



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-10**

For the meeting of: September 6, 2016

Date: August 22, 2016  
To: Board of Supervisors  
From: Dan Fulks, Director of Human Resources *df*  
Subject: ADOPTION OF THE NEW JOB CLASSES OF ENVIRONMENTAL PERMITTING AND COMPLIANCE MANAGER AND MANAGER-CLERK/RECORDER'S OFFICE AND AMENDMENT TO THE COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND ELECTED AND APPOINTED DEPARTMENT HEADS FOR FISCAL YEARS 2015-16 AND 2016-17

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new management job class of Environmental Permitting and Compliance Manager (class 0341, salary range 460) into the classification plan, effective immediately; and
2. Adopt the new management job class of Manager-Clerk/Recorder's Office (class 0344, salary range 448) into the classification plan, effectively immediately; and
3. Adopt the revised job class description for ADA Coordinator (class 0199, salary range 446), effective immediately; and
4. Approve Resolution No. 16-105 (attached) approving the Amendment to Attachment 1 of Exhibit A of the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2015-16 and 2016-17 for the purpose of including the management job classes of Environmental Permitting and Compliance Manager (class 0341, salary range 460, unit 08), Manager-Clerk/Recorder's Office (class 0344, salary range 448, unit 08) and ADA Coordinator (class 0199, salary range 446, unit 08), effective immediately, and increase the assigned salary range for the Deputy Public Works Director - Environmental Services (class 0307, salary range 494) to

Prepared by: Ron Halverson, Assistant Director of Human Resources      CAO Approval *Eubank Hayes*  
REVIEW: Auditor *MSM* County Counsel *am* Personnel *df* Risk Manager \_\_\_\_\_ Other *PW / Rec. AS.*

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
Upon motion of Supervisor *Fennell* Seconded by Supervisor *Bass*  
Ayes *Sundberg, Fennell, Lovelace, 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: *Sept. 6, 2016*  
By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

504, effective the beginning of the pay period immediately following approval; and

5. Reallocate the 1.0 FTE Senior Environmental Analyst (class 0520, salary range 421, position 01) position, in budget unit 331, currently occupied by Andrew Bundschuh, to Environmental Permitting and Compliance Manager (class 0341 salary range 460) and reclassify Mr. Bundschuh accordingly, effective the beginning of the pay period immediately following approval; and
6. Reallocate the 1.0 FTE Administrative Analyst I/II (class 0626, salary range 375/408, position 01) position, in budget unit 289, currently occupied by Devin Theobold, to Senior Environmental Analyst (class 0520, salary range 421) and reclassify Mr. Theobold accordingly, effective the beginning of the pay period immediately following approval; and
7. Reallocate the vacant 1.0 FTE Senior Recordable Documents Examiner (class 0158, salary range 334, position 01) position, in budget unit 271, to Manager-Clerk/Recorder's Office (class 0344, salary range 448), effective immediately

SOURCE OF FUNDING: Public Works Funds, General Fund

DISCUSSION: The recommendations included in this agenda item concern 1) the reorganization of the Public Works, Environmental Services Division, including the development of a proposed new job class to serve as a first line manager for the permitting and compliance functions and activities in the Division, 2) the development of a proposed new job class to function as a first line manager in the County Clerk/Recorder's Office, and 3) revisions of the ADA Coordinator job description and inclusion of the job class in the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2015-16 and 2016-17.

1) Public Works, Environmental Services Division Reorganization

At the request of the Public Works Director, Human Resources (HR) conducted a review of a proposed reorganization of the Environmental Services Division of the Public Works Department. The intended purpose of the proposed reorganization is to respond to both the current and projected demand and growth in services and activities within the Division and to insure the most efficient and effective means for managing those services and activities. The Environmental Services Division has grown to encompass seven budget units, 15 full-time employees, and five to six extra-help employees.

The review conducted by Human Resources consisted of conversations between Tom Mattson, Public Works Director, Hank Seemann, Deputy Public Works Director – Environmental Services, Dan Fulks, Director of Human Resources and Ron Halverson, Assistant Director of Human Resources, and analysis of the Job Analysis Questionnaires and current and proposed organizational charts submitted by Public Works.

The proposed reorganization is intended to be implemented in two phases. Phase 1 includes developing a proposed new job class intended to provide first line management of the environmental permitting and compliance functions of the Environmental Services Division and re-classifying the incumbent Senior Environmental Analyst serving in this capacity to the new classification. Additionally, Phase 1 will include reclassifying the incumbent Administrative Analyst I/II currently performing complex environmental analyst and lead direction duties for the natural resource planning functions of the Division to Senior Environmental Analyst.

Phase 2 will include creating a proposed new job class to provide first line management of the services and activities of the natural resource planning functions of the Division. Currently, these services and activities

are managed directly by the Deputy Public Works Director – Environmental Services. HR understands that Public Works will need additional time to analyze how various funding sources will be utilized and to develop a funding strategy for the new manager position under Phase 2. HR understands that Public Works seeks to implement Phase 1 immediately, while a timeline for Phase 2 has not been determined.

Under the current organization of the Environmental Services Division, the Deputy Public Works Director – Environmental Services (Hank Seemann) provides direct supervision for 10 FTE positions. Providing direct supervision for 10 positions represents a considerably wide (and generally not desirable) span of control. At the same time the Division continues to experience increases in program/project activity and demand for services. Examples of such projects/programs include the Eel River Valley groundwater project, the Elk River watershed stewardship program, regional trail planning and implementation, and planning and management of the new McKay Community Forest. In response to these increasing demands for services, Senior Environmental Analyst, Andrew Bundschuh has assumed first line management and supervision duties related to the environmental permitting and compliance functions of the Division. After evaluating the duties performed by Mr. Bundschuh, Human Resources is recommending the adoption of a proposed new management job class of Environmental Permitting and Compliance Manager (salary range 460). This proposed new job class will better reflect the actual responsibilities and duties required of the position currently being performed by Mr. Bundschuh. Since Mr. Bundschuh has already been performing at this advanced level for some time, Human Resources is recommending that he be reclassified as an Environmental Permitting and Compliance Manager beginning the pay period immediately following Board adoption of the newly proposed job class.

Mr. Devin Theobald is currently classified as an Administrative Analyst II. Mr. Theobald's job classification of Administrative Analyst II was based upon the duties required and performed while the position was still part of the Natural Resources Division of the former Department of Community Development Services (CDS). Since the transfer of staff and services from CDS to the Public Works Environmental Services Division in 2012, Mr. Theobald has evolved to performing more complex duties related to the natural resource planning functions of the Division (specifically the North Coast Resource Partnership), including budget development and management. Additionally, Mr. Theobald provides lead direction for 2.0 FTE and 1 Extra-help staff. As a result of HR's analysis, Human Resources has determined that Mr. Theobald would be more appropriately classified as a Senior Environmental Analyst, reflective of the specialized, complex and working lead level duties and responsibilities performed for a technical environmental services program.

Over the last several years the growth of programs and scope of activities of the Environmental Services Division has steadily increased, i.e. Klamath/Trinity planning and consultation, the Elk River watershed stewardship program, Salt River project support, Eel River Valley groundwater program, regional trail planning and project development (Humboldt Bay Trail, Annie/Mary Trail, Hammond Trail), the McKay Community Forest, and the North Coast Resource Partnership, in addition to environmental permitting and compliance activities, flood mapping and sea level rise planning, levee programs, and park and trail facilities operations and maintenance. With the increase in the scope and activities of the Environmental Services Division comes added responsibility for the Deputy Public Works Director – Environmental Services. As a result of this increased responsibility Human Resources is recommending that the current assigned salary range for this position (494) be increased by 10 ranges (approximately 5%) to salary range 504.

The adoption of the recommendations included in this report and the future implementation of Phase II of the Division's reorganization will better provide the Deputy Public Works Director – Environmental Services the opportunity to focus attention on continually improving communications with partner agencies and stakeholders and more effectively engage in the strategic planning process necessary for the development of collaborative programs and projects. It will also provide the Deputy Director the

opportunity to identify, pursue and attain additional funding, as well as manage the broader overall functions, services and activities of the Division.

## 2) Proposed new job class of Manager-Clerk/Recorder's Office

At the request of the Clerk/Recorder, HR conducted a review and analysis for the purpose of developing a proposed new management job class to plan, organize, direct, supervise, review and evaluate the work of staff engaged in performing the day-to-day work activities related to the clerk/recording functions of the County Clerk/Recorder's Office.

The review consisted of conversations between Kelly Sanders, County Clerk/Recorder and Ron Halverson, Assistant Director of Human Resources, as well as written information provided by the County Clerk/Recorder's Office in the Job Analysis Questionnaire (JAQ).

As currently structured, direct supervision of staff performing the clerk/recording functions within the County Clerk/Recorder's Office falls directly upon the Clerk/Recorder. It is the County Clerk/Recorder's intent to have HR develop a new position to provide first line management and supervision for staff performing the clerk/recording function. In turn, the County Clerk/Recorder wishes to reallocate a vacant Senior Recordable Documents Examiner allocation to this new position. The development and implementation of this new first line manager position would be consistent with, and serve in much the same capacity as the Elections Manager position currently serves within Elections Division, providing balance, efficiency and effectiveness to the Clerk/Recorder Office organization.

Based upon the review, HR is recommending that the new management job class of Manager-Clerk/Recorder's Office be adopted into the County's classification plan, and that the vacant Senior Recordable Documents Examiner position within the County Clerk/Recorder's Office be reallocated to the new management job class.

The Manager-Clerk/Recorder's Office will be a single-position management class, and under direction from the Clerk/Recorder, will supervise and direct the staff and day-to-day activities in the County Clerk/Recorder's Office, i.e. the examination and micro-photographic and/or electronic reproduction, recording and indexing of a wide variety of legally recordable documents; also, the Manager-Clerk/Recorder's Office will perform the most complex and technical work related to the recordation of such documents and perform related administrative work as assigned.

HR is recommending that the assigned salary range for Manager-Clerk/Recorder's Office be set at 448, equivalent to the job class of Elections Manager.

## 3) Revision to ADA Coordinator job description and inclusion in M/C Compensation Plan

On August 9, 2016 (agenda item C-12) your board approved the new classification of ADA Coordinator (class number 0199, salary range 446). However, the job class was not formally adopted by resolution (as required) into the Compensation Plan for Management and Confidential and Elected and Appointed Department Heads. Approval of the attached resolution will achieve that end. Additionally, minor formatting corrections have been made to the job class description.

Human Resources has consulted with the American Federation of State, County and Municipal Employees (AFSCME), Local 1684 concerning the effects that approval of these recommendations would have upon employees and positions currently represented by their Union. AFSCME has no objections to the recommended actions contained in this agenda item.



## FINANCIAL IMPACT:

Public Works, Environmental Services Division Reorganization: The additional costs for the remainder of Fiscal Year 2016-17 for the reallocation of the Senior Environmental Analyst position to Environmental Permitting and Compliance Manager, the reallocation of the Administrative Analyst I/II position to Senior Environmental Analyst and the increase in the assigned salary range for the Deputy Public Works Director – Environmental Services will be approximately \$16,324. Additional costs for Fiscal Year 2017-18 will be approximately \$21,032.

The proposed action will affect the General Fund because one of the three affected employees charges to the General Fund. Approximately 20% of Mr. Seemann's salary is connected to the General Fund through charges to the Parks and Water Management budget units. Salaries for Mr. Bundschuh and Mr. Theobald are paid through non-General Fund sources (i.e., the Road Fund and grant agreements with the State of California). For Fiscal Year 2016-17, the estimated impact to the General Fund associated with the proposed action is approximately \$1,018. For Fiscal Year 2017-18, the estimated impact to the General Fund associated with the proposed action is approximately \$1,312.

County Clerk/Recorder's Office new job class of Manager-Clerk/Recorder's Office: Because the Senior Recordable Documents Examiner position has been vacant, the reallocation of the vacant Senior Recordable Documents Examiner position to Manager-Clerk/Recorder's Office will not result in additional cost increases in the budget for the remainder of Fiscal Year 2016-17 (actual cost savings of approximately \$4581). Additional costs for Fiscal Year 2017-18 will be approximately \$21,242. Current and projected revenue streams are sufficient to cover these increased costs.

Revision to ADA Coordinator job description and inclusion in Compensation Plan for M/C: There are no additional costs associated with the revision of the job description and inclusion of the ADA Coordinator in the Compensation Plan for Management and Confidential Employees and Elected and Appointed Department Heads for Fiscal Years 2015-16 and 2016-17. The position was previously allocated to the Human Resources – Risk Management budget (BU 359) by your Board on August 9, 2016 (Agenda Item C-12).

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS: Your Board could choose to not approve all or any of the recommendations included in this Board item and direct staff at your pleasure.

## ATTACHMENTS:

New job description for Environmental Permitting and Compliance Manager

New job description for Manager-Clerk/Recorder's Office

Revised job description for ADA Coordinator

Resolution No. ~~16-10~~ approving the Amendment to Attachment 1 of Exhibit A of the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2015-16 and 2016-17

Attachment 1 of Exhibit A (as amended) of the Compensation Plans for Management And Confidential Employees and Elected and Appointed Department Heads for fiscal years 2015-16 and 2016-17

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
Certified copy of portion of proceedings, Meeting of September 6, 2016

RESOLUTION NO. 16-105

**RESOLUTION AMENDING RESOLUTION NO. 16-10 (2015-2016 and 2016-2017  
COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES  
AND FOR ELECTED AND APPOINTED COUNTY DEPARTMENT HEADS)**

**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 January 19, 2016, the Board of Supervisors adopted Resolution No. 16-10, providing for the implementation of the 2015-2016 and 2016-2017 Compensation Plan for Management and Confidential Employees and for Elected and Appointed County Department Heads; and

**WHEREAS**, the Board of Supervisors desires to amend Resolution No. 16-10 to adopt the new management job classes of ADA Coordinator, Environmental Permitting and Compliance Manager and Manager-Clerk/Recorder's Office and establish the salary levels for each.

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

1. Amend Attachment 1 to Exhibit A of Resolution No. 16-10, effective January 19, 2016 to:  
  
Add the new classification of ADA Coordinator, class number 0199, salary range 446, unit 08; and  
  
Add the new classification of Environmental Permitting and Compliance Manager, class 0341, salary range 460, unit 08; and  
  
Add the new classification of Manager-Clerk/Recorder's Office, class 0344, salary range 448, unit 08; and  
  
Increase the assigned salary range for the Deputy Public Works Director - Environmental Services, class 0307, from salary range 494 to 504.
2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the implementation dates stated therein.

Dated: September 6, 2016



MARK LOVELACE, Chair  
Humboldt County Board of Supervisors



**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
Certified copy of portion of proceedings, Meeting of September 6, 2016

RESOLUTION NO. 16-105

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

AYES:	Supervisors	Sundberg, Fennell, Lovelace, Bohn, 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 an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

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

## Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 1-19-16

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0606 Accountant/Auditor I	391	395	399
0606 Accountant/Auditor II	413	417	421
<b>0199 ADA Coordinator</b>		<b>446</b>	<b>450</b>
0605 Administrative Analyst I	411	415	419
0605 Administrative Analyst II	442	446	450
1115 Administrative Assistant/Deputy Clerk of the Board I	374	378	382
1115 Administrative Assistant/Deputy Clerk of the Board II	394	398	402
1115 Administrative Assistant/Deputy Clerk of the Board III	414	418	422
0166 Administrative Secretary	355	359	363
0775 Administrative Services Manager	444	448	452
0776 Administrative Services Officer	419	423	427
0102 Administrative Support Manager to the BOS/Clerk of the Board	442	446	450
0617 Airport Manager	454	458	462
0439 Animal Control And Facilities Manager	424	428	432
0624 Assistant Agricultural Commissioner/ Sealer Weights and Measures	450	454	458
0646 Assistant Auditor-Controller	485	489	493
0474 Assistant Chief Probation Officer	485	489	493
0408 Assistant Coroner-Public Administrator	439	443	447
0601 Assistant County Administrative Officer	564	568	572
0109 Assistant County Clerk	422	426	430
0603 Assistant County Counsel	566	570	574



## Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 1-19-16

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0142 Assistant Dir. of Child Support Services	496	500	504
0922 Assistant Dir. of Psychiatric Nursing	488	492	496
0651 Assistant Director of Human Resources	508	512	516
0655 Assistant Director of Library Services	481	485	489
0650 Assistant Director - Administration Health & Human Services	561	565	569
0649 Assistant Director- Programs Health & Human Services	561	565	569
0616 Assistant District Attorney	546	550	554
0108 Assistant Payroll/Position Control Manager	389	393	397
0625 Assistant Public Defender	542	546	550
0677 Assistant Public Guardian	410	414	418
0682 Assistant Treasurer & Tax Collector	485	489	493
0303 Associate Engineer	476	480	484
0117 Budget Specialist	438	442	446
0608 Business Manager	438	442	446
0198 CAO Project Manager	485	489	493
0838 Chief Building Official	503	507	511
0368 Child Support Program Manager	489	493	497
0680 Child Support Special Programs Coord.	420	424	428
0942 Clinic Physician (extra help only)	\$120.48/hr	\$122.89/hr	\$125.35/hr
0852 Compliance and Quality Assurance Administrator	475	479	483
0207 County Surveyor	478	482	486
0759 Departmental Information Systems Supervisor	446	450	454

## Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 1-19-16

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0618 Deputy Auditor-Controller	485	489	493
0931 Deputy Branch Director	523	527	531
0599 Deputy County Administrative Officer	520	524	528
0600 Deputy County Counsel I	427	431	435
0600 Deputy County Counsel II	460	464	468
0600 Deputy County Counsel III	493	497	501
0600 Deputy County Counsel IV	525	529	533
0438 Deputy Director - Sheriff's Administration	485	489	493
0554 Deputy Health Officer	\$10,973/mo	\$11,192/mo	\$11,416/mo
0315 Deputy Planning Director	503	507	511
0300 Deputy Public Works Director	512	516	520
<b>0307 Deputy Public Works Director - Environmental Services</b>	490	<b>504</b>	<b>508</b>
0200 Deputy Public Works Director - Facilities Management	498	502	506
0301 Deputy Public Works Director - General Services	481	485	489
0619 Development Assistance Manager	485	489	493
0510 Director of Environmental Health	499	503	507
0932 Director of Psychiatric Nursing	499	503	507
0508 Director of Public Health Nursing	499	503	507
0638 Economic Development Coordinator	465	469	473
0634 Economic Development Specialist	442	446	450
0119 Elections Manager	444	448	452
0193 Emergency Services Manager	424	428	432

## Attachment 1

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MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 1-19-16

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0851 Employment and Training Manager	489	493	497
<b>0341 Environmental Permitting and Compliance Manager</b>		<b>460</b>	<b>464</b>
0202 Equipment Superintendent	439	443	447
0103 Executive Assistant to the CAO	376	380	384
0167 Executive Secretary	374	378	382
0181 Executive Secretary-Children & Family Commission	374	378	382
0253 Facility Maintenance Manager	428	432	436
0252 Facility Maintenance Supervisor	395	399	403
0184 Fiscal Officer	419	423	427
0174 Fiscal Services Supervisor	391	395	399
0545 Health & Human Services - Mental Health Branch Director	542	546	550
0818 Health & Human Services - Social Services Branch Director	542	546	550
0544 Health & Human Services - Public Health Branch Director	542	546	550
0814 Health and Human Services - Deputy Director-Employee Services	518	522	526
0817 Health and Human Services - Deputy Director-Finance	518	522	526
0816 Health and Human Services - Deputy Director-Information Services	518	522	526
0840 Health Officer-Medical Director	\$88.67/hr	\$90.44/hr	\$92.25/hr
0645 Housing and Assistance Coordinator	442	446	450
0697 Human Resources Analyst - Risk I	414	418	422
0697 Human Resources Analyst - Risk II	442	446	450
0684 Human Resources Analyst I	414	418	422

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MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 1-19-16

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0699 Human Resources Technician I	363	367	371
0699 Human Resources Technician II	392	396	400
0380 Information Systems Supervisor	446	450	454
0417 Investigator	428	432	436
0413 Investigator (Code Enforcement)	442	446	450
0644 IT Applications Analyst Supervisor	466	470	474
0131 IT Division Director	518	522	526
0645 IT Systems Supervisor	452	456	460
0482 Juvenile Corrections Facility Manager	429	433	437
0815 Legal Accounting Specialist	374	378	382
0683 Legal Analyst	442	446	450
0197A Legal Office Assistant I	302	306	310
0197B Legal Office Assistant II	322	326	330
0134 Legal Office Business Manager	457	461	465
0143 Legal Office Services Manager	419	423	427
0139 Legal Secretary I	333	337	341
0139 Legal Secretary II	352	356	360
0652 Library Division Manager	458	462	466
<b>0344 Manager-Clerk/Recorder's Office</b>		<b>448</b>	<b>452</b>
0902 Medical Director	717	721	725
0905 Medical Records Manager	462	466	470
0169 Office Assistant I	284	288	292
0169 Office Assistant II	305	309	313



## Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 1-19-16

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0118 Office Services Supervisor	378	382	386
0452 Paralegal I	344	348	352
0452 Paralegal II	363	367	371
0938 Payroll/Personnel Specialist	352	356	360
0941 Payroll/Personnel Supervisor	384	388	392
0113 Payroll/Position Control Manager	419	423	427
0336 Permit Supervisor	448	452	456
0151 Personnel Assistant	320	324	328
0609 Personnel Technician	363	367	371
0937 Physician/Psychiatrist	686	690	694
0930 Physician/Psychiatrist (extra help only)	733	737	741
0687 Policy and Legislative Manager (MSS)	475	479	483
0475 Probation Division Director	449	453	457
0425 Program Coordinator	424	428	432
0934 Program Manager	489	493	497
0747 Program Manager I	489	493	497
0750 Program Manager II	499	503	507
0146 Public Education and Information Manager (MSS)	466	470	474
0842 Public Guardian	446	450	454
0512 Public Health Lab Director	514	518	522
0516 Public Health Lab Manager	481	485	489
0195 Public Information Specialist	411	415	419
0129 Public Works Dispatcher	345	349	353

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 1-19-16

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0620	Real Property Manager	469	473	477
0700	Risk Manager	475	479	483
0201	Road Superintendent	434	438	442
0175	Secretary	339	343	347
0605	Senior Administrative Analyst Trainee	383	387	391
0605	Senior Administrative Analyst	465	469	473
0665	Senior Buyer	376	380	384
0598	Senior Deputy County Counsel	540	544	548
0123	Senior Fiscal Assistant	357	361	365
0539	Senior Health Program Manager	439	443	447
0690	Senior Human Resources Analyst - Risk	454	458	462
0138	Senior Legal Secretary	374	378	382
0110	Senior Office Assistant	352	356	360
0685	Senior Payroll/Personnel Specialist	362	366	370
0928	Senior Program Manager - Mental Health	499	503	507
0929	Senior Program Manager - Public Health	499	503	507
0924	Senior Psychiatrist	702	706	710
0394	Senior Staff Services Manager	456	460	464
0182	SSB Secretary II (MSS class)	355	359	363
0729	Staff Services Analyst I	411	415	419
0729	Staff Services Analyst II	442	446	450
0396	Staff Services Analyst III	444	448	452
0395	Staff Services Manager	446	450	454

## Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9  
ADOPTED 1-19-16

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0610	Supervising Attorney	542	546	550
0364	Supervising Child Support Attorney	542	546	550
0114	Supervising Legal Secretary	384	388	392
0681	Supervising Planner	466	470	474
0470	Supervising Probation Officer	429	433	437
0674	Supervising Tax-Collector	383	387	391
0171	Supervising Treasurer	383	387	391
0672	Veterans Service Officer	383	387	391

ADA COORDINATOR

DEFINITION

Under general direction, plans, organizes, directs, and monitors the County's Americans with Disabilities Act (ADA) Compliance Programs; administers and coordinates activities to ensure compliance with state and federal ADA laws; develops and establishes guidelines, rules and policies designed to eliminate discriminatory practices and to ensure access to programs and services for persons with disabilities; provides departmental support and coordination for ADA issues; personally performs complex and sensitive assignments; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This single class position is responsible for matters regarding the civil rights of, and programs and services for individuals with disabilities. The incumbent participates in the formulation, implementation and evaluation of policy and procedures to assure compliance with the Americans with Disabilities Act, including accommodation and physical access.

EXAMPLES OF DUTIES (Illustrative Only)

- Monitors County facilities and programs to ensure public accessibility and compliance to ADA, Title I and II requirements; works with appropriate departments and staff in assuring that County facilities and real property development meet applicable standards for disability access.
- Supervises and participates in investigations of public and employee complaints relating to access to County programs and services; determines if charges are substantiated and works with complainant and departmental manager toward alleviation of problem or prevention of future problems.
- Oversees the ADA interactive process to ensure accommodation requests are in compliance with ADA laws and regulations; ensures that accommodation requests are coordinated with workers' compensation claims, Family Medical Leave Act, ADA, California Family Rights Act, or other leaves of absence.
- Advises County departments on ADA plans, accommodation of disabilities, the interactive process, and career restructuring; promotes support of ADA program by all department heads, managers, and supervisors.



- Ensures that County department practices are in compliance with all applicable ADA codes, laws, rules, regulations, standards, policies, and procedures; initiates any actions necessary to correct deviations or violations.
- Reviews and/or provides responses to complaints from state/federal ADA officials.
- Ensures the preparation and completion of required state/federal ADA reports, various forms, correspondence, ADA program documentation, case files, and investigative reports/recommendations.
- Trains or supervises training of County personnel in ADA guidelines, laws, programs, and issues; develops and presents public and in-house information programs to promote an understanding of ADA issues.
- Analyzes data and identifies trends; summarizes data and prepares reports; conducts research and maintains current knowledge of applicable laws and regulations as well as maintains an awareness of new trends and advances in the profession.
- Supervises, directs, and evaluates assigned staff; organizes, prioritizes, and assigns work.
- Provides technical expertise to management and staff.

#### QUALIFICATIONS

##### Knowledge of:

Laws, regulations, principles, practices, procedures pertaining to accommodation and program and service accessibility.  
Elements of business necessity and bona-fide occupational qualifications.  
Current trends in the field of ADA issues and compliance.  
Methods of compiling and presenting data.  
Methods and techniques of investigation including interviewing techniques.  
Supervisory principles and practices.

##### Skill in:

Interpreting, explaining, and applying related laws, regulations, policies, and procedures.  
Facilitating the interactive process, determining whether an accommodation can be made, and reporting findings to appropriate parties.  
Serving as an internal consultant regarding ADA issues.  
Analyzing technical and/or complex ADA problems and reaching sound, independent conclusions.

Planning, assigning, supervising, reviewing and evaluating the work of staff.

Training others in work procedures.

Maintaining accurate records and files.

Preparing clear, accurate and concise reports, correspondence, and other written materials.

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:

Equivalent to graduation from a four year college or university with major coursework in business or public administration or a closely related field and three years of experience in administering, coordinating, and/or managing ADA programs and issues in a public agency Human Resources environment.

ENVIRONMENTAL PERMITTING AND COMPLIANCE MANAGER

DEFINITION

Under direction, plans, organizes, coordinates and directs the staff and activities of the Public Works Department environmental permitting and compliance program for capital projects, operations and maintenance activities; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level class with responsibility for the day-to-day direction of the staff and activities associated with the permitting and compliance and support of capital projects, operations and maintenance. The incumbent provides supervision, guidance and project level direction to assigned staff and reviews their work product. Additionally, the incumbent serves as the primary point of contact with State and federal permitting agencies and resolves problems associated with permitting and compliance. This class is distinguished from the Deputy Public Works Director - Environmental Services in that the latter has overall administrative responsibility for all Public Works, Environmental Services Division functions, programs and activities.

EXAMPLES OF DUTIES (Illustrative Only)

- Directs; plans, organizes, administers, reviews and evaluates the work of professional and technical staff engaged in environmental permitting and compliance program activities; provides quality control of staff work performance.
- Participates in the hiring of assigned staff and recommends selection for management approval.
- Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action and other personnel related decisions.
- Trains staff in program, division and departmental procedures; facilitates staff professional/technical training and development.
- Participates in the planning of program and project goals, objectives and activities and the development of strategies to achieve objectives; integrates best management practices.

## Environmental Permitting and Compliance Manager

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- Coordinates with other Public Works divisions and programs, County departments, and State and federal permitting agencies and reviews projects and activities to ensure compliance with environmental laws and requirements, including the applicability of the California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA); develops approaches for CEQA and NEPA compliance; directs project-specific analysis and prepares supporting documentation; performs pre- and post-construction site inspections.
- Represents the department in negotiating and administering programmatic permits with State and federal permitting agencies; prepares permit applications, including development of supporting documentation and information; negotiates permit extensions.
- Manages program budget; monitors expenditures; schedules project funding and tracks deadlines and work flow; assists with budget development.
- Reviews current procurement requirements for outside funding agencies and develops compliance procedures.
- Develops Request for Proposals (RFPs) and Request for Qualifications (RFQs) and administers selection process; develops professional services agreements.
- Monitors and directs work performed by consultants and integrates consultant work product into Public Works project development and permitting processes.
- Develops grant applications for project funding.
- Compiles data and information and prepares reports, including complex science-based reports.
- Represents the County in meetings with State, federal and regulatory agencies, local professional and community groups.
- Performs other related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

Administrative principles and methods, including goal setting, program and budget development and implementation.

Supervisory principles and practices, including selection, work evaluation and discipline.



State, federal and local agency environmental laws and regulations, including the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA).

Principles, practices, techniques of public works project management.

Principles and practices of County procurement and contracting.

Basic principles and practices of civil engineering, wetland delineation, and archeological and historical resources.

Principles and practices of computer and network applications related to the work.

Skill in:

Developing and implementing goals, objectives, policies, procedures and work standards.

Planning, assigning, supervising, reviewing and evaluating the work of staff.

Planning, organizing, administering and coordinating environmental permitting and compliance program activities.

Reading and understanding engineering design plans and specifications.

Analyzing project impacts on natural, historical and archaeological resources.

Researching, interpreting and applying related environmental laws and regulations.

Preparing clear and concise reports, correspondence and other written materials.

Making clear, concise and effective oral presentations.

Exercising sound independent judgment within general policy guidelines.

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:

Equivalent to graduation from a four year college or university with major coursework in environmental studies, natural resources, environmental planning or a closely related field, and three years of experience in environmental permit applications and compliance, environmental and cultural resources research and impact analysis, or closely related work.

MANAGER-CLERK/RECORDER'S OFFICE

DEFINITION

Under direction, supervises and directs the staff and activities in the County Clerk/Recorder's Office related to the examination and micro-photographic and/or electronic reproduction, recording and indexing of a wide variety of legal documents; performs complex and technical work related to the recordation of such documents; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position management level class responsible for planning, organizing, directing, supervising, reviewing and evaluating the work of staff in the County Clerk/Recorder's Office. The work performed by the incumbent includes providing technical assistance and problem solving for assigned staff. This class is distinguished from other County office services and related supervisors in that the work is specifically related to the recordation and filing of documents or other instruments authorized by law to be recorded. This class is further distinguished from the County Clerk/Recorder in that the latter is an elected official accountable for all County recordation and related functions.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in the development and implementation of goals, objectives, policies, internal controls, procedures and work standards related to the clerk/recording functions of the department.
- Plans, schedules, supervises and reviews the specialized work of the Recordable Document Examiners and Microfilm Technicians who examine and micro-photographically and/or electronically reproduce documents presented by the public for recording, calculate and collect appropriate fees, and categorize, index and enter such documents into appropriate databases.
- Participates in the hiring of assigned staff, recommending candidates for selection and appointment approval.
- Ensures the training of staff in proper work procedures and provides technical assistance as required.
- Determines work schedules and authorizes leaves as appropriate, ensuring the effective, efficient and timely completion of work.

- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary actions and other personnel decisions.
- Researches, prepares, reviews and maintains a wide variety of written and computerized reports and records; organizes and directs the maintenance of departmental files; prepares periodic and special reports regarding the work of the department, including statistical summaries.
- Analyzes the more complex legal documents for adherence to legal codes and recording requirements.
- Develops, recommends and implements improved operating procedures, forms and work processes; evaluates office equipment and information system needs and coordinates with vendors to facilitate acquisitions; requisitions materials, equipment and supplies for the office.
- Monitors current status of laws and proposed legislation affecting recordation and retention of documents; determines the impact of changes on operations and communicates these changes to staff and other affected departments.
- Attends conferences, workshops and meetings and represents the department in front of boards, commissions and other public and professional organizations; provides technical and other information to the public; prepares written correspondence.
- Performs civil marriages.
- May act in the absence of the County Clerk/Recorder in matters related to department clerk/recorder functions and activities.

#### QUALIFICATIONS

##### Knowledge of:

Supervisory principles and practices, including work planning, scheduling, review, evaluation and employee training and discipline.

Legal codes, terminology and legal recording practices, procedures and requirements.

Office administrative principles and procedures, including records management and the operation of standard office equipment and business related software.

Business data processing principles as related to the indexing and entry of information into multiple databases.

Business arithmetic, including percentages and decimals.

Correct English usage, including spelling, grammar and punctuation.

Skill in:

Planning, assigning, supervising, reviewing and evaluating the work of others.

Training others in work procedures.

Interpreting and analyzing complex documents for recording and indexing.

Organizing and prioritizing work, meeting critical time deadlines and following up on assignments with a minimum of supervision.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Operating standard office equipment, including personal computers and the use of business related software and electronic recordkeeping systems.

Desirable Education and Experience:

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

Equivalent to graduation from a four-year college or university with major coursework in public administration, business management or a related field and three years of responsible general or legal office support experience, at least two years of which have included examining, recording and/or indexing varied recordable documents at a level equivalent to the County's class of Senior Recordable Document Examiner.