSISTANT DIRECTOR OF PUBLIC WORKS - 4

TRAINING AND EXPERIENCE

Required qualifications for this position are:

Five (5) years of increasingly responsible professional engineering experience in planning, development (design), construction and maintenance of Public Works facilities, including at least two (2) years in a management or supervisory position. Advanced educational training in civil engineering is desirable.

Special Requirements:

Possession of a current and valid California Driver's License issued by the California Department of Motor Vehicles.

Possession of current and valid registration as a Professional Engineer (Civil) from the State of California or, ability to acquire same within one (1) year of date of appointment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

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County of Plumas
Pay Schedule

Effective as of 12/15/2020 per Resolution Nos. 2020-8544 and 2020-8547
Revised as of 02/16/2021 per Resolution No. 2021-8564 and adopted by the Board as of 03/16/2021 per Resolution No. 2021-8572

OE3 MID-MANAGEMENT

					HOURLY RATE					
Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
A&D PROG CLINICIAN/SUPERVISOR	$29.73	$31.22	$32.78	$34.43	$36.16	$37.97	$39.87	$41.87	$43.97	$46.17
ALCOHOL & DRUG PROG CHIEF	$29.73	$31.22	$32.78	$34.43	$36.16	$37.97	$39.87	$41.87	$43.97	$46.17
ALTERNATIVE SENTENCING MANAGER	$25.65	$26.93	$28.28	$29.70	$31.19	$32.75	$34.39	$36.12	$37.93	$39.83
ANIMAL CONTROL SUPERVISOR	$17.81	$18.69	$19.64	$20.62	$21.66	$22.74	$23.89	$25.08	$26.34	$27.67
ASSESSOR'S OFFICE MANAGER	$21.13	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.82
ASSISTANT BUILDING OFFICIAL	$29.73	$31.22	$32.78	$34.42	$36.16	$37.97	$39.87	$41.87	$43.97	$46.17
ASSISTANT COUNTY ASSESSOR	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.88	$41.88
ASSISTANT DISTRICT ATTORNEY	$44.72	$46.96	$49.32	$51.79	$54.38	$57.10	$59.97	$62.97	$66.13	$69.44
ASSISTANT PLANNING DIRECTOR	$29.73	$31.22	$32.78	$34.43	$36.16	$37.97	$39.87	$41.87	$43.97	$46.17
ASST COUNTY CLERK-RECORDER	$26.63	$27.97	$29.37	$30.83	$32.38	$34.01	$35.71	$37.51	$39.39	$41.37
ASST DIR DEPT OF CHILD SUP SVC	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18
ASST DIR OF PUBLIC WORKS	$31.21	$32.77	$34.42	$36.15	$37.96	$39.86	$41.86	$43.96	$46.16	$48.47
ASST DIRECTOR OF PUBLIC HEALTH	$37.94	$39.84	$41.84	$43.94	$46.14	$48.45	$50.88	$53.44	$56.11	$58.92
ASST TREASURER/TAX COLLECTOR	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.88	$41.88
BH ADMIN SERVICES OFFICER	$33.46	$35.13	$36.89	$38.74	$40.68	$42.72	$44.86	$47.11	$49.48	$51.96
BH AOD PROGRAM ADMIN	$36.59	$38.43	$40.36	$42.38	$44.50	$46.73	$49.07	$51.54	$54.12	$56.83
BH CONTINUING CARE COORDINATOR	$33.46	$35.13	$36.89	$38.74	$40.68	$42.72	$44.86	$47.11	$49.48	$51.96
BH QUAL IMPROVEMENT/COMPL MGR	$36.59	$38.43	$40.36	$42.38	$44.50	$46.73	$49.07	$51.54	$54.12	$56.83
BH UNIT SUPERVISOR	$33.46	$35.13	$36.89	$38.74	$40.68	$42.72	$44.86	$47.11	$49.48	$51.96
BH UNIT SUPERVISOR-NURSING	$33.46	$35.13	$36.89	$38.74	$40.68	$42.72	$44.86	$47.11	$49.48	$51.96
BLDG/GRDS MAINT SUPERVISOR 1	$17.87	$18.77	$19.71	$20.70	$21.74	$22.83	$23.98	$25.18	$26.44	$27.77
BLDG/GRDS MAINT SUPERVISOR 2	$19.20	$20.17	$21.18	$22.24	$23.35	$24.53	$25.77	$27.07	$28.42	$29.85
BUILDING OFFICIAL	$32.76	$34.40	$36.13	$37.94	$39.84	$41.84	$43.94	$46.14	$48.45	$50.88
CHIEF APPRAISER	$25.68	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.88
CHIEF CODE ENFORCEMENT OFFICER	$28.59	$30.03	$31.54	$33.11	$34.77	$36.51	$38.34	$40.26	$42.28	$44.40
CHIEF DEP PUB GRDN/CONSERVATOR	$24.57	$25.81	$27.10	$28.46	$29.89	$31.39	$32.96	$34.61	$36.35	$38.17
CHILDRENS SERVICES COORDINATOR	$29.03	$30.49	$32.02	$33.63	$35.32	$37.08	$38.94	$40.89	$42.94	$45.09
COMMUNITY CARE CASE MANAGER	$17.73	$18.62	$19.56	$20.54	$21.58	$22.66	$23.80	$24.99	$26.25	$27.57
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURES	$28.66	$30.10	$31.61	$33.20	$34.86	$36.61	$38.45	$40.38	$42.40	$44.52
DEP DIR/SOC SERV PROGRAM MGR	$34.19	$35.91	$37.71	$39.60	$41.58	$43.66	$45.85	$48.15	$50.56	$53.09
DEPARTMENT FISCAL OFFICER 1	$21.13	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.82
DEPARTMENT FISCAL OFFICER 2	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18
DEPUTY DIR OF PUBLIC WORKS	$28.30	$29.72	$31.21	$32.77	$34.42	$36.15	$37.96	$39.86	$41.86	$43.96
DIRECTOR OF NURSING - PH	$39.74	$41.73	$43.82	$46.01	$48.31	$50.73	$53.28	$55.95	$58.75	$61.70
DIV DIR VETERANS SVCS OFFICER	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18
ELIGIBILITY SUPERVISOR	$21.13	$22.19	$23.31	$24.47	$25.70	$26.98	$28.34	$29.76	$31.26	$32.82
EMPLOYMENT & TRNG WKR SUP	$26.24	$27.56	$28.94	$30.39	$31.92	$33.52	$35.20	$36.96	$38.81	$40.76
EQUIPMENT MAINT SUPERVISOR	$23.30	$24.46	$25.69	$26.97	$28.33	$29.75	$31.24	$32.80	$34.45	$36.18
FISCAL SUPPORT COORD	$18.50	$19.43	$20.41	$21.44	$22.52	$23.65	$24.84	$26.09	$27.40	$28.77
GEO INFO SYSTEM (GIS) COORD	$26.96	$28.32	$29.74	$31.23	$32.79	$34.44	$36.17	$37.98	$39.88	$41.88
GRANT COMPLIANCE OFFICER	$18.25	$19.17	$20.13	$21.15	$22.21	$23.33	$24.50	$25.73	$27.01	$28.37

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project

No Org Chart

Sierra County
JOB DESCRIPTION

Class Title: DEPUTY DIRECTOR PUBLIC WORKS-OPERATIONS
Class Code: Mid Management
Status: At will and exempt

DEFINITION

Under general direction, assists in the administration of the Public Works Department including planning, directing, assigning, coordinating and supervising all aspects of operations including the work of the County's road maintenance and construction crews; equipment mechanics, County solid waste crews, County parks, County water systems, and contractors to the County, and to do related work as required.

DISTINGUISHING CHARACTERISTICS
This is a full managerial level position with supervision of numerous employees which plans, manages, directs, supervises, and reviews the work of county crews assigned to road and equipment maintenance, solid waste, parks and recreation, public water systems, and emergency services in all geographic areas of the County. Assists in the development of departmental policies, operational goals and budgets; Acts on behalf of the Director of Transportation in his absence. Must have knowledge and skill to perform a variety of supervisory, construction, maintenance and repair work, including the operation of a variety of heavy construction equipment on a relief or emergency basis.

REPORTS TO
Director of Transportation

CLASSIFICATIONS SUPERVISED
Public Works Superintendent, All Road Maintenance and Equipment Mechanic Positions, Solid Waste Field Positions, Public Water System Personnel, Related Public Works Positions, and private contractors as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (*The following is used as a partial description and is not restrictive as to duties required.)*

Assists Director of Transportation in development of departmental policies, operational goals and budgets. Represents Director of Transportation in the field in project administration, both in house and contract related road, bridge, drainage, solid waste, aviation projects. Plans, assigns and supervises work, gives instructions and technical assistance, coordinates and reviews the work of crews engaged in the various functions of the County's road maintenance and construction program, solid waste disposal operation, and airport maintenance program including implementation of safety standards. Coordinates County road and highway planning with that of other state, federal, and local agency officials. Occasionally represents Director of Transportation at meetings. Performs field and office review of the progress of all projects under their control. Interviews and selects new employees for assigned crews; maintains and develops cooperative relationships with departmental employees, and the general public; conducts inspections of County roads, solid waste facilities, airports, and related structures; determines extent and costs of needed maintenance and construction in these programs and proposes tentative projects to the Director of Public Works for inclusion in the annual budget; prepares and submits reports; consults and confers with County officials, subordinates, and the general public regarding facility conditions and related problems; investigates complaints; coordinates the repair and replacement of road and solid waste construction and maintenance of equipment.

TYPICAL PHYSICAL REQUIREMENTS
Sit for extended periods; frequently stand and walk; normal manual dexterity and hand-eye coordination; lift and move objects weighing up to 100 lbs; corrected hearing and vision to normal range; verbal communication; use of heavy equipment.

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

TYPICAL WORKING CONDITIONS

Work extended shifts or be called back in emergency situations. Work with exposure to potentially hazardous paints, chemicals, solvents and sealants. Work with exposure to heavy traffic, available for any emergency call out as required 7 days/week, 24 hrs/day, 85% combination outdoors or in vehicle - 15% indoors. Work is performed in all weather. Travel by car, truck or heavy equipment. Continuous contact with public and other staff.

DESIRABLE QUALIFICATIONS			REQUIRED POINTS
The successful candidate would possess a minimum of a high school education, and should possess some college level course work.			
Education:			8 points
	- Less Than Bachelor Degree	6 points	
	- Bachelor Degree	7 "	
	- Bachelor Deg./Related Field	8 "	
	- Graduate Degree	9 "	
	- Grad. Degree/Related Field	10 "	
	- High School	2 "	
	- GED	1 "	
Experience:	Fifteen years of supervisory experience in road, solid waste, and airport construction and maintenance work		
	Experience		20 points
	- Intra-Dept. Progressive	1 Pt/Yr+2 Pts/Promo	
	- Intra-Dept. Non-Progressive	1 Pt/Yr	
	- Extra Departmental	1 Pt/Yr	
	Supervisorial Responsibility		10 points
	- In Lieu of Dept.Head	10 Points	
	- Public Works Supt.	10 Points	
	- Road Maint.Supv.	9 "	
	- Mid Level/Advanced	8 "	
	- Journeyman Level	5 "	
	- Advisory Level	2 "	
	- None	0 "	
	Licensing/ Certification		7 points
	- DMV Commc'l Class A Lic.	5 Points *Required*	
	- " Class B	3 "	
	- " Class C	1	
	- Certification	½ PT/Certification	
	Cert. DMV Employer Tester		
	Cert. Drug/Alcohol Testing		
	Current CPR Cert.		
	Current First Aid Cert.		
	- ASE Certification	1 Pt/Certification	
	Continuing Education		5 points
Special Skills		4pt/cert.	
TOTAL POINTS			54

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

MINIMUM POINTS NEEDED 46 (85%)

DESIRABLE QUALIFICATIONS

Knowledge of:

- Planning, organizing and administering road and public works operations programs.
- Administration principles and practices, including goal setting, program development, implementation and evaluation and management of employees through subordinate supervision.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Methods, equipment, materials and techniques used in the construction and maintenance of roads, solid waste and airport facilities, i.e., culverts, drainage ditches, traffic control signs, small bridges, refuse compaction, placement and cover.
- Operation, maintenance, capacities and limitations of construction and maintenance equipment.
- Principles of staff selection, supervision, and training.
- Operating Safety Practices and Procedures.
- Motor vehicle laws pertaining to equipment operation
- Methods of patching, surfacing and resurfacing roads.

and

Ability to:

- Plan, assign, and direct the activities of Public Works crews engaged in road construction, maintenance and landfill activities.
- Direct and inspect the technical details of road and bridge maintenance and repair work, including in-house or contracted projects..
- Inspect roads, solid waste and airport facilities.
- Estimate the extent of repairs or maintenance needed.
- Estimate required materials, personnel and equipment, and prepare descriptions and accurate estimates of the cost of such work.
- Establish and maintain cooperative working relationships with government officials, subordinate employees and with the general public.
- Keep accurate records and prepare clear and concise reports.

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

SPECIAL REQUIREMENTS

Possession of an appropriate Commercial Operator's License Class A issued by the State Department of Motor Vehicles.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

I. ESSENTIAL FUNCTIONS (ADA)
Deputy Director of Public Works - Operations

PHYSICAL REQUIREMENTS:

Directions: *Please review the definitions and check the appropriate box which indicates how often you perform the activity.*

Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*

A=Rarely (Once or twice, or never performed)
B=Seldom (On a quarterly to yearly basis)
C=Occasionally (On a monthly/bi-monthly basis)
D=Frequently (On a weekly basis)
E=Daily (From 0-1 hours per day)
F=Daily (From 1-4 hours per day)
G=Daily (From 4-8+ hours per day)

	ACTIVITY		***FREQUENCY***						
1.00	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.				x			
2.00	STOOPING	Bending body downward and forward by bending spine at waist.							x
3.00	KNEELING	Bending legs at knee to come to rest on a knee or knees.							x
4.00	CROUCH	Bending the body downward and forward by bending leg and spine.							x
5.00	CRAWLING	Moving about on hands and knees or hands and feet.			x				
6.00	REACHING	Extending hand(s) and arm(s) in any direction.							x
7.00	STANDING	Standing for long periods of time.							x
8.00	WALKING	Moving about on foot.							x
9.00	SITTING	Sits for extended periods of time.							x
10.00	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.							x
11.00	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.				x			
12.00	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.							x
13.00	GRASPING	Applying pressure to an object with the fingers and palm.						x	
14.00	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin			x				
15.00	TALKING	Expressing or exchanging ideas by means of the spoken word.							x
16.00	HEARING	Receive detailed information through oral communication.							x
17.00	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically							x

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

		moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).							

II. ESSENTIAL FUNCTIONS (ADA)
PUBLIC WORKS SUPERINTENDENT

VISUAL REQUIREMENTS:

Directions: *Please review the definitions and check the appropriate box which indicates how often you perform the activity.*

Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*

A=Rarely (Once or twice, or never performed)
B=Seldom (On a quarterly to yearly basis)
C=Occasionally (On a monthly/bi-monthly basis)
D=Frequently (On a weekly basis)
E=Daily (From 0-1 hours per day)
F=Daily (From 1-4 hours per day)
G=Daily (From 4-8+ hours per day)

ACTIVITY			FREQUENCY						
			A	B	C	D	E	F	G
1.00		Work performed requires the ability to see distances under 12 inches.			x				
2.00		Work performed requires the ability to see at an arm's length.							x
3.00		Work performed requires the ability to see distances over 20 feet.							x
4.00		Work performed requires the use of both eyes (field of vision).							x
5.00		Work performed requires the ability to distinguish basic colors.			x				
6.00		Work performed requires the ability to distinguish shades of color.			x				
7.00		Work performed requires depth perception.							x

OTHER FUNCTIONAL REQUIREMENTS:

Directions: *Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.*

ACTIVITY			FREQUENCY						
			A	B	C	D	E	F	G
1.00		Operates truck, tractor motor vehicle, forklift or other moving equipment. PICK-UP TRUCK							x
2.00		Repetitive use of foot control. right only							x
		left only							x
		both							x
3.00		Repetitive use of hands. right only							x
		left only							x
		both							x

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

III. ESSENTIAL FUNCTIONS (ADA)

PUBLIC WORKS SUPERINTENDENT

WORKING CONDITIONS:

Directions: *Please review the definitions and check the appropriate box which indicates how often you work under the conditions.*

Frequency: *This factor includes the frequency to which the task appears while performing the overall job.*

A=Rarely (Once or twice, or never performed)
B=Seldom (On a quarterly to yearly basis)
C=Occasionally (On a monthly/bi-monthly basis)
D=Frequently (On a weekly basis)
E=Daily (From 0-1 hours per day)
F=Daily (From 1-4 hours per day)
G=Daily (From 4-8+ hours per day)

ACTIVITY			FREQUENCY						
			A	B	C	D	E	F	G
1.00		Works outside in various types of weather.							x
2.00		Works inside.							x
3.00		Works in extreme cold, below 32 degrees F, for more than 1 hour.							x
4.00		Works in extreme heat, above 100 degrees F, for more than 1 hour.							x
5.00		Worker is subject to vibration (oscillating movements of the extremities or whole body).							x
6.00		Works in excessive humidity.							x
7.00		Works in a dry atmosphere.							x
8.00		Works in environment with constant noise (to cause worker to shout to be heard).							x
9.00		Exposed to dust.							x
10.00		Exposed to silica.			x				
11.00		Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)	x						
12.00		Exposed to grease and oils (air and/or skin exposure).							x
13.00		Exposed to electrical energy.				x			
14.00		Exposed to pesticides.				x			
15.00		Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)				x			
16.00		Works on slippery or uneven surfaces.							x
17.00		Works around machinery with moving parts or stationary equipment.							x
18.00		Works around moving objects or vehicles.							x
19.00		Works on ladders or scaffolding.							x
20.00		Works below ground.	x						
21.00		Works with hands in water.			x				
22.00		Works in confined spaces.			x				
23.00		Other - Specify							

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

IV. ESSENTIAL FUNCTIONS (ADA)
DEPUTY DIRECTOR PUBLIC WORKS - OPERATIONS

PHYSICAL EXERTION:

Directions: *If exertion varies, check one or more boxes. Indicate weights, if applicable, and/or the hours per day the exertion is required.*

	ACTIVITY	*WEIGHT/HOURS PER DAY*						
		Up to 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	# hours per day
1.0	LIFTING					x		1
2.0	CARRYING					x		1
3.0	PUSHING					x		1
4.0	PULLING					x		1
5.0	REACHING		x					2
6.0	OTHER (Specify)							

Reviewed by: Personnel Director — Date 2/7/2013

Auditor/Treasurer-Tax Collector — Date 2/7/2013

Received and filed by: County Clerk — Date 2/7/2013

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

County of Modoc

Mitch Crosby <mitchcrosby@co.modoc.ca.us>

Sierra County DDPW job description

Judi Behlke <jbehlke@sierracounty.ca.gov> Mon, Apr 26, 2021 at 8:07 AM
To: Mitch Crosby <mitchcrosby@co.modoc.ca.us>

Good Morning,

So we have some confusion now that I am trying to sort out, thank you for bringing it to my attention! I have attached our current salary table for mid management. The two positions are listed separately DDPW-Admin and DDPW- Operations. We only have a DDPW- Admin listed and filled position but only a DDPW- Operations actual job description. I will let you know what comes of my detective work!

Judi Behlke

Sierra County Human Resources

jbehlke@sierracounty.ca.gov

530-289-2879

From: Mitch Crosby <mitchcrosby@co.modoc.ca.us>
Sent: Friday, April 23, 2021 11:12 AM
To: Judi Behlke <jbehlke@sierracounty.ca.gov>
Subject: Re: Sierra County DDPW job description

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

[Quoted text hidden]

2021 CURRENT PAY TABLE for Mid Management.pdf
76K

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

Exhibit D

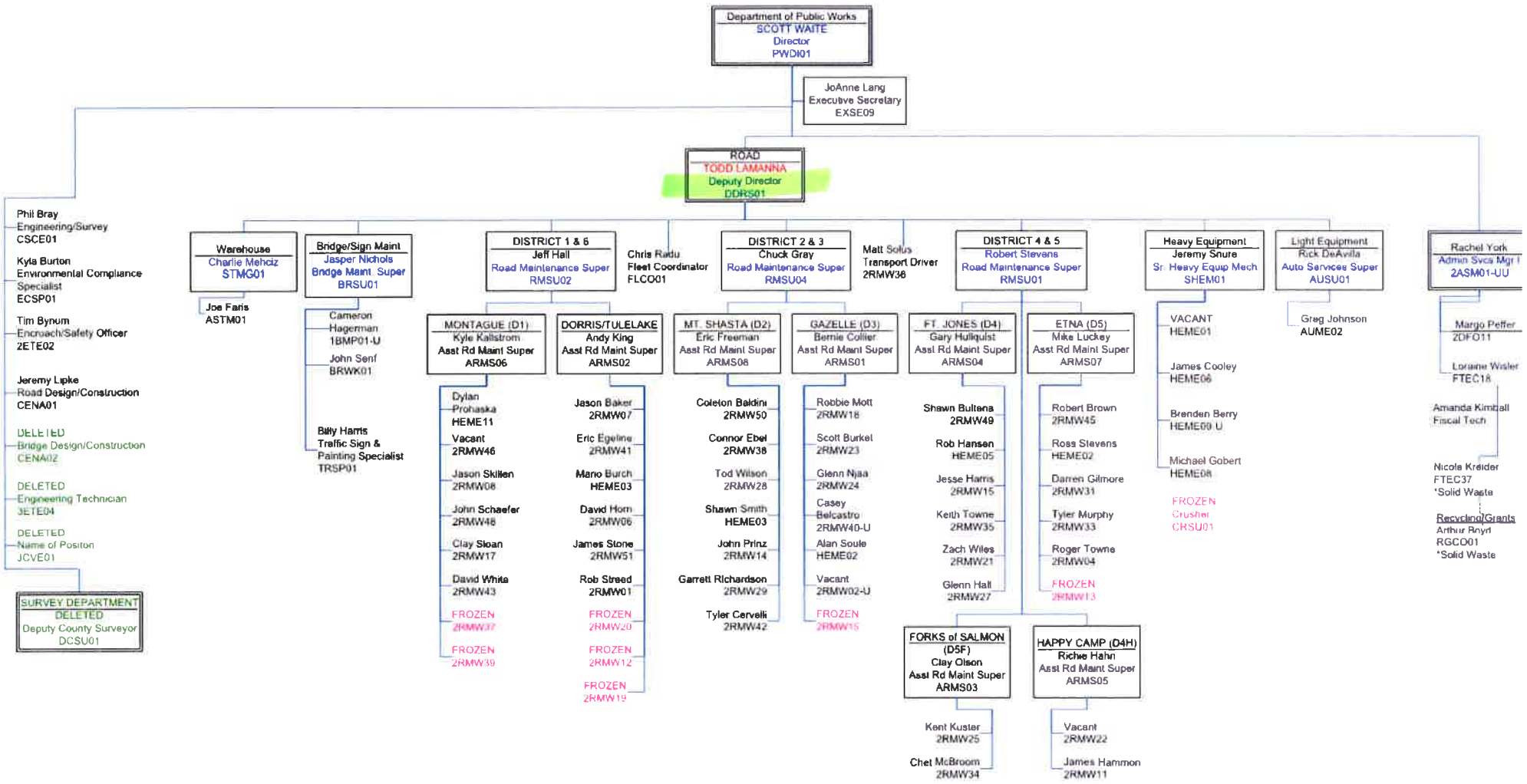
ExhibitD

NON ELECTED / NON DEPARTMENT HEAD
MANAGEMENT UNIT - At Will & Exempt

INCREASE	1.02000					After 5 Years L 1	After 10 Years L 2	After 15 Years L 3	After 20 Years L 4	Undersheriff Memo only 20yr with 2 posts
	STEP A	STEP B	STEP C	STEP D	STEP E					
MONTH	5,568.85	5,847.30	6,139.66	6,446.64	6,768.98	7,107.42	7,462.80	7,835.94	8,227.73	
HOUR	32.1280	33.7344	35.4211	37.1922	39.0518	41.0044	43.0546	45.2073	47.4677	
mm 4	66,826.24	70,167.55	73,675.93	77,359.72	81,227.71	85,289.10	89,553.55	94,031.23	98,732.79	
MONTH	6,242.53	6,554.66	6,882.39	7,226.51	7,587.84	7,967.23	8,365.59	8,783.87	9,223.06	9,684.22
HOUR	36.0146	37.8153	39.7061	41.6914	43.7760	45.9648	48.2630	50.6762	53.2100	55.8705
mm 1	74,910.39	78,655.91	82,588.71	86,718.14	91,054.05	95,606.75	100,387.09	105,406.44	110,676.77	116,210.60
MONTH	6,687.03	7,021.38	7,372.45	7,741.07	8,128.12	8,534.53	8,961.26	9,409.32	9,879.79	
HOUR	38.5790	40.5080	42.5334	44.6600	46.8930	49.2377	51.6996	54.2845	56.9988	
mm 2	80,244.34	84,256.56	88,469.38	92,892.85	97,537.49	102,414.37	107,535.09	112,911.84	118,557.43	
MONTH	9,432.36	9,903.98	10,399.17	10,919.13	11,465.09	12,038.34	12,640.26	13,272.28	13,935.89	
HOUR	54.4175	57.1383	59.9952	62.9950	66.1448	69.4520	72.9246	76.5708	80.3994	
mm 3	113,188.30	118,847.71	124,790.10	131,029.60	137,581.08	144,460.14	151,683.15	159,267.30	167,230.67	

Positions in the Mid-Management Unit
Assistant District Attorney
Assistant Director Health and Human Service
Chief Deputy Auditor
Deputy Director of Planning and Building
Deputy Director of Transportation - Administration
Deputy Director of Transportation - Operations
Undersheriff
Clinical Director Behavioral Health

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)



Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project

Deputy Director of Road / Bridge Services Division

Class Code: 2253

Bargaining Unit: Assistant Department Heads

COUNTY OF SISKIYOU
Established Date: Jun 1, 2013
Revision Date: Feb 4, 2019

SALARY RANGE

$34.71 - $42.18 Hourly
$2,776.41 - $3,374.79 Biweekly
$6,015.56 - $7,312.05 Monthly
$72,186.66 - $87,744.54 Annually

DESCRIPTION:

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.

DEFINITION
Unerr general direction, to assist the Director of Public Works Department to plan, organize, coordinate, direct, and review the construction, repair, and maintenance of County roads, bridges, drainage systems, and related transportation facilities; to be responsible for the management of Road Maintenance Division of Siskiyou County; to provide supervision and training for assigned staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS
This is a Division Director position with general responsibility for road and associated transportation facility maintenance and construction division of Public Works and assisting the Director of Public Works with managing the County Public Works Department.

REPORTS TO
Director of Public Works

CLASSIFICATIONS SUPERVISED
Road Maintenance Supervisor, Bridge Maintenance Supervisor, Equipment Maintenance Manager (If not replaced, all subordinates thereof: Automotive Services Supervisor, Stores Manager, Senior Heavy Equipment Mechanic, Fleet Administrative Support Assistant)

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

Assists with plans, organizes, directs and supervises the road, bridge, drainage system, and transportation facilities maintenance and construction activities within the County; develops and implements goals, objectives, policies and priorities; participates in the selection, supervision, training, and evaluation of road and equipment maintenance staff; serves on Department committees; conducts inspections of County roads, determining extent and costs of repairs; makes recommendations on the types and kinds of equipment needed for construction and maintenance projects; participates in planning and assigning projects to County road crews; oversees the ordering of road oils, asphalt, equipment parts and other supplies; assists with the development and preparation of the annual budget for the Road and Equipment Maintenance Functions and monitors expenditures; estimates materials and equipment requirements and schedules work to be done; inspects projects for proper completion and work quality standards; assigns work to crews, ensuring that adequate equipment and supplies are available, including safety equipment; oversees the maintenance and repair of equipment and vehicles; answers public complaints concerning road maintenance and construction projects; requisitions and purchases materials and supplies; coordinates road projects and activities with other County departments and divisions and outside agencies; oversees snow removal; oversees transfer of equipment among road crews; assists with development of equipment specifications and bid requests; oversees the D.O.T. and BIT program. Supervises the County's Auto Services department.

TYPICAL QUALIFICATIONS:

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Ten (10) years of experience in public works construction and maintenance work, including at least three (3) years in a management capacity.

Special Requirements:

Possession of an appropriate and current driver's license.

SUPPLEMENTAL INFORMATION:

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; ability to sit ; walk on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift material weighing up to 50 lbs.; with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communication; use of telephone, office equipment, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed both in an office environment and outside in varying temperature, weather, and humidity conditions; work is performed in an environment with constant noise; exposure

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

to gasses, solvents, fumes, dust, grease and oils; exposure to moving equipment, electrical current, and explosives; constant contact with staff and the public.

SPECIAL REQUIREMENTS:

Special Requirements:
Possession of an appropriate and current driver's license.

KNOWLEDGE OF::

Knowledge of:

- County policies, rules, and regulations.
- Techniques of budget preparation and monitoring.
  Principles of supervision and training.
- Methods, tools, equipment, materials, and work practices involved in the maintenance, construction, and repair of roads and transportation facilities.
- Road design and traffic engineering including signing regulations.
- Operation and routine maintenance of construction equipment including loaders, graders, trucks, rollers, and related equipment.
- Characteristics and uses of asphalt concrete and other paving and sealing materials, including techniques of application.
- Hazardous materials handling and safe work practices.
- Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment and vehicles on streets and roads.
- Safe work practices and commercial driver DOT Program and BIT Program
- Laws, rules, regulations, and policies affecting County road systems.

ABILITY TO::

Ability to:

- Oversee and direct the maintenance, reconstruction, and repair of County roads by the Road Maintenance Division of the County.
- Assign, supervise, train, and evaluate the work of staff in all aspects of road maintenance work
- Apply effective project management principles and practices
- Read and interpret plans and specifications.
- Estimate time, materials and equipment needed to perform construction and maintenance work.
- Inspect roads and facilities and determine the extent of necessary repairs.
- Maintain time and equipment records.
- Communicate clearly and effectively both orally and in writing.
- Effectively represent the Transportation Department in contacts with the public.
- Establish and maintain cooperative working relationships.

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- Effectively assess and present staff performance evaluations
- Proficiently operate a computer and appropriate software in the performance of job responsibilities.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

Department of Transportation

Staffing Organization Chart

Deputy Director
Not on Org Chart

DIRECTOR OF TRANSPORTATION
RICHARD TIPPETT

Transportation Planning
Senior Transportation Planner
Assoc Trans Planner
Assistant Trans Planner
Trans Planner Tech

2

TRANSIT

Transit Coordinator	1
Transit Driver	4

ROADS

SUPERINTENDENT
1

ENGINEERING / AIRPORTS

Sr Engr	1
Assoc Engr II	1
Env Compliance	1
Engr Tech I/II	5 (4 vacant)
Engr Aide	
Sr Traffic Aide	1

ADMINISTRATION

Accountant III	1
Accountant I or II	1
Acct Tech I or II	2 (1 vacant)
Admin Coordn I or II	1

NORTH COUNTY

CRCS	1
RMW IV	2
RMW I/II/III	8
(3 Vacant)	

SOUTH COUNTY

CRCS	1
RMW IV	2
RMW I/II/III	8
(3 vacant)	

EQUIPMENT MAINTENANCE

Supervisor Mech	1
Mechanic III	4 (1 vacant)
Sr. Storekeeper	1

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project

Trinity County

Date Last Revised: 08\02
FLSA: Exempt
EEO: 1

DEPUTY DIRECTOR OF TRANSPORTATION - ENGINEERING

DEFINITION

Under general direction, to assist the Director of Transportation with planning, organizing, directing, and managing the County=s Transportation Department; to have day-to-day responsibility for the coordination and supervision of engineering and surveying functions; to perform budget development and control for assigned functions of the Transportation Department; to provide highly responsible and technical staff support for engineering projects and surveying functions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management classification for the position which has responsibility for assisting with managing and directing the County Transportation Department and exercising on-going responsibility for engineering and surveying functions.

REPORTS TO

Director of Transportation

CLASSIFICATIONS SUPERVISED

Engineer, Junior; Engineer, Assistant; Engineer, Associate; Engineering Aide, Senior Engineering Aide, Engineering Technician I, II, III, Environmental Compliance Specialist; Environmental Compliance Specialist, Senior; Land Surveyor, Associate; Land Surveyor, Senior; Deputy County Surveyor; Traffic Aide, Senior and Traffic Aide.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assists with planning, organizing, directing, and managing the functions and activities of the County Transportation Department; assists with the development and implementation of the Department goals, objectives, and priorities; provides supervision, training, and work coordination for assigned staff; manages and administers County engineering and surveying functions; oversees the design and construction of roads, bridges, and transportation facilities; directs and oversees the preparation of plans, project specifications and bids; develops cost estimates; oversees the preparation of legal descriptions; directs and performs project inspections of work being performed; approves project payments and change orders; supervises and directs the preparation, review, and processing records of surveys, legal descriptions, and other work for accuracy and conformance with established surveying principles, practices, laws, and regulations; prepares technical reports and supervises the maintenance of appropriate filing and record keeping systems; prepares engineering related ordinances, resolutions, and correspondence; reviews subdivision applications for conformance with legal access and other ordinances and requirements; plans, supervises, and coordinates on-going public works projects; supervises

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

traffic control and right-of-way functions; works with the public, answering questions and providing technical assistance; coordinates projects with other County departments; serves as the Director of Transportation, when delegated; represents the Transportation Department with regional and local boards, commissions, and other government agencies, as delegated.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office and outdoor environments; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

Organizational and management practices as applied to analysis and evaluation of department programs, policies, procedures, organizational structure and operational needs.

Principles of project planning, development, coordination, and direction for engineering and surveying functions.

Principles, practices, and methods of Civil Engineering as applied to the design, construction, and maintenance of roads and Transportation facilities.

Pertinent State, Federal and local laws, regulations, and ordinances related to the functions and operations of the Transportation Department.

Grant development and administration.

Proper inspection methods and procedures.

Research and statistical methods.

Budget development and control.

Principles of public administration, management, staff supervision, employee training, and work evaluation.

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DESIRABLE QUALIFICATIONS (continued)

Ability to:

Assist with planning, organizing, managing, and coordinating the functions of the County Transportation Department.
Analyze problems, identify alternative solutions, determine consequences of actions, and implement recommendations in support of department goals.
Plan and manage the Department engineering and surveying functions.
Interpret engineering and surveying information and make decisions in accordance with laws, regulations and policies
Provide management, training, and supervision for assigned staff.
Assist with development and administration of the Department budget.
Oversee and perform the gathering and maintenance of information for a variety of Transportation Department functions and projects.
Collect, compile, and analyze technical, statistical, and other information.
Direct the preparation and prepare clear, concise reports.
Make effective oral and written presentations.
Effectively represent the Transportation Department with the public, community organizations, boards, commissions, and other government agencies.
Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Six (6) years of increasingly responsible experience in planning, development, construction and maintenance of Transportation facilities, including at least two (2) years in a management or supervisory position and four (4) years of professional engineering experience.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of current and valid registration as a Professional Civil Engineer from the State of California.

~~Possession of current and valid registration as a Land Surveyor from the State of California, if not included as a endorsement with a Civil Engineer License.~~

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Trinity assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

County of Modoc

Mitch Crosby <mitchcrosby@co.modoc.ca.us>

Requested Items

Lisa McNeely <lmcneely@trinitycounty.org> Fri, Apr 23, 2021 at 4:54 PM
To: Mitch Crosby <mitchcrosby@co.modoc.ca.us>
Cc: Rick Tippett <rtippett@trinitycounty.org>

Starting Salary is $7,137.66 / month

And No, unfortunately the only job description we have requires a PE.

[Quoted text hidden]

Attachment: 7 - Supporting Information (Deputy Road Commissioner of Administration & Project Delivery)

MODOC COUNTY BOARD OF SUPERVISORS
AGENDA REQUEST FORM

Date of Meeting for Which Item is Requested: **June 10, 2021**
Name of Requesting Party or Entity: **Mitch Crosby, Road/Airport**

Regular or Consent: **Regular**

Kind of Action Requested: **Consideration/Action**

Describe Specific Action Requested or Information to be Discussed:

Requesting permission to review the class specification for the Deputy Road Commissioner of Maintenance & Operations and adjust salary at the recommendation of the Reclassification Review and Salary Adjustment Committee.

Attachments and backup information are included with the Deputy Road Commissioner of Admin and Project Delivery.

Budget Affected: Yes

Clerk's Instructions:
Certified Copies Needed: 1
Minutes Orders Needed: 1

Date Submitted: 4/30/2021

Phone Number: (530) 233-6412

Email: MitchCrosby@co.modoc.ca.us

Agenda Item Number:6.b