

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Agriculture	Pesticide Use Enforcement		X						Ag/Weights & Measures Insp. I
Agriculture	High-Risk Pest Exclusion			X					Ag/Weights & Measures Insp. II
Agriculture	Pest Detection							X	Ag/Weights & Measures Insp. II
Agriculture	Direct Marketing							X	Ag/Weights & Measures Insp. II
Agriculture	Organic Program							X	Ag/Weights & Measures Insp. II
Agriculture	Nursery Inspection							X	Ag/Weights & Measures Insp. II
Agriculture	Sudden Oak Mortality Regulatory Program							X	Ag/Weights & Measures Insp. II
Agriculture	Pest Management							X	Ag/Weights & Measures Insp. II
Agriculture	Weights & Measures Device Registration							X	Executive Secretary
Agriculture	Pest Management							X	Ag/Weights & Measures Insp. II
Agriculture	Weights & Measures Device Inspection							x	Ag/Weights & Measures Insp. II
Agriculture	Weighmaster Enforcement							X	Ag/Weights & Measures Insp. II
Agriculture	Quantity Control/							X	Ag/Weights & Measures Insp. II
Agriculture	Price Verification							X	Ag/Weights & Measures Insp. II
Agriculture	Petroleum Program							X	Ag/Weights & Measures Insp. II
Agriculture	Crop Statistics							X	Agricultural Commissioner

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Assessor's Office	Damage Assessment	X							Assessor
Assessor's Office	Assessment of Real Property						X		Chief Appraiser
Assessor's Office	Assessment of Personal Property						X		Asst. Assessor
Assessor's Office	Property Transfer						X		Drafting Supervisor
Assessor's Office	Drafting						X		Drafting Supervisor
Assessor's Office	Exemptions						X		Supervising Asmt. Tech.
Auditor-Controller's Office	Payroll				X				Payroll/Position Control Manager
Auditor-Controller's Office	Accounts Payable						X		Senior Accountant/Auditor
Auditor-Controller's Office	Accounts Receivable						X		Senior Accountant/Auditor
Auditor-Controller's Office	Financial Reporting							X	Auditor-Controller
Auditor-Controller's Office	Tax Apportioning							X	Auditor-Controller
Board of Supervisors	Emergency Operations Management	X							Supervisors
Board of Supervisors	Communication with Emergency Operations Center	X							Supervisors
Board of Supervisors	Audio Recordings of Meetings	X							Supervisors
Board of Supervisors	Public Information		X						Supervisors
Board of Supervisors	Proclamations (Local emergency, State of Emergency)		X						Supervisors
Board of Supervisors	Board Records			X					Clerk of the Board
Board of Supervisors	Receive, screen visitors and phone calls			X					Clerk of the Board
Board of Supervisors	Certify authenticity of Board actions			X					Clerk of the Board
Board of Supervisors	Respond to Board member and staff inquiries and referrals and act as a resource to other county departments in regard to Board actions			X					Clerk of the Board

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Board of Supervisors	Act as liaison with other government entities			X					Clerk of the Board
Board of Supervisors	Meeting Minutes						X		Clerk of the Board
Board of Supervisors	Budget Adoption							X	Supervisors
Board of Supervisors	Department Heads/Clerk of the Board Evaluations							X	Supervisors
Board of Supervisors	Boards and Commissions							X	Supervisors
Board of Supervisors	Prepare Budget for Office							X	Clerk of the Board
Board of Supervisors	Staff Evaluations							X	Clerk of the Board
Board of Supervisors	Assessment Appeals							X	Clerk of the Board
Board of Supervisors	Annual filing of changes in officers of certain Public Agencies							X	Clerk of the Board
Board of Supervisors	Maintain copies of the Roster of Appointments to Boards, Commissions and Committees							X	Clerk of the Board
Board of Supervisors	Process appointments and vacancies to Board, Commissions and committees							X	Clerk of the Board
Board of Supervisors	Maintain conference rooms schedules							X	Clerk of the Board
Board of Supervisors	Agenda Review					X			Supervisors
Board of Supervisors	Attend Board Meetings					X			Supervisors
Board of Supervisors	Communication with Constituents of a General Nature					X			Supervisors
Board of Supervisors	Attend and provide support at meetings					X			Clerk of the Board
Board of Supervisors	Prepare and Publish Agenda					X			Clerk of the Board
Board of Supervisors	Meeting Notifications					X			Clerk of the Board
Board of Supervisors	Maintain Board Calendars					X			Clerk of the Board
Board of Supervisors	Update Board website					X			Clerk of the Board

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CAO - Information Technology	Radios		X						IT Division Director
CAO - Information Technology	Cisco Phones			X					Senior System Administrator
CAO - Information Technology	VDNA phones			X					Senior System Administrator
CAO - Information Technology	Infrastructure/network/NOC			X					Senior IT Technician
CAO - Information Technology	Dispatch systems			X					IT Division Director
CAO - Information Technology	Email (Exchange)			X					Senior IT Technician
CAO - Information Technology	Internet			X					Senior IT Technician
CAO - Management & Budget	EOC/JIC Representatives	X							CAO, Deputy CAO, Public Info Specialist
CAO - Management & Budget	Board Communication		X						CAO
CAO - Management & Budget	Press Releases		X						Public Info Specialist
CAO - Management & Budget	Facilitation of County Government Processes			X					Asst. CAO
CAO - Management & Budget	Purchasing			X					Admin Services Manager
CAO - Management & Budget	Records Requests			X					Public Info Specialist
CAO - Management & Budget	Agenda Item Review				X				Asst. CAO, Deputy CAO
CAO - Management & Budget	Courts- Indigent Defense Bills						X		Exec Asst to CAO

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CAO - Management & Budget	Budget -Proposed/Adopted							X	Asst. CAO, Deputy CAO
CAO - Management & Budget	Budget – 1 st Qtr Report							X	Deputy CAO
CAO - Management & Budget	Budget – Mid Year Report							X	Deputy CAO
CAO - Management & Budget	Budget - Forecast							X	Deputy CAO
CAO - Management & Budget	Budget - Revenue							X	Deputy CAO
CAO - Management & Budget	Budget - FTEs							X	Deputy CAO
CAO - Management & Budget	Cable Franchise							X	Admin Services Manager
CAO - Management & Budget	Economic Development							X	Asst. CAO
CAO - Management & Budget	Fees							X	Deputy CAO
CAO - Management & Budget	Fire – Prop 172 contracts							X	Admin Services Manager
CAO - Management & Budget	Legislative Platform							X	Deputy CAO
CAO - Purchasing	Emergency Purchases		X						Sr. Buyer, Admin Srvcs Mgr.
CAO - Purchasing	Notify Post Office			X					Sr. Buyer, Admin Srvcs Mgr.
CAO - Purchasing	Notify Delivery Companies			X					Sr. Buyer, Admin Srvcs Mgr.
CAO - Revenue Recovery	DMV License Hold Releases			X					Admin Srvcs Mgr., Fiscal Srvc Supe
CAO - Revenue Recovery	Deposit Payments			X					Fiscal Srvc Supe
CAO - Revenue Recovery	Payment Posting			X					Fiscal Srvc Supe
CAO - Revenue Recovery	Victim Restitution Distribution							X	Fiscal Srvc Supe
CAO - Revenue Recovery	Overpayment Distribution							X	Fiscal Srvc Supe

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CAO - Revenue Recovery	Satisfy Legal Documents							X	Admin Srvc Mgr.
CAO - Revenue Recovery	Month End Distribution							X	Admin Srvc Mgr., Fiscal Srvc Supe
Child Support Services	Network and Phone Services						X		DCSS IT
Child Support Services	Front Office Services						X		Special Program Coordinator
Child Support Services	Court Services						X		Supervising Child Support Attorney
Child Support Services	Administrative Services						X		Executive Secretary
Child Support Services	Fiscal Services							2 wks.	Staff Services Manager
Child Support Services	Case Management Services							2 wks.	DCSS Assistant Director
Child Support Services	Legal Services							2 wks.	Special Program Coordinator
Cooperative Extension	Animal Herd Health Management and Disposal Technical Assistance				X				Livestock Advisor
Cooperative Extension	Support 4-H Youth Development						X		4-H Program Representative
Cooperative Extension	Support Master Gardeners							X	Plant Science Advisor
Cooperative Extension	Support Master Food Preservers							X	Plant Science Advisor
Cooperative Extension	Transportation for 4-H Youth Development							X	4-H Program Representative
Cooperative Extension	Transportation for Master Gardeners							X	Plant Science Advisor
Cooperative Extension	Transportation for Master Food Preservers							X	Plant Science Advisor
Cooperative Extension	Educational Workshops							X	County Director
Cooperative Extension	Grant Applications							X	County Director
Cooperative Extension	Assist Ag & Natural Resource Producers					X			Plant Science Advisor

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Cooperative Extension	Respond to Requests from Public, Government, Business and Educators					X			County Director
Coroner	Death Investigation	X							Coroner
Coroner	Transportation	X							Coroner
Coroner	Refrigeration	X							Coroner
County Counsel	Advise Depts. that Routinely Provide Emergency Services	X							GSA / CWSA
County Counsel	Advise BOS and Depts. in Need of Emergency Assistance	X							GSA
County Counsel	Emergency Resolution Review		X						GSA
County Counsel	Emergency Contract Review		X						GSA
County Counsel	Conservatorship Pleadings		X						GSA / SS
County Counsel	Statutorily Mandated CWS Pleadings		X						CWSA / SS
County Counsel	Mental Health Hearings		X						GSA
County Counsel	Statutorily Mandated CWS Hearings		X						CWSA
County Counsel	CWS Warrants		X						CWSA / SS
County Counsel	CWS Detentions		X						CWSA / SS
County Counsel	Review Status of Foster Children		X						CWSA / SS
County Counsel	Code Enforcement Referrals				X				CEI / GSA / SS
County Counsel	Advise Depts. that Do Not Provide Emergency Services						X		GSA
County Counsel	General Resolution/Ordinance Review						X		GSA
County Counsel	Conservatorship Hearings/Trials						X		GSA
County Counsel	General CWS Hearings/Trials						X		CWSA
County Counsel	General Contract Review							X	GSA
County Counsel	General Civil Hearings/Trials							X	GSA
County Counsel	General Civil Pleadings					X			GSA / SS

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County Counsel	General CWS Pleadings					X			CWSA / SS
DHHS - Admin	DHHS over-all response operations					X			DHHS Director
DHHS - Admin	DHHS Programs response operations					X			DHHS Assistant Director Programs
DHHS - Admin	DHHS Administration response operations					X			DHHS Assistant Director Admin
DHHS - Admin	DHHS Finance response operations						X		DHHS Deputy Director Finance
DHHS - Admin	DHHS Information Services response operations						X		DHHS Deputy Director Information Services
DHHS - Admin	DHHS Personnel response operations			X					DHHS Deputy Director Personnel
DHHS - Admin	DHHS Public Information response operations			X					DHHS Public Information Manager
DHHS - Admin	DHHS Administration everyday operations							X	DHHS Director
DHHS - Admin - Accounts Payable	Staff support to Procurement or other sites as needed						X		Fiscal Services Supervisor
DHHS - Admin - Accounts Payable	Everyday Operations							X	DHHS Deputy Director Finance
DHHS - Admin - Claims Data Management	Everyday Operations							X	Fiscal Services Officer or Deputy Director Finance
DHHS - Admin - Claims Data Management	Fiscal Services Officer support to Mental Health Emergency Operations Center							X	Mental Health Emergency Operations Center Incident Commander or Fiscal Services Officer
DHHS - Admin - Claims Data Management	Staff support to Mental Health or other sites as needed							X	Mental Health Emergency Operations Center Incident Commander or Fiscal Services Officer

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DHHS - Admin - Contracts Unit	Administrative Services Officer and/or staff support to other sites as needed or requested							X	Assistant Director Administration
DHHS - Admin - Contracts Unit	Everyday Operations							X	Fiscal Services Officer or Deputy Director Finance
DHHS - Admin - Employee Services	DHHS Staff Call-In			X					Employee Services Deputy Director or designee
DHHS - Admin - Employee Services	Maintain employees						X		Employee Services Deputy Director or designee
DHHS - Admin - Employee Services	Employee Services Deputy Director to support DHHS Public Health Emergency Operations Center						X		Public Health Emergency Operations Center Incident Commander (Public Health Director)
DHHS - Admin - Employee Services	Staff support to Public Health, Mental Health, Social Services Emergency Operations Centers as needed						X		Employee Services Deputy Director or Public Health, Mental Health, or Social Services Emergency Operations Center Incident Commanders
DHHS - Admin - Employee Services	Everyday operations							X	Employee Services Deputy Director or designee
DHHS - Admin - Information Services	Keep Information Services' servers, email, documents, and drives up			X					Deputy Director Information Services and Supervisors
DHHS - Admin - Information Services	Staff Technical support to each Emergency Operations Center, Branch and Administration			X					DHHS Deputy Director Information Services and Supervisors
DHHS - Admin - Information Services	Research & Evaluation Unit support as needed for epidemiology or other						X		Sr. Program Manager or DHHS Public Health Emergency Operations Center Incident Commander

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DHHS - Admin - Information Services	Integrated Support Services Unit staff to assist as needed						X		Sr. Program Manager or DHHS Public Health Emergency Operations Center Incident Commander
DHHS - Admin - Information Services	Everyday Operations							X	DHHS Deputy Director Information Services
DHHS - Admin - Integrated Supplemental Services	Everyday Operations							X	Sr. Program Manager
DHHS - Admin - Public Health Fiscal	Budget Specialist to support Public Health Emergency Operations Center						X		Public Health Emergency Operations Center Incident Commander (Public Health Director)
DHHS - Admin - Public Health Fiscal	Staff support to Public Health or other sites as needed						X		Budget Specialist
DHHS - Admin - Public Health Fiscal	Everyday Operations							X	Budget Specialist
DHHS - Admin - Reception	Everyday Operations							X	Fiscal Services Officer
DHHS - Admin - Social Services Fiscal	Budget Specialist to support Social Services Emergency Operations Center						X		Social Services Emergency Operations Center, Incident Commander or Deputy Director - Finance
DHHS - Admin - Social Services Fiscal	Staff support to Social Services or other sites as needed						X		Budget Specialist
DHHS - Admin - Social Services Fiscal	Everyday Operations							X	DHHS - Social Services - Budget Specialist
DHHS - Admin Mental Health Fiscal	Budget Specialist to support Mental Health Emergency Operations Center						X		Mental Health Emergency Operations Center Incident Commander or Deputy Director

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DHHS - Admin Mental Health Fiscal	Staff support to Mental Health or other sites as needed						X		Mental Health Emergency Operations Center Incident Commander or Budget Specialist
DHHS - Admin Mental Health Fiscal	Everyday Operations							X	Budget Specialist
DHHS - Mental Health	Sempervirens	X							Medical Dir, Dir of Nurses, Senior Program Mgr.
DHHS - Mental Health	Psychiatric Emergency Services	X							Medical Dir, Director of Nurses, Sr Program Manager
DHHS - Mental Health	Mobile Engagement Vehicles		X						Sr Program Manager
DHHS - Mental Health	Alcohol and Other Drugs						X		Sr Program Manager
DHHS - Mental Health	Child Youth Family Svcs Medication Support						X		Medical Dir, Director of Nurses, Sr Program Manager
DHHS - Mental Health	Garberville Satellite Clinic						X		Medical Dir, Director of Nurses, Sr Program Manager
DHHS - Mental Health	AB 109						X		Medical Dir, Director of Nurses, Sr Program Manager
DHHS - Mental Health	Willow Creek Satellite Clinic							X	Medical Dir, Director of Nurses
DHHS - Mental Health	Humworks							X	Sr Program Manager
DHHS - Mental Health	Adult Medication Support					X			Medical Dir, Director of Nurses
DHHS - Mental Health	Outpatient Medication Clinic					X			Sr Program Manager
DHHS - Mental Health	Older Adults					X			Medical Dir, Director of Nurses, Sr Program Manager
DHHS - Mental Health	Regional Facility (medication support)					X			Medical Dir, Director of Nurses, Sr Program Manager

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DHHS - Mental Health	Juvenile Hall (medication support)					X			Medical Dir, Director of Nurses, Sr Program Manager
DHHS - Mental Health	Jail (medication support)					X			Medical Dir, Director of Nurses, Sr Program Manager
DHHS - Public Health - Admin	Incident Response		X						Director/Health Officer/Pub Hlth Emerg Prep Coord
DHHS - Public Health - Admin	CAHAN Messaging (CA Hlth Alert Network)		X						Emergency Preparedness Staff
DHHS - Public Health - Admin	Program triage lines for callers			X					Emergency Preparedness Staff
DHHS - Public Health - Admin	Vital Statistics						X		Medical Office Assistant
DHHS - Admin - Information Services	Training Unit support for Joint Information Team training as needed							X	Sr. Program Manager or DHHS Public Health Emergency
DHHS - Public Health - CA Childrens Svcs (CCS)	Medical case management – authorize new or extend previous auths						X		Sr Public Health Nurse (SPHN)
DHHS - Public Health - CA Childrens Svcs (CCS)	Determine medical eligibility for CCS services						X		Sr Public Health Nurse
DHHS - Public Health - CA Childrens Svcs (CCS)	Intake/determination of financial/resident						X		CCS Administrator
DHHS - Public Health - CA Childrens Svcs (CCS)	Liaison to state Children’s Medical Services						X		CCS Administrator
DHHS - Public Health - CA Childrens Svcs (CCS)	Provide physical & occupational therapy services to CCS eligible children						X		CCS Administrator
DHHS - Public Health - CA Childrens Svcs (CCS)	Provide physical & occupational therapy services to CCS eligible children							X	Supervising Physical Therapist
DHHS - Public Health - CA Childrens Svcs (CCS)	Limited claims processing / Mobile Therapy Unit billing							X	Fiscal

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DHHS - Public Health - CA Childrens Svcs (CCS)	Liaison to Social Services/MediCal/providers							X	CCS Administrator
DHHS - Public Health - CA Childrens Svcs (CCS)	Create local resources/referrals							X	CCS Administrator
DHHS - Public Health - Child Health Disability Program (CHDP)	Provide nursing consultation for Child Welfare Svcs (CWS) Social Workers		X						Sr Public Health Nurse Child & Family Svcs
DHHS - Public Health - Child Health Disability Program (CHDP)	Provide care coordination for children in foster care						X		Sr Public Health Nurse Child & Family Svcs
DHHS - Public Health - Child Health Disability Program (CHDP)	Receive PM 160 reports-coordinate care for CHDP clients							X	Sr Public Health Nurse
DHHS - Public Health - Child Health Disability Program (CHDP)	Inform & link eligible children to CHDP services							X	Sr Public Health Nurse
DHHS - Public Health - Child Health Disability Program (CHDP)	Provider relations, site surveys / certification							X	Sr Public Health Nurse
DHHS - Public Health - Child Health Disability Program (CHDP)	Create and/or participate in community coalitions, task forces and networks re: access to MediCal & related							X	Sr Public Health Nurse
DHHS - Public Health - Clinic & Communicable Disease	Routine communicable disease surveillance							X	Clinic Supervisor
DHHS - Public Health - Clinic & Communicable Disease	Routine immunization clinics							X	Clinic Supervisor

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DHHS - Public Health - Clinic & Communicable Disease	Incident dependent immunization clinics (outbreaks, biological event, etc)					X			Clinic Supervisor
DHHS - Public Health - Clinic & Communicable Disease	Incident dependent communicable disease surveillance (outbreaks, biological event etc.)					X			Clinic Supervisor
DHHS - Public Health - Environmental Health	Communications		X						All Staff
DHHS - Public Health - Environmental Health	Assure availability of safe drinking water			X					Registered Environmental Health Specialist
Dept of Hlth & Human Svcs - Public Health - Environmental Health	Consult on water borne disease			X					Registered Environmental Health Specialist
DHHS - Public Health - Environmental Health	Consult on food safety				X				Registered Environmental Health Specialist
DHHS - Public Health - Environmental Health	Sanitary liquid waste disposal				X				Registered Environmental Health Specialist
DHHS - Public Health - Environmental Health	Adequate housing/shelter				X				Registered Environmental Health Specialist
DHHS - Public Health - Environmental Health	Solid waste disposal & debris removal						X		Registered Environmental Health Specialist
DHHS - Public Health - Environmental Health	Vector control & disease prevention						X		Registered Environmental Health Specialist
DHHS - Public Health - Environmental Health	Rabies response						X		Registered Environmental Health Specialist
DHHS - Public Health - Environmental Health	Hazardous Materials							X	Registered Environmental Health Specialist or Hazardous Materials Specialist

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DHHS - Public Health - Environmental Health	Medical waste							X	Registered Environmental Health Specialist
DHHS - Public Health - Environmental Health	Prevent degradation of ground water							X	Registered Environmental Health Specialist
DHHS - Public Health - Environmental Health	Routine inspections							X	Registered Environmental Health Specialist or Hazardous Materials Specialist
DHHS - Public Health - Environmental Health	Complaints investigation					X			Registered Environmental Health Specialist or Hazardous Materials Specialist
DHHS - Public Health - Health Education	Risk Communication		X						Senior Program Manager
DHHS - Public Health - Health Education	Interpretation / Translation			X					Interpreter / Translator
DHHS - Public Health - Health Education	HIV Case Management						X		Program Svcs Coord / Health Education Specialist
DHHS - Public Health - Health Education	Housing Opportunities for Persons w/ AIDS (HOPWA), HIV AIDS Rehousing Team (HART)						X		Program Svcs Coord/Health Education Specialist
DHHS - Public Health - Health Education	Prevention & Early Intervention (Suicide Prevention)							X	Sr Health Education Specialist / Health Education Specialist
DHHS - Public Health - Health Education	Injury Prevention							X	Sr Health Education Specialist / Health Education Specialist
DHHS - Public Health - Health Education	Physical Activity & Nutrition							X	Sr Health Education Specialist / Health Education Specialist

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DHHS - Public Health - Health Education	Prevention & Early Intervention (Stigma Reduction)							X	Sr Health Education Specialist / Health Education Specialist
DHHS - Public Health - Health Education	Alcohol, Tobacco, and other Drug Prevention							X	Sr Health Education Specialist / Health Education Specialist
DHHS - Public Health - Health Education	HIV Mobile Outreach							X	Community Health Outreach Worker
DHHS - Public Health - Health Education	Family Violence Prevention							X	Sr Health Education Specialist / Health Education Specialist
DHHS - Public Health - Health Education	Other Health Education programs							X	Sr. Health Education Specialist / Health Education Specialist
DHHS - Public Health - Laboratory	Security of Biosafety Safety Level 3 Laboratory	X							Laboratory Manager
DHHS - Public Health - Laboratory	Security of Select Agents	X							Laboratory Manager
DHHS - Public Health - Laboratory	Environmental Water Testing				X				Laboratory Manager
DHHS - Public Health - Laboratory	Clinical Laboratory Testing (Influenza, salmonella, shigella, pertussis etc.)						X		Laboratory Manager
DHHS - Public Health - Laboratory	Assist in communicable disease outbreak investigations						X		Laboratory Manager
DHHS - Public Health - Laboratory	Courier Service						X		Laboratory Manager
DHHS - Public Health - Laboratory	Report reportable diseases to the State via Cal Ready (by fax or phone)						X		Laboratory Manager
DHHS - Public Health - Laboratory	Select Agent Testing							X	Laboratory Manager

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DHHS - Public Health - Laboratory	Report Select Agent results via Results Manager (Web)							X	Laboratory Manager
DHHS - Public Health - Maternal Child Adolescent Health (MCAH)	Fulfill Contractual Agreements – MCAH/First 5							X	Sr Public Health Nurse
DHHS - Public Health - Maternal Child Adolescent Health (MCAH)	Child Passenger Safety Program - Medi-Cal Program Oversight							X	Sr Public Health Nurse
DHHS - Public Health - Maternal Child Adolescent Health (MCAH)	Obstetrics Provider Support							X	Sr Public Health Nurse
DHHS - Public Health - Maternal Child Adolescent Health (MCAH)	Client Support – Prenatal Care Guidance Program							X	Sr Public Health Nurse
DHHS - Public Health - Maternal Child Adolescent Health (MCAH)	Facilitate Community Collaborative							X	Sr Public Health Nurse
DHHS - Public Health - Maternal Child Adolescent Health (MCAH)	Data Collection							X	Administrative Analyst
DHHS - Public Health - Maternal Child Adolescent Health (MCAH)	Media Information: Production & Distribution							X	Sr Public Health Nurse
DHHS - Public Health - Nursing	Case management of high risk prenatal & postpartum clients, diabetes cases & failure to thrive infants						X		Sr Public Health Nurse
DHHS - Public Health - Nursing	Triage of all referrals received by the teams & deploy cases to staff based on nursing standards						X		Sr Public Health Nurse

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DHHS - Public Health - Nursing	Attempt to contact clients via telephone calls & or home visits. If unable to locate, send follow-up letter							X	Sr Public Health Nurse
Dept of Health & Human Services - Public Health - Nursing	Collaboration with other agencies i.e. hospitals, medical providers, social workers. Provide feedback to the referring source(s) as indicated							X	Sr Public Health Nurse
DHHS - Public Health - Nursing	Linkages & referrals to other providers as needed							X	Public Health Nurse
DHHS - Public Health - Nursing	Sudden Infant Death Syndrome (SIDS) & grief counseling							X	Sr Public Health Nurse
DHHS - Public Health - Women, Infants & Children (WIC)	Responding to telephone inquiries						X		Sr Medical Office Asst & Nutrition Aide
DHHS - Public Health - Women, Infants & Children	Enrollment of new clients							X	Sr Medical Office Asst & Nutrition Aide
DHHS - Public Health - Women, Infants, & Children	Recertification of clients							X	Sr Medical Office Asst & Nutrition Aide
DHHS - Public Health - Women, Infants, & Children	Issuance of Food Vouchers					X			Sr Medical Office Asst & Nutrition Aide
DHHS - Social Services	Adult Protective Services (APS) Elder Abuse Hotline	X							Program Manager II
DHHS - Social Services	Check on Vulnerable, At Risk Adult Protective Svs (APS) Clients				X				Program Manager II
DHHS - Social Services	Check on Public Guardian Court Clients				X				Program Manager II

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DHHS - Social Services	In-Home Supportive Svcs (IHSS) Vulnerable, At Risk				X				Program Manager II
DHHS - Social Services	CalFresh Disaster Plan						X		Administrative Analyst II
DHHS - Social Services	CalWORKs							X	Program Manager II
DHHS - Social Services	General Relief							X	Program Manager II
DHHS - Social Services	CalFresh Eligibility							X	Program Manager II
DHHS - Social Services	Medical Programs							X	Program Manager II
DHHS - Social Services	Public Guardian							X	Program Manager II
DHHS - Social Services	In-Home Supportive Svcs (IHSS) General Program							X	Program Manager II
DHHS - Social Services	Check on General Adult Protective Svcs (APS) Clients							X	Program Manger II
DHHS - Social Services	Welfare to Work							X	Program Manager II
DHHS - Social Services	Veterans Services							X	Program Manager II
DHHS - Social Services	Employment and Training							X	Program Manager II
DHHS - Social Services - Child & Family Services	Child Welfare Svcs (CWS) Child Abuse Hotline	X							Program Manager II
DHHS - Social Services - Child & Family Services	Check on Foster Children				X				Deputy Director
DHHS - Social Services - Child & Family Services	Child Youth Family Svcs (CYFS) Mental Health Clinician Services							X	Sr. Program Manager
DHHS - Social Services - Child & Family Services	Family Connection Center							X	Program Manager II
District Attorney - Victim Witness	Crisis Intervention	X							Program Coordinator
District Attorney - Victim Witness	Emergency Assistance	X							Program Coordinator
District Attorney - Victim Witness	Case status, disposition, tracking						X		Legal Office Assistant
District Attorney - Victim Witness	Court orientation, escort and support						X		Victim Witness Specialist

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
District Attorney - Victim Witness	Restraining order assistance						X		Victim Witness Specialist
District Attorney - Victim Witness	Case information & referral					X			Victim Witness Specialist
District Attorney	Criminal Investigation Response	X							Chief Investigator, Investigators
District Attorney	Drug Raid Response	X							Drug Task Force Investigator
District Attorney	Evidence Preservation	X							Investigator
District Attorney	Computer Transport	X							Computer Crimes Task Force Investigator
District Attorney	Meet with informants	X							Investigators
District Attorney	Interview witnesses	X							Investigators
District Attorney	Surveillance Operations		X						Investigators
District Attorney	Execute and service of search/arrest warrants		X						Investigators
District Attorney	Receive, review reports from law enforcement, regulatory agencies			X					District Attorney
District Attorney	Charge criminal cases			X					District Attorney
District Attorney	Review and/or prepare search and arrest warrants			X					District Attorney
District Attorney	Delivery of court orders			X					Chief Investigator, Investigators
District Attorney	Delivery of subpoenas			X					Chief Investigator, Investigators
District Attorney	Court Appearances			X					Chief Investigator, Investigators
District Attorney	Travel w/multiple agencies			X					Drug Task Force Investigator
District Attorney	Transporting witnesses			X					Investigator
District Attorney	Prosecute criminal cases						X		District Attorney

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
District Attorney - Child Abuse Services Team	Coordinate investigations with Child Protective Services			X					CAST Investigator
District Attorney - Child Abuse Services Team	Forensic medical exams			X					CAST Investigator
District Attorney - Child Abuse Services Team	Referrals, services for mental health treatment			X					Victim Witness Advocate
District Attorney - Child Abuse Services Team	Child sexual abuse prevention education						X		Victim Witness Advocate
District Attorney - Child Abuse Services Team	Provide training to law enforcement, community							X	Victim Witness Advocate
District Attorney - Child Abuse Services Team	Prosecutions					X			District Attorney
District Attorney - State Board of Control	Emergency funding for funeral, burial costs			X					Victim Witness Specialist
District Attorney - State Board of Control	Crime scene clean-up costs						X		Victim Witness Specialist
District Attorney - State Board of Control	Relocation costs for victims of domestic violence, sexual assault crimes					X			Victim Witness Specialist
District Attorney - Victim Advocacy	Outreach to victims in American Indian community						X		Victim Witness Specialist
District Attorney - Victim Advocacy	Collaborate with tribal and non-tribal entities							X	Victim Witness Specialist
HR - Personnel	1. Personnel (Logistics)	X							Human Resources Analyst
HR - Personnel	2. Recovery (Admin./Finance)		X						Human Resources Director
HR - Personnel	Recruitment and Placement of Disaster Services Workers		X						Human Resources Analyst
HR - Personnel	Provide support to County Administration			X					Human Resources Director
HR - Personnel	Labor Negotiations						X		Human Resources Director
HR - Personnel	New Hire Processing						X		Human Resources Analyst

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
HR - Personnel	Recruitments, Exams, & Eligibility Lists							X	Human Resources Analyst
HR - Personnel	Coordination of Equal Employment Opportunity							X	Human Resources Analyst
HR - Personnel	Coordination of Deferred Compensation							X	Human Resources Analyst
HR - Personnel	Employer - Employee Relations							X	Human Resources Director
HR - Personnel	Compliance with Americans with Disabilities Act							X	Human Resources Analyst
HR - Personnel	Maintenance of Employee Leaves							X	Human Resources Analyst
HR - Personnel	Grievance and Appeals Process							X	Human Resources Director
HR - Personnel	Classification Work							X	Human Resources Analyst
HR - Personnel	EOC Representatives:								Human Resources Staff
HR - Risk Management	Safety & Health Oversight of Employees (committees, assessments, inspections, etc.)	X							Sr. Human Resources Analyst - Risk, Human Resources Analyst - Risk I & II
HR - Risk Management	Workers' Compensation (Claims, Reviews, VFD, Logs, etc.)	X							Sr. Human Resources Analyst - Risk, Human Resources Analyst - Risk I & II
HR - Risk Management	EOC Representatives:	X							Human Resources Staff
HR - Risk Management	1. Public Information (Mgmt.)	X							Human Resources Director and Assistant Director of Human Resources
HR - Risk Management	2. Communications (Operations)	X							Human Resources Director and Assistant Director of Human Resources
HR - Risk Management	3. Management (Mgmt.)		X						Human Resources Director and Assistant Director of Human Resources

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
HR - Risk Management	4. Administration and Finance (Admin./Finance)		X						Human Resources Director and Assistant Director of Human Resources
HR - Risk Management	Insurance Certificate Requests		X						Sr. Human Resources Analyst - Risk
HR - Risk Management	Insurance Claims (Property, etc.)		X						Sr. Human Resources Analyst - Risk
HR - Risk Management	Contract Review/Sign-Off		X						Sr. Human Resources Analyst - Risk
HR - Risk Management	Phones		X						Administrative Secretary
HR - Risk Management	Walk-Ins			X					Administrative Secretary
HR - Risk Management	Board Agenda Review/Sign-Off				X				Director of Human Resources
HR - Risk Management	Risk Management In-Box						X		Administrative Secretary
HR - Risk Management	Liability (Tort Claims, Lawsuits, CSAC Reporting, Small Claims, IVOS Database, MMRA Reporting, Subrogation, Audits)						X		Sr. Human Resources Analyst - Risk
HR - Risk Management	Unemployment (Claims, Appeals, Hearings, Audits, etc.)						X		Sr. Human Resources Analyst - Risk, Human Resources Analyst - Risk I & II
HR - Risk Management	Accounts Payable							X	ASO/Sr. Human Resources Analyst - Risk
HR - Risk Management	Accounts Receivable							X	ASO/Sr. Human Resources Analyst - Risk
HR - Risk Management	Intranet							X	Administrative Secretary
HR - Risk Management	Scanning							X	Administrative Secretary
HR - Risk Management	Budget (Cost Allocation, Annual Budget, Mid-Year, Monitor Revenue/Expenditures, Journals, Affiliate/COBRA Revenue)							X	Assistant Director of Human Resources

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
HR - Risk Management	Actuaries (Dental, Vision, Liability, WC, Retirement)							X	Sr. Human Resources Analyst - Risk
HR - Risk Management	Courthouse Security/Access Justification							X	In conjunction with Sheriff's Department (HDSO is lead)
HR - Risk Management	Electronic File Manager (incident reports, vehicle accident reports, etc.)							X	Administrative Secretary/Sr. Human Resources Analyst - Risk
HR - Risk Management	Employee Allegations & Investigations							X	Director of Human Resources
HR - Risk Management	Insurance Renewals (WC, Liability, Pollution, Watercraft, Crime Bond, Medical Malpractice, etc.)							X	Sr. Human Resources Analyst - Risk
HR - Risk Management	Special Event/Vendor Insurance Program							X	Human Resources Analyst - Risk II
HR - Risk Management	Policies and Procedures							X	Sr. Human Resources Analyst - Risk, Human Resources Analyst - Risk I & II
HR - Risk Management	Ergonomic Evaluations							X	Human Resources Analyst - Risk I & II
HR - Risk Management	Training (Calendar, Certs, LCW Workshops, etc.)							X	Sr. Human Resources Analyst - Risk, Human Resources Analyst - Risk I & II
HR - Risk Management	Mail					X			Executive Secretary/ASO
HR - Risk Management	Benefits (Health, EAP, Vision, Dental, Life, Voluntary/FSA, COBRA, Affiliates, etc.)					X			Sr. Human Resources Analyst - Risk Human Resources Analyst - Risk II
Library	Circulation Services		X						Library Division Manager (LDM): Circulation
Library	Services entire county/branches/web		X						LDM: Circulation/System Administrator

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Library	Millennium Server		X						LDM: Circulation/System Administrator
Library	OPAC		X						LDM: Circulation/System Administrator
Library	Arcata Branch Library							X	Supervising Librarian
Library	Blue Lake Branch Library							X	Supervising Librarian
Library	Ferndale Branch Library							X	LDM: ATS
Library	Fortuna Branch Library							X	Supervising Librarian
Library	Garberville Branch Library							X	Supervising Librarian
Library	Hoopa Branch Library							X	Director
Library	McKinleyville Branch Library							X	Supervising Librarian
Library	Rio Dell Branch Library							X	Supervising Librarian
Library	Trinidad Branch Library							X	LDM: Circulation
Library	Willow Creek Branch Library							X	Director
Library	Bookmobile							X	LDM: Circulation
Library - Main Eureka Branch	Circulation Services: Open Hour Circ Services							X	LDM: Circulation
Library - Main Eureka Branch	Reference: Open Hour Reference Services							X	LDM: Reference
Library - Main Eureka Branch	Children's / YA: Open Hour Reference Services							X	Supervising Librarian
Library - Main Eureka Branch	WiFi: Open Hour Access							X	Director
Planning & Building - Advance Planning	GIS Operations & Maintenance		X						Supervising Planner GIS Analyst
Planning & Building - Advance Planning	General Plan Update							X	Supervising Planner Senior Planner
Planning & Building - Advance Planning	County Ordinance Updates							X	Supervising Planner Senior Planner
Planning & Building - Advance Planning	Housing Element							X	Supervising Planner Senior Planner

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Planning & Building - Advance Planning	Conservation Easement Program							X	Supervising Planner Senior Planner
Planning & Building - Advance Planning	Williamson Act							X	Supervising Planner Senior Planner
Planning & Building - Advance Planning	Central Administration Support							X	Business Manager Admin Analyst Senior Office Assistant
Planning & Building - Building Inspection	Site Inspections		X						Chief Building Official Inspectors
Planning & Building - Building Inspection	Certificate of Occupancy							X	Chief Building Official
Planning & Building - Building Inspection	Plans Check & Approval							X	Chief Building Official Plans Checker
Planning & Building - Current Planning	Residential Construction Permits							X	Permit Supervisor Permit Specialists
Planning & Building - Current Planning	Commercial Construction Permits							X	Permit Supervisor Permit Specialists
Planning & Building - Current Planning	Demolition Permits							X	Permit Supervisor Permit Specialists
Planning & Building - Current Planning	Building Inspection Support							X	Permit Supervisor Permit Specialists
Planning & Building - Current Planning	Code Compliance							X	Development Assistance Mgr.
Planning & Building - Current Planning	Project Facilitation							X	Dev Assistance Mgr. Senior Planner
Planning & Building - Current Planning	Desktop Computer Support							X	Dev Assistance Mgr. System Analyst
Planning & Building - Current Planning	OnTrack Software Support							X	Dev Assistance Mgr. System Analyst
Planning & Building - Current Planning	Land Use Permit Applications							X	Senior Planners Planner I/II

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Planning & Building - Current Planning	Application Assistance Mtgs							X	Senior Planners Planner I/II
Planning & Building - Current Planning	Permit Referrals							X	Planning Technician Senior Office Assistant
Planning & Building - Current Planning	Noticing Maps & Mail List							X	Planning Technician
Planning & Building - Current Planning	Notice Publication							X	Business Manager Senior Office Assistant
Planning & Building - Current Planning	Land Use Permit Approval							X	Director Supervising Planner
Planning & Building - Current Planning	Planning Commission Support							X	Senior Office Assistant Admin Analyst
Planning & Building - Current Planning	Decision and Appeal Notices							X	Senior Office Assistant Admin Analyst
Planning & Building - Current Planning	File Close and Billing							X	Senior Office Assistant Admin Analyst
Probation	Admit/Receive youth to Juvenile Hall	X							Director of Detention Services
Probation	Juvenile Hall Food Services	X							Director of Detention Services
Probation	Court Mandated Reports-Juvenile			X					Director of Juvenile Services
Probation	Court Mandated Reports-Adult			X					Director of Adult Services
Probation	Fiscal – payroll every two weeks						X		Legal Office Business Manager
Probation	Monitor Juvenile Probationers							X	Director of Juvenile Services
Probation	Monitor Adult Probationers							X	Director of Adult Services
Probation	Fiscal – process claims for operation expenses							X	Legal Office Business Manager
Probation	Revenue Recovery – invoicing for fees/fines							X	Legal Office Business Manager

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Probation	Maintain Regional Facility/Juvenile Hall Operations								Director of Detention Services
Public Defender	Arraignments	X							Supervisor
Public Defender	Client/Public/Agency Support		X						Legal Secretaries
Public Defender	OR Hearings			X					Deputy Attorneys
Public Defender	Jury Trial						X		Deputy Attorneys
Public Defender	Sentencing						X		Deputy Attorneys
Public Defender	Preliminary Examinations					X			Deputy Attorneys
Public Defender	Jail Visits					X			Deputy Attorneys
Public Defender	Payroll					X			Supervising Secretary
Public Works - Sign Shop	Placing signs		X						Deputy Director - Roads
Public Works - Sign Shop	Road Striping						X		Deputy Director - Roads
Public Works - Sign Shop	Road Stenciling						X		Deputy Director - Roads
Public Works - Sign Shop	Creating signs					X			Deputy Director - Roads
Public Works - Aviation	Keep runways lit	X							Program Coordinator
Public Works - Aviation	Unicom	X							Program Coordinator
Public Works - Aviation	Weather Broadcast (internal/external)	X							Program Coordinator
Public Works - Aviation	Coordinating with FAA		X						Program Coordinator
Public Works - Aviation	Internet				X				Program Coordinator
Public Works - Aviation	Aircraft Rescue								Program Coordinator
Public Works - Building Maintenance	Library Operations	X	X						Facilities Maintenance Manager
Public Works - Building Maintenance	Structural Integrity Inspections	X						X	Facilities Maintenance Manager
Public Works - Building Maintenance	Ensure fuel level in diesel storage	X						X	Facilities Maintenance Manager
Public Works - Building Maintenance	Jail Operations	X							Facilities Maintenance Manager
Public Works - Building Maintenance	Juvenile Hall Operations	X							Facilities Maintenance Manager

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Public Works - Building Maintenance	Regional Facility Operations	X							Facilities Maintenance Manager
Public Works - Building Maintenance	Emergency Generators	X							Facilities Maintenance Manager
Public Works - Building Maintenance	Public Health/Biolab	X							Facilities Maintenance Manager
Public Works - Building Maintenance	Gas / water inspections / shutoffs	X							Facilities Maintenance Manager
Public Works - Building Maintenance	Ensure access to first responders	X							Facilities Maintenance Manager
Public Works - Building Maintenance	Courthouse Operations		X						Facilities Maintenance Manager
Public Works - Building Maintenance	Project Facilitation							X	Facilities Maintenance Manager
Public Works - Building Maintenance	Desktop Computer Support							X	Facilities Maintenance Manager
Public Works - Building Maintenance	CAMS Software Support							X	Facilities Maintenance Manager
Public Works - Engineering - Advanced Planning	Write-up on roads damage reports							X	Inspectors/Design
Public Works - Engineering - Advanced Planning	Coordination with Caltrans/ FEMA/FHWA							X	Deputy Director / Design
Public Works - Engineering - Advanced Planning	Moving/relocating materials lab and office if needed							X	Materials lab/design
Public Works - Engineering - Contracts	Contracting jobs		X						Contracts
Public Works - Engineering - Contracts	Site Inspections - Contracted Projects		X						Inspectors
Public Works - Engineering - Design	Utilities Coordination Meeting		X						Design / Deputy Director

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Public Works - Engineering - Design	Design of Roads Damage				X				Design
Public Works - Engineering - Design	Materials Testing							X	Materials Lab
Public Works - Engineering - Design	Design of Bridge retrofitting and rehab							X	Design / Deputy Director
Public Works - Engineering - Emergency Functions	Inspections of Bridges and Roads		X						Inspectors
Public Works - Engineering - Emergency Functions	Situation Analysis							X	Deputy Director
Public Works - Engineering - Emergency Functions	Damage Assessment							X	Deputy Director
Public Works - Engineering - Emergency Functions	Construction & Engineering							X	Inspectors/ design
Public Works - Engineering - Emergency Functions	Reconstruction- Forced Accounts							X	Director and Contracts
Public Works - Fleet Services - Equipment Maintenance	Provide Fuel for Trucks, Construction Equipment, and Fleet Vehicles		X						Equipment Superintendent
Public Works - Fleet Services - Equipment Maintenance	Mobile Repair of Equipment in the Field		X						Senior Equipment Mechanic
Public Works - Fleet Services - Equipment Maintenance	Procure Supplies for Road Dept.		X						Senior Parts Storekeeper
Public Works - Fleet Services - Equipment Maintenance	Procure Parts and Supplies for Equipment Maintenance and Motor Pool		X						Senior Parts Storekeeper
Public Works - Fleet Services - Equipment Maintenance	Equipment Repair			X					Senior Equipment Mechanic

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Public Works - Fleet Services - Equipment Maintenance	Hazardous Waste Management			X					Equipment Superintendent
Public Works - Fleet Services - Motor Pool	Fleet Vehicle Pool		X						Automotive Service Technician
Public Works - Fleet Services - Motor Pool	Vehicle Repair			X					Senior Automotive Mechanic
Public Works - Fleet Services - Motor Pool	Project Facilitation								Equipment Superintendent
Public Works - Fleet Services - Motor Pool	Desktop Computer Support								IT
Public Works - Fleet Services - Motor Pool	CAMS Software Support								IT
Public Works - General Services	Dispatch	X							Dispatcher
Public Works - General Services	Assigning Project Numbers		X						Deputy Director-General Services or Business Manager
Public Works - General Services	Answering phone lines		X						Admin Sec, Dispatch, Sr. Fiscal Asst, Fiscal Asst, Office Asst.
Public Works - General Services	Tracking costs of projects			X					DD-GS or Business Manager
Public Works - General Services	Meeting with Cal OES				X				Director, DD-Business Manager
Public Works - General Services	Reporting to Various Agencies				X				Director,DD, Bus. Mgr.
Public Works - General Services	Payroll						X		Sr Fiscal Asst., Fiscal Asst., DD,. Bus. Mgr.
Public Works - General Services	Accounts Payable						X		Sr Fiscal Asst., Fiscal Asst., DD,. Bus. Mgr.

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Public Works - General Services	Accounts Receivable						X		Sr Fiscal Asst., Fiscal Asst., DD,. Bus. Mgr.
Public Works - Land Use	Transportation Permits	X							Land Development Projects Section
Public Works - Land Use	Data Collection by Surveyors	X							Survey Section
Public Works - Land Use	Right of Way acquisition	X							Right of way / Real Property
Public Works - Land Use	Real Property Contracts	X							Survey Section
Public Works - Land Use	Access records & data on CLARK-DC server	X							All Sections
Public Works - Land Use	Planning and Building Department Referrals		X						Land Development Projects Section
Public Works - Land Use	Encroachment Permits		X						Land Development Projects Section
Public Works - Land Use	Subdivision Plan Check and Inspection							X	Land Development Projects Section
Public Works - Land Use	Road Vacations							X	Right of way / Real Property
Public Works - Land Use	PRD formations and Administration							X	Land Development Projects Section
Public Works - Land Use	County Road System Updates							X	Land Development Projects Section
Public Works - Land Use	Annual Impact Fee Reporting (GC 66000)							X	Land Development Projects Section
Public Works - Land Use	Subdivision Map Checking							X	Survey Section
Public Works - Land Use	Corner Record Checking							X	Survey Section
Public Works - Land Use	Record of Survey Checking							X	Survey Section
Public Works - Land Use	Legal Document Review							X	Survey Section
Public Works - Land Use	Collection of McKinleyville Drainage Fees							X	Land Development Projects Section
Public Works - Land Use	Aviation / Overflight Easements and Deed Notices							X	Right of way / Real Property
Public Works - Land Use	County Surveyor's Library							X	Survey Section

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Public Works - Land Use	Monument Preservation Fund							X	Survey Section
Public Works - Land Use	Visibility Ordinance Enforcement							X	Land Development Projects Section
Public Works - Land Use	Encroachment Permit Enforcement							X	Land Development Projects Section
Public Works - Nat Resources - Levees	Levee inspection	X							
Public Works - Nat Resources - Levees	Damage assessment	X							
Public Works - Nat Resources - Levees	Flood fighting	X							
Public Works - Nat Resources - Levees	Evacuations	X							
Public Works - Nat Resources - Levees	Continuous monitoring		X						
Public Works - Nat Resources - Parks	Update Public		X						
Public Works - Nat Resources - Parks	Secure entrances		X						
Public Works - Nat Resources - Parks	Monitor Hazardous Conditions		X						
Public Works - Nat Resources - Table Bluff Landfill	Check status of leachate collection system	X							
Public Works - Nat Resources - Table Bluff Landfill	Provide support services for mapping and communications	X							
Public Works - Nat Resources - Table Bluff Landfill	Communicate with other agencies	X							

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Public Works - Roads - Bridge Crew	Bridge Maintenance		X						Roads supervisor
Public Works - Roads - Roads Crews	Roads Open	X							
Public Works - Roads - Roads Crews	Debris removal		X						Road Superintendent
Public Works - Roads - Roads Crews	Bridge maintenance		X						Road Superintendent
Public Works - Roads - Roads Crews	Traffic control		X						Road Superintendent
Public Works - Roads - Roads Crews	Transport, operate construction equipment		X						Road Maintenance Worker
Public Works - Roads - Roads Crews	Material Production			X					Road Superintendent
Public Works - Roads - Roads Crews	Respond to inquiries, complaints from public			X					Road Superintendent
Public Works - Roads - Roads Crews	Site repair			X					Road Maintenance Worker
Sheriff - Admin/CID	Courthouse Security		X						Admin. Secretary
Sheriff - Admin/CID	Equipment			X					Admin. Secretary
Sheriff - Admin/CID	Billings						X		Admin. Secretary
Sheriff - Admin/CID	Admin Support						X		Admin. Secretary
Sheriff - Admin/CID	Alarms							X	Admin. Secretary
Sheriff - Admin/CID	Parking Cites							X	Admin. Secretary
Sheriff - Admin/CID	Forms							X	Admin. Secretary
Sheriff - Admin/CID	Transcribing							X	Admin. Secretary
Sheriff - Admin/CID	DMV							X	Admin. Secretary
Sheriff - Admin/CID	CID Support							X	Admin. Secretary
Sheriff - Admin/CID	Mail					X			Admin. Secretary
Sheriff - Administration	EOP Admin/Finance Section Chief		X						Legal Office Business Mgr.

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Sheriff - Administration	Business Office						X		Legal Office Business Mgr.
Sheriff - Administration	Training						X		Legal Office Business Mgr.
Sheriff - Administration	Records						X		Legal Office Business Mgr.
Sheriff - Administration	Property/Evidence						X		Legal Office Business Mgr.
Sheriff - Administration	Staff supervision						X		Legal Office Business Mgr.
Sheriff - Administration	Problem solve/analyze activities in areas of oversight						X		Legal Office Business Mgr.
Sheriff - Administration	Budget prep							X	Legal Office Business Mgr.
Sheriff - Administration	Budget oversight							X	Legal Office Business Mgr.
Sheriff - Administration	Grant prep							X	Legal Office Business Mgr.
Sheriff - Administration	Grant monitoring/reporting							X	Legal Office Business Mgr.
Sheriff - Administration	Direct activities of staff							X	Legal Office Business Mgr.
Sheriff - Administration	Various State/Federal required reporting							X	Legal Office Business Mgr.
Sheriff - Animal Shelter	A/C- Care for Sheltered Animals	X							A/C Sergeant
Sheriff - Animal Shelter	A/C- Respond to Loose Aggressive/Vicious Animals	X							A/C Sergeant
Sheriff - Animal Shelter	CID- Crimes Against Persons		X						CID Sergeant
Sheriff - Animal Shelter	CID Evidence Technician		X						CID Sergeant
Sheriff - Animal Shelter	Sheriff's Air Auxiliary		X						Admin Lt.
Sheriff - Animal Shelter	A/C- Bite Quarantine		X						A/C Sergeant
Sheriff - Animal Shelter	A/C- Veterinary Care		X						A/C Sergeant
Sheriff - Animal Shelter	A/C Euthanasia		X						A/C Sergeant
Sheriff - Animal Shelter	A/C- Redemptions		X						A/C Sergeant
Sheriff - Animal Shelter	ALOPS- Internal Affairs			X					Admin Lt.
Sheriff - Animal Shelter	Sherriff's Chaplain Program			X					Admin Lt.
Sheriff - Animal Shelter	Airport Security			X					A/C Sergeant
Sheriff - Animal Shelter	A/C- Respond to Non-Aggressive Loose Animals			X					A/C Sergeant
Sheriff - Animal Shelter	ALOPS- Lexipol Policy						X		Admin Lt.

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Sheriff - Animal Shelter	ALOPS- Admin. Court Appearances						X		Admin Lt.
Sheriff - Animal Shelter	ALOPS- Workers Compensation						X		Admin Lt.
Sheriff - Animal Shelter	CCW Program						X		Admin Lt.
Sheriff - Animal Shelter	Service Contracts						X		Admin Lt.
Sheriff - Animal Shelter	A/C- Licensing/Fees/Fines						X		A/C Sergeant
Sheriff - Animal Shelter	A/C- Adoptions						X		A/C Sergeant
Sheriff - Animal Shelter	CID- Crimes Against Property							X	CID Sergeant
Sheriff - Animal Shelter	ALOPS- Uniform Committee							X	Admin Lt.
Sheriff - Animal Shelter	ALOPS- Awards Committee							X	Admin Lt.
Sheriff - Animal Shelter	Sheriff's Explorer Program							X	Admin Lt.
Sheriff - Animal Shelter	Ballistic Vest Program							X	Admin Lt.
Sheriff - Animal Shelter	Cell Phone Program							X	Admin Lt.
Sheriff - Animal Shelter	Safe Grant							X	Admin Lt.
Sheriff - Animal Shelter	CSPP Grant							X	Admin Lt.
Sheriff - Animal Shelter	A/C- Respond to Nuisance Complaints							X	A/C Sergeant
Sheriff - Animal Shelter	A/C - Animal Hearings							X	A/C Sergeant
Sheriff - Business Office	Payroll computation				X				Fiscal Asst / Sup
Sheriff - Business Office	PPAF processing						X		Fiscal Asst / Sup
Sheriff - Business Office	Schedule/auth leave						X		Fiscal Serv Sup
Sheriff - Business Office	Maintain Co Dept relations and outside vendors						X		Fiscal Serv Sup
Sheriff - Business Office	Training duties						X		Fiscal Serv Sup
Sheriff - Business Office	Supply receiving						X		Fiscal Asst / Sup
Sheriff - Business Office	Supply ordering						X		Fiscal Asst / Sup
Sheriff - Business Office	Payroll balancing							X	Fiscal Asst
Sheriff - Business Office	Accts pay/receivable							X	Fiscal Serv Sup
Sheriff - Business Office	Prepare Dept Evals							X	Fiscal Asst
Sheriff - Business Office	Claims processing							X	Fiscal Serv Sup
Sheriff - Business Office	Grant invoicing							X	Fiscal Serv Sup

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Sheriff - Business Office	Other billing							X	Fiscal Serv Sup
Sheriff - Business Office	Budget balancing							X	Fiscal Serv Sup
Sheriff - Business Office	Maintenance of personnel files and reports							X	Fiscal Serv Sup
Sheriff - Business Office	Supervise/train staff							X	Fiscal Serv Sup
Sheriff - Business Office	Evaluate emp perf							X	Fiscal Serv Sup
Sheriff - CID/ OPS	CID Crimes/Persons		X						Admin. Lt.
Sheriff - CID/ OPS	CID Evidence		X						Admin. Lt.
Sheriff - CID/ OPS	OPS Chaplain		X						Admin. Lt.
Sheriff - CID/ OPS	OPS Air Auxiliary		X						Admin. Lt.
Sheriff - CID/ OPS	CID Crimes/Property			X					Admin. Lt.
Sheriff - CID/ OPS	OPS Internal Affairs			X					Admin. Lt.
Sheriff - CID/ OPS	OPS Court Functions						X		Admin. Lt.
Sheriff - CID/ OPS	OPS Worker's Comp.						X		Admin. Lt.
Sheriff - CID/ OPS	OPS Explorers						X		Admin. Lt.
Sheriff - CID/ OPS	OPS Cell Phones						X		Admin. Lt.
Sheriff - CID/ OPS	OPS Lexipol							X	Admin. Lt.
Sheriff - CID/ OPS	OPS Uniform Comm.							X	Admin. Lt.
Sheriff - CID/ OPS	OPS Awards							X	Admin. Lt.
Sheriff - CID/ OPS	OPS Ballistic Vest							X	Admin. Lt.
Sheriff - CID/ OPS	OPS CCW Program							X	Admin. Lt.
Sheriff - CID/ OPS	OPS Contracts							X	Admin. Lt.
Sheriff - CID/ OPS	OPS SAFE Grant							X	Admin. Lt.
Sheriff - CID/ OPS	OPS CSPP Grant							X	Admin. Lt.
Sheriff - Civil/Court	Courthouse security	X							Sergeant-Bailiff
Sheriff - Civil/Court	Communications	X							Dispatch Spvsr.
Sheriff - Civil/Court	OES	X							OES Coordinator
Sheriff - Civil/Court	Civil						X		Lieutenant
Sheriff - Civil/Court	Computers					X			IT/ Lieutenant

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
		Cannot be interrupted	0 - 12 hours	Up to 1 day	Up to 2 days	Up to 3 days	Up to 7 days	Up to 30 days	
Sheriff - Correctional Facility	HCCF Jail	X							Staff Lieutenant
Sheriff - Correctional Facility	HCCF Jail	X							Operations Lieutenant
Sheriff - Correctional Facility	Medical CFMG						14 Days		Supervisor
Sheriff - Correctional Facility	HCCF Kitchen/Food							X	Supervisor
Sheriff - Drug Task Force	Normal DTF Operations							X	Lieutenant
Sheriff - Evidence	Proper long term storage of evidence	X							Property Technician
Sheriff - Evidence	ensure chain of custody (keep evidence secure and preserved)	X							Property Technician
Sheriff - Evidence	manage material supply for evidence collection, storage and disposal						X		Property Technician
Sheriff - Evidence	Legally dispose of unneeded property/contraband							X	Property Technician
Sheriff - Evidence	Investigate Case Outcomes to dispose of property							X	Property Technician
Sheriff - Evidence	Take proper steps to dispose/disperse property once no longer evidence							X	Property Technician
Sheriff - Evidence	Manage the disposal of contraband, Firearms, and biologically hazardous materials							X	Property Technician
Sheriff - Evidence	Receive Evidence for investigations, storage, and court proceedings					X			Property Technician
Sheriff - Evidence	Coordinate secure evidence viewings					X			Property Technician

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
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Sheriff - Office of Emergency Services	EOC Functionality	X							Emergency Services Manager
Sheriff - Office of Emergency Services	HAM / Other Comms	X							Emergency Services Manager
Sheriff - Office of Emergency Services	OES Coordination Activities		X						Emergency Services Manager
Sheriff - Office of Emergency Services	General Outreach Activities							X	Emergency Services Manager
Sheriff - Office of Emergency Services	Planning Activities							X	Emergency Services Manager
Sheriff - Office of Emergency Services	Training Activities							X	Emergency Services Manager
Sheriff - Office of Emergency Services	Exercise Activities							X	Emergency Services Manager
Sheriff - Office of Emergency Services	Grant Administration							X	Emergency Services Manager
Sheriff - Ops - SWAT/ EOD/ SCOP/ VEHICLES	Crimes against persons	X							Operations Lt.
Sheriff - Ops - SWAT/ EOD/ SCOP/ VEHICLES	Crowd control	X							Operations Lt.
Sheriff - Ops - SWAT/ EOD/ SCOP/ VEHICLES	Bomb calls	X							Operations Lt.
Sheriff - Ops - SWAT/ EOD/ SCOP/ VEHICLES	Crisis Response	X							Operations Lt.
Sheriff - Ops - SWAT/ EOD/ SCOP/ VEHICLES	Agency assists		X						Operations Lt.
Sheriff - Ops - SWAT/ EOD/ SCOP/ VEHICLES	Property crimes			X					Operations Lt.
Sheriff - Ops - SWAT/ EOD/ SCOP/ VEHICLES	Citizen Patrols						X		Operations Lt.

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Sheriff - Ops - SWAT/EOD/SCOP/VEHICLES	answer calls for service+	X							Operations Lt.
Sheriff - Records	Case Reports			X					Legal Office Services Spvsr.
Sheriff - Records	CWS Cross Reports			X					Legal Office Services Spvsr.
Sheriff - Records	Warrants			X					Legal Office Services Spvsr.
Sheriff - Records	Telephones						X		Legal Office Services Spvsr.
Sheriff - Records	CCW Permits							X	Legal Office Services Spvsr.
Sheriff - Records	Explosive Permits							X	Legal Office Services Spvsr.
Sheriff - Records	Live Scan							X	Legal Office Services Spvsr.
Sheriff - Records	Subpoena Decus Tecum							X	Legal Office Services Spvsr.
Sheriff - Records	Scanning							X	Legal Office Services Spvsr.
Sheriff - Records	Citations							X	Legal Office Services Spvsr.
Sheriff - Records	Records Requests							X	Legal Office Services Spvsr.
Sheriff - Records	Uniform Crime Reporting							X	Legal Office Services Spvsr.
Sheriff - Records	Mthly Arrest and Citation Register							X	Legal Office Services Spvsr.
Sheriff - Records	Daily Logs							X	Legal Office Services Spvsr.
Sheriff - Records	Sex-Arson Registrants					X			Legal Office Services Spvsr.
Sheriff - Records	Arrest List					X			Legal Office Services Spvsr.
Sheriff - Training	Check CDL for Employees & Volunteers			X					Training Coordinator
Sheriff - Training	Process Prisoner Transport Reimbursement Claims			X					Training Coordinator, Legal Office Assistant
Sheriff - Training	Monthly Meeting Humb-Del Norte Training Managers			X					Training Coordinator
Sheriff - Training	Assign & Schedule Individuals for Training			X					Training Coordinator, Legal Office Assistant
Sheriff - Training	Maintain Training Files for All Employees & Volunteers			X					Training Coordinator, Legal Office Assistant

Department	Essential Function	Cat 1	Cat 2	Category 3					Title of responsible position
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Sheriff - Training	Issue, Order & Receive Equipment				X				Training Coordinator, Legal Office Assistant
Sheriff - Training	Maintain Equipment Lists				X				Training Coordinator, Legal Office Assistant
Sheriff - Training	Create, Order & Revise Forms						X		Training Coordinator, Legal Office Assistant
Sheriff - Training	Maintain File of Current Vehicles						X		Legal Office Assistant
Sheriff - Training	Maintain List of Active Reserves, SCOP & Shelter Volunteers						X		Training Coordinator
Sheriff - Training	Update CDL File						X		Training Coordinator
Sheriff - Training	Update Files with New PPAF Information						X		Training Coordinator
Sheriff - Training	Update Mileage & Vacation Files						X		Legal Office Assistant
Sheriff - Training	Input New Deputies into LEXIPOL						X		Training Coordinator
Sheriff - Training	Input POST Notice of Appointment/Termination						X		Training Coordinator
Sheriff - Training	Input/Remove Employees/Volunteers into/from Training Files						X		Training Coordinator
Sheriff - Training	Prepare STC Annual Training Plan						X		Training Coordinator
Sheriff - Training	Print POST & STC Training Rosters						X		Training Coordinator
Sheriff - Training	Prepare STC Quarterly Reports						X		Training Coordinator
Sheriff - Training	Update & Send Mileage Report to Supervisors & Public Works							X	Legal Office Assistant
Sheriff - Training	Balance All Training Funds							X	Training Coordinator
Sheriff - Training	Calculation of Training & Education Points for POST Certificates							X	Training Coordinator

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Sheriff - Training	Check for POST & STC Classes							X	Training Coordinator, Legal Office Assistant
Sheriff - Training	Compliance Report to STC							X	Training Coordinator
Sheriff - Training	Input POST & STC Class Rosters into State Systems							X	Training Coordinator
Sheriff - Training	Process Training Reimbursement Claims							X	Training Coordinator
Sheriff - Training	Send Class Announcements to POST & STC							X	Training Coordinator
Sheriff - Training	Send for POST & STC Class Certifications							X	Training Coordinator
Sheriff - Training	Send for Lodging & Tuition Checks							X	Training Coordinator, Legal Office Assistant
Sheriff - Training	Send Out Policies for Review							X	Training Coordinator
Sheriff - Training	Send POST Certificate Applications							X	Training Coordinator
Sheriff - Training	Update & Maintain Various Training Files							X	Training Coordinator, Legal Office Assistant
Sheriff - Training	Update Training Assignment Lists							X	Training Coordinator, Legal Office Assistant
Sheriff - Training	Create & Update Longevity/Certificate File for Deputies					X			Training Coordinator
Treasurer/Tax Collector	Access to cash for County use (payroll, etc)		X						Treasurer/Tax Collector
Treasurer/Tax Collector	Tax Collection						X		Treasurer/Tax Collector
Treasurer/Tax Collector	Tax Distribution						X		Treasurer/Tax Collector
Treasurer/Tax Collector	Deposits						X		Treasurer/Tax Collector
Treasurer/Tax Collector	Misc. Licensing							X	Treasurer/Tax Collector
Treasurer/Tax Collector	Tax Sales							X	Treasurer/Tax Collector