



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-7

For the meeting of: May 26, 2015

Date: May 11, 2015

To: Board of Supervisors

From: Dan Fulks, Human Resources Director *df.*

Subject: Adopt the new job class of Senior Assessment Technician; Adopt Resolution to amend Appendix A of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding to add the new job class of Senior Assessment Technician and remove the job class of Supervising Assessment Technician from the Compensation Plan for Management and Confidential Employees and Elected and Appointed Department Heads; Reallocate the currently vacant Supervising Assessment Technician position to Senior Assessment Technician.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new proposed 40 hour classification of Senior Assessment Technician (salary range 333, class number 1172, employee unit 01) into the classification plan; and
2. Adopt Resolution 15-53, (attached) approving the Amendment to Appendix A of the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) for fiscal year 2014-15 and the Amendment to Attachment I of Exhibit A of the Compensation Plan for Management and Confidential and Elected and Appointed Department Heads for fiscal year 2014-15 to include:

Add:

Senior Assessment Technician (salary range 333, class number 1172, employee unit 01) to

Prepared by David Gauthier, HR Analyst II

CAO Approval *Amy N. Olsen*

REVIEW:

Auditor *AC*

County Counsel

Personnel *df.*

Risk Manager

Other

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Sundberg* Seconded by Supervisor *Bass*

- Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*
- Nays
- Abstain
- Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *May 26, 2015*

By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

Exhibit A of the AFSCME Manual of Understanding for fiscal years 2014-15

Remove:

Supervising Assessment Technician (salary range 404, class 0633) from Attachment I of Exhibit A for the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2014-15

3. Approve the amendment to the Position Allocation List to reallocate the vacant Supervising Assessment Technician position (salary range 404, class 0633, position 01) in budget unit 113 to Senior Assessment Technician (salary range 333, class 1172)

effective immediately following approval.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

At the request of the Assessor's Office, the Human Resources Department developed the newly proposed classification of Senior Assessment Technician in order to meet the changing organizational needs of the office. This new classification will serve as the lead position in the Assessment Technician classification series and will replace the existing classification of Supervising Assessment Technician to help streamline the administrative infrastructure of the Assessor's Office. This position is classified as a 40 hour per week position, unlike Assessment Technician I/II which is currently classified as a 37.5 hour per week position.

The AFSCME Union was consulted regarding the newly proposed classification of Senior Assessment Technician and they had no objections.

FINANCIAL IMPACT:

For FY 2015-2016 the cost savings will be approximately \$18,015.

OTHER AGENCY INVOLVEMENT:

Assessor's Office

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not approve the recommendations identified above and direct staff accordingly at your pleasure.

ATTACHMENTS:

- Proposed Resolution No. \_\_\_\_\_
- Job description for the proposed new job class of Senior Assessment Technician
- FY 2014-15 AFSCME MOU Appendix A with proposed amendments
- FY 2014-15 Compensation Plan for Management and Confidential and Elected and Appointed Officials Exhibit A of Attachment I with proposed amendments

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of May 26, 2015

RESOLUTION NO. 15-53

**RESOLUTION AMENDING RESOLUTION NO. 14-79 (MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF HUMBOLDT AND THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) LOCAL 1684 FOR UNITS 1-4) AND AMENDING RESOLUTION 14-93 (COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED OFFICIALS)**

**WHEREAS**, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

**WHEREAS**, on October 21, 2014, the Board of Supervisors adopted Resolution No. 14-79, providing for the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees (AFSCME) Local 1684 for units 1-4; and

**WHEREAS**, on November 14, 2014 the Board of Supervisors adopted Resolution No. 14-93, providing for the compensation plans for Management and Confidential Employees and for Elected and Appointed Officials; and

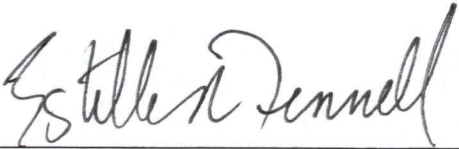
**WHEREAS**, the Board of Supervisors desires to amend Resolution No. 14-79, providing for the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) Local 1684 for units 1-4; and

**WHEREAS**, the Board of Supervisors desires to amend Resolution No. 14-93, providing for the compensation plans for management and confidential employees and for elected and appointed County officials.

**NOW, THEREFORE**, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Amend Appendix A of Resolution No. 14-79, effective May 24, 2015 (see attachment 1)
2. Amend Attachment I to Exhibit A of Resolution 14-93, effective May 24, 2015 (see attachment 2)
3. This resolution shall become effective upon adoption by the Board of Supervisors and includes the implementation date stated therein.

Dated: May 26, 2015

  
\_\_\_\_\_  
ESTELLE FENNELL, Chair  
Humboldt County Board of Supervisors

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
Certified copy of portion of proceedings, Meeting of May 26, 2015

RESOLUTION NO. 15-53

Adopted on motion by Supervisor Sundberg, seconded by Supervisor Bass, and the following vote:

AYES: Supervisors Sundberg, Lovelace, Bohn, Fennell, Bass  
NAYS: Supervisors --  
ABSENT: Supervisors --  
ABSTAIN: Supervisors --

STATE OF CALIFORNIA )  
County of Humboldt )

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California

APPENDIX A  
 AFSCME REPRESENTED CLASSES  
 AND SALARY RANGES  
 ADOPTED: OCTOBER 21, 2014

<b>Class Number</b>	<b>Class</b>	<b>Salary Range 5-26-15</b>	<b>Work Week</b>
607	Accountant Auditor I	349	37.5
607	Accountant Auditor II	373	37.5
643	Accountant Auditor I (40)	362	40
643	Accountant Auditor II (40)	386	40
692	Accounting Systems Analyst	398	40
354	Accounting Technician	332	37.5
355	Accounting Technician (40)	345	40
939	Activity Therapist	347	40
623	Administrative Analyst I	352	37.5
623	Administrative Analyst II	385	37.5
626	Administrative Analyst I (40)	365	40
626	Administrative Analyst II (40)	398	40
161	Administrative Secretary	310	37.5
164	Administrative Secretary (40)	323	40
648	Agriculture Weights & Measures Inspector I	346	40
648	Agriculture Weights & Measures Inspector II	379	40
271	Airport Groundskeeper	320	40
348	Airport Operations Supervisor	377	40
278	Airport Service Worker I	307	40
278	Airport Service Worker II	327	40
428	Animal Control Officer	299	37.5
1428	Animal Control Officer (40)	312	40
440	Animal Shelter and Care Attendant I	288	40
440	Animal Shelter and Care Attendant II	308	40
642	Appraisal Technician	310	37.5
628	Appraiser I	340	37.5
628	Appraiser II	363	37.5

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 ADOPTED: OCTOBER 21, 2014

172	Assessment Technician I	270	37.5
172	Assessment Technician II	295	37.5
547	Assistant County Physician	\$61.05/hr	
306	Assistant Engineer I	403	40
306	Assistant Engineer II	432	40
342	Assistant Materials Testing Engineer	432	40
304	Associate Civil Engineer	462	40
302	Associate Engineer	452	40
314	Associate Land Surveyor	462	40
641	Auditor Appraiser I	349	37.5
641	Auditor Appraiser II	373	37.5
228	Automotive Mechanic I	329	40
228	Automotive Mechanic II	347	40
246	Automotive Service Technician	319	40
431	Boat Operator I	311	40
431	Boat Operator II	325	40
112	Bookmobile Library Assistant	323	37.5
205	Bridge Crew Supervisor	379	40
229	Bridge Maintenance Worker	339	40
318	Building Inspector I	363	37.5
318	Building Inspector II	386	37.5
268	Building Maintenance Custodian	293	40
671	Buyer I	313	40
671	Buyer II	346	40
320	Cadastral Drafting Technician	323	37.5
226	Carpenter	362	40
732	Child Care Worker	264	37.5
1732	Child Care Worker (40)	277	40
359	Child Support Accounting Specialist	362	40
366	Child Support Assistant I	272	40

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366	Child Support Assistant II	305	40
367	Child Support Assistant III	338	40
362	Child Support Compliance Specialist	398	40
361	Child Support Office Manager	383	40
196	Child Support Process Server	338	40
141	Child Support Specialist I	324	40
141	Child Support Specialist II	343	40
147	Child Support Specialist III	362	40
766	Client Services Supervisor	371	40
772	Client Services Worker I	298	40
772	Client Services Worker II	331	40
343	Code Compliance Officer I	347	40
343	Code Compliance Officer II	370	40
511	Community Health Outreach Worker I	320	40
511	Community Health Outreach Worker II	348	40
411	Community Services Officer	323	37.5
415	Community Services Officer (40)	336	40
206	Construction Projects Manager	462	40
433	Correctional Cook	312	40
424	Correctional Deputy I	328	40
424	Correctional Deputy II	348	40
430	Correctional Programs Coordinator	375	40
420	Supervising Correctional Deputy	403	40
427	Correctional Work Crew Leader	364	40
900	Crisis Specialist	398	40
264	Custodial Supervisor	363	40
276	Custodian	272	40
137	Services Support Assistant I	258	37.5
137	Services Support Assistant II	292	37.5
1137	Services Support Assistant I (40)	271	40

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1137	Services Support Assistant II (40)	305	40
1195	Data Entry Operator Supervisor MSS	322	40
763	Departmental Information Systems Analyst	387	37.5
762	Departmental Information Systems Analyst (40)	400	40
759	Departmental Information Systems Supervisor	440	40
760	Departmental Information Systems Technician	343	37.5
761	Departmental Information Systems Technician (40)	356	40
936	Departmental Programmer/Analyst	420	40
678	Deputy Public Guardian	363	40
901	Director of Dietary Services	351	40
903	Discharge Planner	339	40
640	Economic Development Specialist	418	40
770	Educational Laboratory Instructor	400	40
132	Election Specialist I	300	40
132	Election Specialist II	330	40
191	Election Worker	254	40
192	Election Worker - Rover	271	40
729	Eligibility Supervisor	373	37.5
1729	Eligibility Supervisor (40)	386	40
731	Eligibility Worker I	282	37.5
731	Eligibility Worker II	314	37.5
731	Eligibility Worker III	340	37.5
1731	Eligibility Worker I (40)	295	40
1731	Eligibility Worker II (40)	327	40
1731	Eligibility Worker III (40)	353	40
128	Emergency Communications Dispatcher	335	40
401	Emergency Communications Supervisor	388	40
764	Employment & Training Program Coordinator	385	37.5
765	Employment & Training Program Coordinator (40)	398	40
724	Employment & Training Supervisor	425	40



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721	Employment & Training Worker I	306	37.5
721	Employment & Training Worker II	348	37.5
722	Employment & Training Worker I (40)	319	40
722	Employment & Training Worker II (40)	361	40
723	Employment & Training Worker III	375	40
324	Engineering Aide	327	40
322	Engineering Technician I	375	40
322	Engineering Technician II	399	40
208	Environmental Analyst	379	40
535	Environmental Health Specialist I	365	40
535	Environmental Health Specialist II	397	40
532	Environmental Health Technician I	299	40
532	Environmental Health Technician II	319	40
555	Epidemiologist	400	40
224	Equipment Mechanic I	336	40
224	Equipment Mechanic II	356	40
407	Evidence Technician	378	40
163	Executive Secretary	330	37.5
235	Fabricator-Mechanic	361	40
250	Facility Maintenance Mechanic I	311	37.5
250	Facility Maintenance Mechanic II	349	37.5
251	Facility Maintenance Mechanic I (40)	324	40
251	Facility Maintenance Mechanic II (40)	362	40
587	Family Nurse Practitioner	501	40
148	Fiscal Assistant I	270	37.5
148	Fiscal Assistant II	296	37.5
177	Fiscal Assistant I (40)	283	40
177	Fiscal Assistant II (40)	309	40
185	Fiscal Officer	405	40
149	Fiscal Services Supervisor	349	37.5

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1149	Fiscal Services Supervisor (40)	362	40
283	Food Services Supervisor	358	40
330	Geographic Information Systems Coordinator	419	37.5
305	Geologist	448	40
319	Graphic Arts Technician (MSS)	380	40
536	Hazardous Materials Specialist I	365	40
536	Hazardous Materials Specialist II	397	40
573	Health Client Services Worker	297	37.5
1573	Health Client Services Worker (40)	310	40
595	Health Education Specialist I	343	37.5
595	Health Education Specialist II	376	37.5
1595	Health Education Specialist I (40)	356	40
1595	Health Education Specialist II (40)	389	40
540	Health Program Coordinator	354	40
517	HHS Program Services Coordinator	434	40
739	Homemaker	266	40
647	Housing and Community Programs Specialist	352	40
356	Information Systems Coordinator II	352	40
353	Information Systems Coordinator III	392	40
719	Integrated Caseworker I	324	40
719	Integrated Caseworker II	346	40
720	Integrated Caseworker III	378	40
449	Investigator	404	40
622	IT Applications Analyst I	415	40
622	IT Applications Analyst II	430	40
627	IT Applications Analyst III	445	40
120	IT Systems Administrator I	343	40
120	IT Systems Administrator II	358	40
189	IT Technician I	390	40
189	IT Technician II	410	40

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486	Juvenile Corrections Officer I	307	40
486	Juvenile Corrections Officer II	327	40
432	Kitchen and Laundry Supervisor	396	40
635	Labor Market Information Specialist	342	40
571	Laboratory Assistant I	267	37.5
571	Laboratory Assistant II	314	37.5
1571	Laboratory Assistant I (40)	281	40
1571	Laboratory Assistant II (40)	327	40
266	Laborer	271	40
350	Legal Clerk I	268	37.5
350	Legal Clerk II	288	37.5
351	Legal Clerk I (40)	278	40
351	Legal Clerk II (40)	301	40
352	Legal Clerk III	331	40
153	Legal Office Assistant I	265	37.5
153	Legal Office Assistant II	287	37.5
178	Legal Office Assistant I (40)	278	40
178	Legal Office Assistant II (40)	300	40
133	Legal Office Services Manager	383	40
150	Legal Office Services Supervisor	349	37.5
1150	Legal Office Services Supervisor (40)	362	40
144	Legal Secretary I	289	37.5
144	Legal Secretary II	310	37.5
1144	Legal Secretary I (40)	302	40
1144	Legal Secretary II (40)	323	40
358	Legal Secretary III	343	40
106	Legal Services Assistant I	271	40
106	Legal Services Assistant II	300	40
357	Legal Services Assistant III	331	40
653	Librarian I	328	37.5

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653	Librarian II	355	37.5
157	Library Assistant I	258	37.5
157	Library Assistant II	280	37.5
654	Library Circulation Manager	406	37.5
152	Library Materials Mender	249	37.5
156	Library Shipping Clerk	276	37.5
904	Licensed Clinical Psychologist I	415	40
904	Licensed Clinical Psychologist II	462	40
567	Licensed Vocational Nurse (PH)	360	40
162	Mail Services Driver	284	40
312	Materials Testing Technician I	375	40
312	Materials Testing Technician II	399	40
513	Medical Clinic Assistant I	262	37.5
513	Medical Clinic Assistant II	280	37.5
570	Medical Office Assistant I	272	37.5
570	Medical Office Assistant II	290	37.5
574	Medical Office Assistant I (40)	285	40
574	Medical Office Assistant II (40)	303	40
907	Mental Health Case Manager I	340	40
907	Mental Health Case Manager II	368	40
908	Mental Health Clinician I	395	37.5
908	Mental Health Clinician II	425	37.5
909	Mental Health Clinician I (40)	408	40
909	Mental Health Clinician II (40)	438	40
434	Mental Health Cook	306	40
435	Mental Health Cook's Aide	260	40
269	Mental Health Maintenance Custodian	299	40
911	Mental Health Worker I	287	40
911	Mental Health Worker II	306	40
176	Microfilm Technician I	281	40

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176	Microfilm Technician II	309	40
588	Mid Level Practitioner	460	40
550	Milk Laboratory Technician	322	40
515	Nurse Case Manager	415	40
586	Nurse Practitioner-Family Planning	400	37.5
581	Nutrition Aide	297	37.5
1581	Nutrition Aide (40)	310	40
533	Occupational Therapist	486	40
180	Office Assistant I	241	37.5
180	Office Assistant II	272	37.5
179	Office Assistant I (40)	254	40
179	Office Assistant II (40)	285	40
121	Office Services Supervisor	343	37.5
122	Office Services Supervisor (40)	356	40
450	Paralegal I	298	37.5
450	Paralegal II	318	37.5
596	Parent Educator	369	40
578A	Parent Partner I	265	40
578B	Parent Partner II	279	40
579	Parent Partner III	286	40
272	Park Caretaker I	293	40
272	Park Caretaker II	313	40
219	Parks Supervisor	373	40
249	Parts Storekeeper	296	40
576A	Peer Coach I	265	40
576B	Peer Coach II	279	40
577	Peer Coach III	286	40
335	Permit Specialist I	337	37.5
335	Permit Specialist II	355	37.5
502	Pharmacist	496	37.5

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534	Physical Therapist	486	40
317	Plan Checker I	420	37.5
317	Plan Checker II	430	37.5
631	Planner I	355	37.5
631	Planner II	382	37.5
328	Planning Technician I	323	37.5
328	Planning Technician II	337	37.5
436	Program Coordinator	392	37.5
1425	Program Coordinator (40)	405	40
410	Property Technician I	302	37.5
410	Property Technician II	328	37.5
1410	Property Technician I (40)	315	40
1410	Property Technician II (40)	341	40
316	Property Transfer Assistant	313	37.5
912	Psychiatric Mid-Level Practitioner	501	40
913	Psychiatric Nurse	443	40
921	Psychiatric Physician's Assistant	482	40
914	Psychiatric Technician I	349	40
914	Psychiatric Technician II	378	40
526	Public Health Microbiologist I	360	40
526	Public Health Microbiologist II	404	40
528	Public Health Nurse	451	40
594	Public Health Nutritionist	399	37.5
1594	Public Health Nutritionist (40)	412	40
1596	Public Health Nutritionist Supervisor	442	40
636	Real Property Agent I	354	40
636	Real Property Agent II	378	40
155	Recordable Documents Examiner I	273	37.5
155	Recordable Documents Examiner II	302	37.5
556	Registered Nurse (Public Health)	443	40

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160A	Reprographics Technician I	260	37.5
160B	Reprographics Technician II	307	37.5
1197	Revenue Recovery Officer I	309	40
1197	Revenue Recovery Officer II	337	40
204	Road Maintenance Supervisor	379	40
238	Road Maintenance Worker I	311	40
238	Road Maintenance Worker II	325	40
230	Road Maintenance Worker III	339	40
730	Screeener	296	40
165	Secretary	292	37.5
1168	Secretary (40)	305	40
632	Senior Accountant/Auditor	392	37.5
1632	Senior Accountant/Auditor (40)	405	40
901	Senior Activity Therapist	378	40
648	Senior Agriculture Weights & Measures Inspector	402	40
628	Senior Appraiser	382	37.5
<b>1172</b>	<b>Senior Assessment Technician</b>	<b>333</b>	<b>40</b>
641	Senior Auditor/Appraiser	392	37.5
218	Senior Automotive Mechanic	363	40
340	Senior Building Inspector	410	37.5
263	Senior Building Maintenance Custodian	309	40
665	Senior Buyer	370	40
923	Senior Case Manager	378	40
421	Senior Correctional Deputy	363	40
280	Senior Custodian	296	40
1572	Senior Laboratory Assistant	353	37.5
194	Services Support Assistant III	314	37.5
1194	Services Support Assistant III (40)	327	40
127	Senior Emergency Communications Dispatcher	355	40
313	Senior Engineering Technician	417	40

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520	Senior Environmental Analyst	411	40
518	Senior Environmental Health Specialist	411	40
213	Senior Equipment Mechanic	365	40
125	Senior Fiscal Assistant	320	37.5
124	Senior Fiscal Assistant (40)	333	40
537	Senior Hazardous Materials Specialist	411	40
582	Senior Health Education Specialist	399	40
691	Senior Information Systems Analyst	420	40
126	Senior IT Systems Administrator	371	40
188	Senior IT Technician	423	40
487	Senior Juvenile Corrections Officer	347	40
145	Senior Legal Office Assistant	318	37.5
168	Senior Legal Office Assistant (40)	331	40
140	Senior Legal Secretary	330	37.5
1140	Senior Legal Secretary (40)	343	40
657	Senior Library Assistant	318	37.5
572	Senior Medical Office Assistant	318	37.5
575	Senior Medical Office Assistant (40)	331	40
917	Senior Mental Health Clinician	447	40
270	Senior Mental Health Maintenance Custodian	329	40
919	Senior Mental Health Worker	335	40
154	Senior Microfilm Technician	333	40
130	Senior Office Assistant	307	37.5
135	Senior Office Assistant (40)	320	40
265	Senior Park Caretaker	343	40
248	Senior Parts Storekeeper	323	40
337	Senior Permit Specialist	382	37.5
323	Senior Property Transfer Assistant	351	40
630	Senior Planner	419	37.5
527	Senior Public Health Nurse	461	40



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629	Senior Real Property Agent	406	40
158	Senior Recordable Documents Examiner	324	37.5
1199	Senior Revenue Recovery Officer	362	40
216	Senior Road Maintenance Worker	353	40
492	Senior Substance Abuse Counselor	359	40
679	Senior Treasury & Tax Assistant	347	40
1734	Senior Vocational Counselor	374	40
422	Sheriff's Compliance Officer	403	40
708	Social Service Aide (MSS)	287	40
726	Social Worker I	328	37.5
726	Social Worker II	353	37.5
726	Social Worker III	369	37.5
727	Social Worker I (40)	341	40
727	Social Worker II (40)	366	40
727	Social Worker III (40)	382	40
706	Social Worker IV A	379	37.5
706	Social Worker IV B	393	37.5
707	Social Worker IV A (40)	392	40
707	Social Worker IV B (40)	406	40
707	Social Worker IV C	408	40
707	Social Worker IV D	438	40
1708	Social Worker Supervisor I	435	40
704	Social Worker Supervisor II	448	37.5
714	Social Worker Supervisor II (40)	461	40
1737	SSB-Accountant-Auditor I	362	40
1737	SSB-Accountant-Auditor II	386	40
1740	SSB-Information Systems Analyst I	370	40
1740	SSB-Information Systems Analyst II	400	40
1738	SSB-Programmer/Analyst	420	40
183	SSB-Secretary I	305	40

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 ADOPTED: OCTOBER 21, 2014

1739	SSB-Systems Support Analyst	358	40
391	Staff Services Analyst I	365	40
391	Staff Services Analyst II	398	40
392	Staff Services Analyst III	413	40
390	Staff Services Specialist	362	40
1733	Stock Clerk	281	40
673	Student Professional Worker	291	40
491	Substance Abuse Counselor I	328	40
491	Substance Abuse Counselor II	346	40
491	Substance Abuse Counselor Trainee	298	40
686	Supervising Agricultural/Weights & Measures Inspector	413	40
279	Supervising Airport Service Worker	353	40
136	Supervising Child Support Specialist	388	40
519	Supervising Environmental Health Specialist	447	40
721	Supervising Integrated Caseworker	414	40
485	Supervising Juvenile Corrections Officer	370	40
658	Supervising Librarian	397	37.5
916	Supervising Mental Health Clinician	462	40
920	Supervising Psychiatric Nurse	462	40
514	Supervising Public Health Nurse	470	40
393	Supervising Staff Services Analyst	426	40
940	Supervising Therapist	493	40
329	Survey Party Chief	417	40
236	Tire Repair Specialist	349	40
215	Traffic Control Crew Supervisor	379	40
220	Traffic Control Maintenance Worker	325	40
426	Training Coordinator	361	37.5
429	Training Coordinator (40)	374	40
495	Translator/Interpreter	320	40
170	Treasury and Tax Assistant I	295	40

APPENDIX A  
AFSCME REPRESENTED CLASSES  
AND SALARY RANGES  
ADOPTED: OCTOBER 21, 2014

170	Treasury and Tax Assistant II	313	40
552	Vector Control Officer	368	40
675	Veterans Service Representative	336	40
689	Victim Witness Program Specialist	330	37.5
742	Vocational Assistant	277	40
742	Vocational Trainee	263	40
769	Vocational Counselor I	318	37.5
769	Vocational Counselor II	341	37.5
768	Vocational Counselor I (40)	331	40
768	Vocational Counselor II (40)	354	40
233	Work Crew Leader	312	40

Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-26-15
0606	Accountant/Auditor I	385
0606	Accountant/Auditor II	407
0605	Administrative Analyst I	405
0605	Administrative Analyst II	436
1115	Administrative Assistant/Deputy Clerk of the Board I	368
1115	Administrative Assistant/Deputy Clerk of the Board II	388
1115	Administrative Assistant/Deputy Clerk of the Board III	408
0166	Administrative Secretary	349
0775	Administrative Services Manager	438
0776	Administrative Services Officer	413
0102	Administrative Support Manager to the BOS/Clerk of the Board	436
0617	Airport Manager	448
0624	Assistant Agricultural Commissioner/ Sealer Weights and Measures	444
0646	Assistant Auditor-Controller	479
0474	Assistant Chief Probation Officer	479

Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-26-15
0408	Assistant Coroner-Public Administrator	433
0601	Assistant County Administrative Officer	558
0109	Assistant County Clerk	416
0603	Assistant County Counsel	560
0116	Assistant County Recorder	393
0142	Assistant Dir. of Child Support Services	490
0922	Assistant Dir. of Psychiatric Nursing	482
0651	Assistant Director of Human Resources	502
0655	Assistant Director of Library Services	475
0650	Assistant Director - Administration Health & Human Services	555
0649	Assistant Director- Programs Health & Human Services	555
0616	Assistant District Attorney	540
0108	Assistant Payroll/Position Control Manager	383
0625	Assistant Public Defender	536
0677	Assistant Public Guardian	404
0682	Assistant Treasurer & Tax Collector	479

Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-26-15
0303	Associate Engineer	470
0117	Budget Specialist	432
0608	Business Manager	432
0198	CAO Project Manager	479
0613	Chief Appraiser	465
0838	Chief Building Official	497
0680	Child Support Special Programs Coord.	414
0942	Clinic Physician (extra help only)	\$116.97/hr
0852	Compliance and Quality Assurance Administrator	469
0437	Correctional Captain	475
0419	Correctional Lieutenant	461
0207	County Surveyor	472
0759	Departmental Information Systems Supervisor	440
0620	Deputy Assessor	472
0618	Deputy Auditor-Controller	479
0931	Deputy Branch Director	517
0599	Deputy County Administrative Officer	514

Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-26-15
0600	Deputy County Counsel I	421
0600	Deputy County Counsel II	454
0600	Deputy County Counsel III	487
0600	Deputy County Counsel IV	519
0438	Deputy Director - Sheriff's Administration	479
0554	Deputy Health Officer	\$10,653/mo
0315	Deputy Planning Director	497
0300	Deputy Public Works Director	506
0307	Deputy Public Works Director - Environmental Services	484
0200	Deputy Public Works Director - Facilities Management	492
0301	Deputy Public Works Director - General Services	475
0619	Development Assistance Manager	479
0510	Director of Environmental Health	493
0932	Director of Psychiatric Nursing	493
0508	Director of Public Health Nursing	493
0638	Economic Development Coordinator	459

Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-26-15
0634	Economic Development Specialist	436
0119	Elections Manager	438
0193	Emergency Services Manager	418
0699	Employee Relations Officer	473
0851	Employment and Training Manager	483
0202	Equipment Superintendent	433
0103	Executive Assistant to the CAO	370
0167	Executive Secretary	368
0181	Executive Secretary-Children & Family Commission	368
0253	Facility Maintenance Manager	422
0252	Facility Maintenance Supervisor	389
0184	Fiscal Officer	413
0174	Fiscal Services Supervisor	385
0545	Health & Human Services - Mental Health Branch Director	536
0818	Health & Human Services - Social Services Branch Director	536



Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-26-15
0544	Health & Human Services - Public Health Branch Director	536
0814	Health and Human Services - Deputy Director-Employee Services	512
0817	Health and Human Services - Deputy Director-Finance	512
0816	Health and Human Services - Deputy Director-Information Services	512
0840	Health Officer-Medical Director	\$86.09/hr
0645	Housing and Assistance Coordinator	436
0697	Human Resources Analyst - Risk I	408
0697	Human Resources Analyst - Risk II	436
0684	Human Resources Analyst I	408
0684	Human Resources Analyst II	436
0699	Human Resources Technician I	357
0699	Human Resources Technician II	386
0380	Information Systems Supervisor	440
0417	Investigator	422
0413	Investigator (Code Enforcement)	436
0644	IT Applications Analyst Supervisor	460

Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 11-14-14

<b>CLASS NUMBER</b>	<b>CLASS</b>	<b>AMENDED SALARY RANGE 05-26-15</b>
0131	IT Division Director	512
0645	IT Systems Supervisor	446
0482	Juvenile Corrections Facility Manager	423
0815	Legal Accounting Specialist	368
0683	Legal Analyst	436
0197A	Legal Office Assistant I	296
0197B	Legal Office Assistant II	316
0134	Legal Office Business Manager	451
0143	Legal Office Services Manager	413
0139	Legal Secretary I	327
0139	Legal Secretary II	346
0652	Library Division Manager	452
0902	Medical Director	711
0905	Medical Records Manager	456
0169	Office Assistant I	278
0169	Office Assistant II	299
0186	Office Assistant III	320

Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 11-14-14

<b>CLASS NUMBER</b>	<b>CLASS</b>	<b>AMENDED SALARY RANGE 05-26-15</b>
0118	Office Services Supervisor	372
0452	Paralegal I	338
0452	Paralegal II	357
0938	Payroll/Personnel Specialist	346
0941	Payroll/Personnel Supervisor	378
0113	Payroll/Position Control Manager	413
0336	Permit Supervisor	442
0151	Personnel Assistant	314
0609	Personnel Technician	357
0937	Physician/Psychiatrist	680
0930	Physician/Psychiatrist (extra help only)	727
0687	Policy and Legislative Manager (MSS)	469
0475	Probation Division Director	443
0425	Program Coordinator	418
0934	Program Manager	483
0747	Program Manager I	483
0750	Program Manager II	493

Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 11-14-14

<b>CLASS NUMBER</b>	<b>CLASS</b>	<b>AMENDED SALARY RANGE 05-26-15</b>
0146	Public Education and Information Manager (MSS)	460
0842	Public Guardian	440
0512	Public Health Lab Director	508
0516	Public Health Lab Manager	475
0195	Public Information Specialist	405
0129	Public Works Dispatcher	339
0915	Quality Management Coordinator	456
0620	Real Property Manager	463
0700	Risk Manager	514
0201	Road Superintendent	428
0175	Secretary	333
0605	Senior Administrative Analyst Trainee	377
0605	Senior Administrative Analyst	459
0665	Senior Buyer	370
0598	Senior Deputy County Counsel	534
0123	Senior Fiscal Assistant	351
0539	Senior Health Program Manager	433

Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-26-15
0690	Senior Human Resources Analyst - Risk	448
0138	Senior Legal Secretary	368
0110	Senior Office Assistant	346
0685	Senior Payroll/Personnel Specialist	356
0928	Senior Program Manager - Mental Health	493
0929	Senior Program Manager - Public Health	493
0394	Senior Staff Services Manager	450
0182	SSB Secretary II (MSS class)	349
0729	Staff Services Analyst I	405
0729	Staff Services Analyst II	436
0396	Staff Services Analyst III	438
0395	Staff Services Manager	440
0389	Staff Services Specialist (M&C)	362
0612	Supervising Appraiser	443
<del>0633</del>	<del>Supervising Assessment Technician</del>	404
0610	Supervising Attorney	536
0614	Supervising Auditor-Appraiser	447

Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 11-14-14

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-26-15
0364	Supervising Child Support Attorney	536
0114	Supervising Legal Secretary	378
0681	Supervising Planner	460
0470	Supervising Probation Officer	423
0674	Supervising Tax-Collector	377
0171	Supervising Treasurer	377
0672	Veterans Service Officer	377

SENIOR ASSESSMENT TECHNICIAN

DEFINITION

Under direction, plans, schedules, coordinates and provides lead direction for technical office support staff and activities within the Assessor's Office; participates in development of secured and unsecured tax rolls; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the lead level in the assessment technical support series. The incumbent provides lead direction to a group of Assessment Technicians, and/or other assigned staff, and performs difficult, technical, complex or specialized work, requiring considerable contact with individuals both inside and outside the County.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides lead direction, training and work review to Assessment Technicians and/or other assigned staff.
- Performs difficult, technical, complex or specialized work, requiring considerable contact with individuals both inside and outside the County.
- Provides input into selection decisions, performance evaluations and disciplinary matters.
- Trains staff in office and County procedures and specific departmental policies and procedures.
- Maintains various records of the information used by the Assessor's Office to appraise real and personal property; prepares reports, correspondence and other written materials.
- Requests needed data from assessment staff and other departments.
- Works with appraisers to cancel taxes on land that has been acquired by public agencies.
- Processes and routes forms for reappraisal of properties due to natural disasters such as fire and earthquakes.
- Acts as an information source to the public regarding property appraisal information.
- Uses a variety of standard office equipment, including a computer and standard software applications.

QUALIFICATIONS

Knowledge of:

Basic supervisory principles and practices.  
Policies, procedures and terminology related to the Assessor's Office.  
Applicable laws, ordinances, rules and regulations.  
Office administrative practices and procedures, including records management and the operation of standard office equipment.  
Business arithmetic, including percentages and decimals.  
Business letter writing and the proper form for typed materials.  
Correct English usage, including spelling, grammar and punctuation.  
Business data processing principles and the use of standard software applications or personal computing equipment.

Skill in:

Planning, assigning, reviewing and evaluating the work of others.  
Training others in work procedures.  
Reading, interpreting and applying rules, policies and procedures.  
Organizing, researching and maintaining office files.  
Composing correspondence independently or from brief instructions.  
Organizing and prioritizing work, meeting critical deadlines and following up on assignments with a minimum of supervision.  
Using initiative and sound independent judgment within established guidelines.  
Analyzing and resolving varied office administrative problems.  
Operating standard office equipment, including a word processor or computer terminal and centralized telephone equipment.  
Accurately interpreting legal documents pertaining to property appraisal such as legal property descriptions.  
Establishing and maintaining effective working relationships with those contacted in the course of the work.



Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

One year of office and/or technical support related to the processing and preparation of assessment records experience at a level equivalent to the County's class of Assessment Technician II.