

September 27, 2019

Connie Beck, Director of Health and Human Services  
Humboldt County Department of Health and Human Services  
929 Koster Street  
Eureka, CA 95501

Dear Director Beck:

This letter is in response to your department's request for clarification on the Merit System Services (MSS) Office Assistant III classification. The MSS Office Assistant III classification is comparable to the Humboldt County class of Senior Office Assistant in both type of duties performed and minimum qualifications.

When we run a recruitment for your Senior Office Assistant, we post it as an Office Assistant III, and we include the County title of Senior Office Assistant). Similarly, when we run recruitments for your Fiscal Assistant series, we post the recruitments using both our MSS tile of Account Clerk (I, II or III) and also show your County tile of Fiscal Assistant (I, II or Senior).

Please let me know if you have any questions.

Sincerely,



Karen Rodriguez  
Merit System Services Program  
Senior HR Consultant

Cc: Yvonne Winter, Humboldt County HHS, Employee Services  
Humboldt County Department of Human Resources