



AGENDA ITEM NO.

C22

COUNTY OF HUMBOLDT

For the meeting of: October 24, 2017

Date: October 6, 2017

To: Board of Supervisors

From: Lisa DeMatteo, Director of Human Resources *LD*

Subject: Approve 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), Local 1684 to adopt the new 40 hour class of Deputy Public Guardian-Conservator I/II/III; and adopt the revised classes of Public Guardian-Conservator and Assistant Public Guardian-Conservator.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new 40 hour class specification of Deputy Public Guardian-Conservator I/II/III (class 0670, salary range 370/380/390, unit 4); and
2. Adopt the revised class specification for Public Guardian-Conservator (class 0842, salary range 454, unit 8); and
3. Adopt the revised class specification for Assistant Public Guardian-Conservator (class 0677, salary range 418, unit 8); and
4. Adopt Resolution No. 17-90 (attached) approving the amendment to Appendix A of the Memorandum of Understanding between the County of Humboldt and the

Prepared by Becke Perry, HR Analyst II

CAO Approval *TLFR*

REVIEW:

Auditor *KPD*

County Counsel *ah*

Human Resources *LD*

Other

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

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

Ayes *Sundberg, Bass, Bohn, Wilson*

Nays

Abstain

Absent *Fennell*

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

Dated: *10/24/2017*

By:

Kathy Hayes
Kathy Hayes, Clerk of the Board

American Federation of State, County, and Municipal Employees (AFSCME), Local 1684 to adopt the new 40 hour class of Deputy Public Guardian-Conservator I/II/III (class 0670, salary range 370/380/390, unit 1) effective the beginning of the biweekly pay period following approval.

SOURCE OF FUNDING:

Department of Health and Human Services (BU 273)

DISCUSSION:

The Department of Health and Human Services requested that Human Resources audit the professional positions in the Public Guardian's Office to determine if they are appropriately classified. As a result of the audits Human Resources has determined that the class of Deputy Public Guardian-Conservator needs revision and should be replaced by the new three level flexibly allocated class of Deputy Public Guardian-Conservator I/II/III. This new class will better reflect the varying levels of responsibilities and duties assigned to each position and set an appropriate salary range accordingly. Additionally, the class specifications for Public Guardian-Conservator and Assistant Public Guardian-Conservator were revised to update mandated training requirements and reflect the current departmental structure.

The American Federation of State, County and Municipal Employees (AFSCME) Local 1684 was consulted regarding the revised classification for Deputy Public Guardian-Conservator and had no objections.

FINANCIAL IMPACT:

There is no financial impact as a result of this action. The Department of Health and Human Services will return to the Board with the reallocation of positions and a detail of the financial impact.

The recommendations included in this agenda item support the Board's strategic framework by managing county resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

Department of Health and Human Services

American Federation of State, County, and Municipal Employees (AFSCME), Local 1684

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the new class of Deputy Public Guardian-Conservator I/II/III and the revised classes of Public Guardian-Conservator and Assistant Public Guardian-Conservator. However, this is not recommended as it will have a negative impact on the Public Guardian's Office ability to meet the needs of the community.

ATTACHMENTS:

- Resolution No. 17-90
- New Deputy Public Guardian-Conservator I/II/III class specification
- Revised Public Guardian-Conservator class specification
- Revised Assistant Public Guardian-Conservator class specification
- Classification Review Memo
- Amended Appendix A of the 2015-2017 AFSCME MOU

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of October 24, 2017

RESOLUTION NO. 17-90

AMENDING RESOLUTION NO. 16-09 REGARDING THE MEMORANDUM OF UNDERSTANDING FOR UNITS 1-4 (AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES)

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

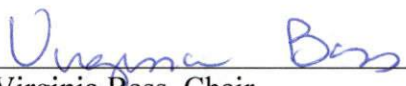
WHEREAS, on January 19, 2016, the Board of Supervisors adopted Resolution No. 16-09, providing for the implementation of the Memorandum of Understanding for Units 1-4 (American Federation of State, County and Municipal Employees) for fiscal years 2015-2017; and

WHEREAS, the Board of Supervisors desires to amend Resolution No. 16-09 providing for the implementation of the Memorandum of Understanding for Units 1-4 (American Federation of State, County and Municipal Employees) for fiscal years 2015-2017.

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

1. Include the new 40 hour class of Deputy Public Guardian-Conservator I/II/III (class 0670, salary range 370/380/390, unit 4) in the classification plan effective immediately.

Dated: October 24, 2017



Virginia Bass, Chair
Humboldt County Board of Supervisors

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

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

STATE OF CALIFORNIA)
County of Humboldt)

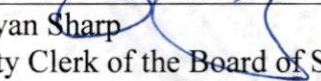
BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of October 24, 2017

RESOLUTION NO. 17-90

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 Ryan Sharp
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

DEPUTY PUBLIC GUARDIAN-CONSERVATOR I/II/III

DEFINITION

Under general supervision, reviews and analyzes the financial, medical, social and psychological backgrounds of clients to determine the need for conservatorship or guardianship; manages an ongoing caseload of conservatorship and guardianship; assists representative payee clientele; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a multi-level class in which incumbents may be assigned to any of the three levels, depending on experience and proficiency gained and the complexity of assigned projects. This skilled professional position is responsible for detailed investigations regarding the need for conservatorship or guardianship for individuals who are not able to handle their own affairs. Incumbents also administer a caseload of active cases in which they attempt to locate appropriate housing for client, develop and administer a budget and assist client in meeting their normal needs. This class is distinguished from Assistant Public Guardian-Conservator in that the latter is a supervisory class which also handles the most complex Public Guardian-Conservator cases.

EXAMPLES OF DUTIES (Illustrative Only)

- Reviews and analyzes the background of individuals to determine need for a guardian or conservator; discusses case with physicians, mental health workers, probation and other social services agencies.
- Interviews the client, family, friends and/or neighbors to gather information on the client's needs.
- Prepares court documents and testifies in court regarding recommendations for guardianship or conservatorship.
- When appointed as conservator or guardian, interviews the client and relatives to determine nature and location of all assets and debts of the client; secures assets and determines a plan to manage them on behalf of client.
- Assists the client in pursuing other financial benefits to which he may be entitled; acts as advocate for client with Social Security, Medi-Cal, Veterans Services, State Disability and other agencies; represents client in dealing with the I.R.S. and with banks and financial institutions.

- Arranges and assists in the physical storage of personal property of the client; manages real property and if necessary arranges for the sale or disposition of property; processes all legal documents and procedures on behalf of client.
- When acting as conservator for person with mental disorder, discusses with mental health professionals the prognosis for release; assists clients in location of housing or other placement; monitors funds for client, follows actions of client to see that they are meeting their obligations, taking medication as directed; may recommend and assist in returning the client to locked facility.
- Explains complex legal policies, conservatorship, financial arrangements; answers questions from clients and family; provides information and direction to community members.
- Locates survivors and next of kin; notifies them of death; secures and prepares receipts for personal effects of the deceased.
- Conducts probate conservatorship intake and/or investigation, case management, estate management and personal and financial management services for minor wards, elderly and dependent adults who may need to be conserved.

QUALIFICATIONS

Knowledge of:

Basic principles of individual and group behavior.

Crisis intervention techniques and principles.

Investigative techniques as they pertain to Public Guardianship/Conservatorship.

Medical/mental health and estate management laws.

Court procedures related to Public Guardianship/Conservatorship.

State and local laws pertaining to guardianships and conservatorships.

Principles and practices of public guardianship, conservatorship and representative payee programs.

Welfare and Institutions Code, Probate Code and other applicable laws and regulations relating to estate management and disbursement.

Principles and practices of effective estate management.

Social service programs and resources available to the disabled, aged, mentally ill and persons with co-occurring diagnoses.

Principles and techniques of effective interviewing.

Medical terminology and common procedures and medications.

Standards for maintaining clients' safety in home; options for placement; (effects of removing clients from unsafe conditions).

Business arithmetic.

Business English, including spelling and grammar.

Skill in:

Administering estates and safekeeping assets and personal effects.

Conducting detailed investigations, obtaining information, establishing facts and drawing valid conclusions.

Interpreting, applying and explaining County policies and adhering to laws related to Public Guardian functions.

Organizing, prioritizing and coordinating work activities.

Organizing and maintaining accounting, inventory, appraisal and other detailed business records.

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

Exercising initiative and sound independent judgment within established guidelines.

Exercising appropriate handling and disposal of bodily fluids and hazardous materials within identified protocols and understanding the risk of exposure to aerosol transmissible diseases and blood borne pathogens.

Dealing effectively with clients who are difficult, unstable, mentally ill and potentially abusive and violent.

Performing job duties under challenging conditions.

Other Requirements:

Must possess a valid California driver's license. Must be able to lift and maneuver up to 40 pounds. As required by law under Probate Code §1456.2: On or before January 1, 2010, the public conservator shall comply with the continuing education requirements that are established by the California State Association of Public Administrators, Public Guardians, and Public Conservators. Department of Health Care Services clearance is required for positions that require access of clients confined within the Psychiatric Health Facility.

Desirable Education and Experience:

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

Deputy Public Guardian-Conservator I: Equivalent to graduation from a four year college or university with major coursework in psychology, social services, business administration or a closely related field.

Deputy Public Guardian-Conservator II: This is the journey level in the Deputy Public Guardian-Conservator series. In addition to the above, one year of professional experience in social services or related program equivalent to the County's class of Deputy Public Guardian-Conservator I.

Deputy Public Guardian-Conservator III: This is the advanced journey level in the Deputy Public Guardian-Conservator series. In addition to the above, two years of professional experience in social services or related program equivalent to the County's class of Deputy Public Guardian-Conservator II. Incumbents progressing to this level will be assigned the complex cases requiring the advanced journey level experience.

PUBLIC GUARDIAN-CONSERVATOR

DEFINITION

Under direction, plans, organizes, manages programs for the public guardian, conservator and representative payee clientele within the Department of Health and Human Services; provides expert professional assistance to the County and the public in areas of responsibility; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management class within the Department of Health and Human Services with responsibility for managing the activities of the public guardian, conservator and representative payee programs including accomplishing goals and objectives, supervising staff, and participating in managing the annual budget and contract providers. This position maintains programmatic responsibilities in addition to staff supervision and direct service provisions.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and participates in the development of goals, objectives, policies, procedures and work standards for public guardian, conservator and representative payee; participates in planning and administering the annual budget.
- Manages assets, pursues financial benefits and acts as an advocate in fiduciary matters.
- Directs, plans, organizes, administers, reviews and evaluates the work of staff directly and through subordinate supervisors.
- Develops and participates in the negotiation of contracts with service providers.
- Reviews and interprets federal, state and local laws and regulations applicable to public guardian, conservator and representative payee activities, analyzes requirements and recommends and develops procedures, practices and alternatives.
- Conducts probate conservatorship intake and/or investigation, case management, estate management and personal and financial management services for minor wards, elderly and dependent adults who may need to be conserved.

Public Guardian-Conservator

Page Two

- Manages client assessment, counseling, and other direct services through subordinate staff.
- Prepares comprehensive court reports based on the outcome of investigations.
- Reviews court documents and testifies in court regarding the recommendation to for an appointed guardian or conservator.
- Evaluates the effectiveness of program services in meeting clients needs; develops and implements policy and procedure modifications as required.
- Represents the department and the County in meetings with federal, state and local public agencies, private groups and business organizations.
- Prepares and directs the preparation of a variety of routine and specialized reports using established database and other information.
- Explains legal policies, conservatorship, financial arrangements; answers questions from clients and family; provides information and direction to community members.

QUALIFICATIONS

Knowledge of:

Basic principles of individual and group behavior.
Crisis intervention techniques and principles.
Investigative techniques as they pertain to public guardianship, conservatorship.
Medical/mental health and estate management laws.
Court procedures related to public guardianship, conservatorship.
Principles and practices of goal setting, program development and employee supervision.
Principles and practices of public guardianship, conservatorship and representative payee including program development, funding and program evaluation.
Principles and practices of financial planning.
Applicable federal, state and local laws and guidelines.
Principles and practices of effective estate management and disbursement.
Programs and resources available to veterans, the disabled, aged, mentally ill and persons with co-occurring diagnoses.
Business computer user applications, including the use of computerized database systems.
Statistical analyses and management research techniques.

Skill in:

Planning, organizing, directing, reviewing and evaluating the work of staff through subordinate supervision.
Selecting and motivating staff and providing for their professional development.
Developing, implementing, interpreting and applying complex laws, goals, objectives, policies, procedures, and work standards.
Analyzing complex administrative and technical problems, evaluating alternative solutions and adopting effective courses of action.
Exercising appropriate handling and disposal of bodily fluids and hazardous materials within identified protocols and understanding the risk of exposure to aerosol transmissible diseases and blood borne pathogens.
Exercising sound independent judgment within established guidelines.
Preparing and administering a complex budget.
Preparing clear and concise reports, agendas, correspondence and other written materials.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Working effectively with clients who are difficult, unstable, mentally ill and potentially abusive and violent.

Other Requirements:

Must possess a valid California driver's license. As required by law under Probate Code §1456.2: On or before January 1, 2010, the public conservator (Public Guardian) shall comply with the continuing education requirements that are established by the California State Association of Public Administrators, Public Guardians, and Public Conservators. Department of Health Care Services clearance is required for positions that require access of clients confined within the psychiatric health facility.

Desirable Education and Experience:

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

Equivalent to graduation from a from a four year college or university with major coursework in psychology, social services, public administration or a closely related field, and two years of administrative or supervisory experience in the administration of guardianship and conservatorship cases.

ASSISTANT PUBLIC GUARDIAN-CONSERVATOR

DEFINITION

Under direction, supervises the staff and activities related to the investigation and determination of need for public guardian, conservatorships and representative payee clientele and the on-going case management of guardianships and conservatorships; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is responsible for the day to day investigative and administrative activities of the office. This is the first full supervisory level, responsible for planning, supervising, reviewing and evaluating the work of staff. In addition, the incumbent personally handles the more difficult cases involving complex real-estate transactions and litigation. This class is distinguished from Public Guardian in that the latter has overall responsibility for all Public Guardian functions.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in the development and implementation of goals, objectives, policies, internal controls, accounting procedures and work standards for the Public Guardian; provides input into the budget process.
- Plans, schedules, supervises, reviews and evaluates the work of assigned staff.
- Selects staff and provides for their training and professional development.
- Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action and other personnel decisions.
- Manages assets, pursues financial benefits and acts as an advocate in fiduciary matters.
- Negotiates contracts with other service providers for the Public Guardian Office to provide money management services for clients.
- Analyzes the impact of legislation on departmental programs; identifies potential funding sources and prepares budget estimates and projections.
- Reviews and analyzes the background of individuals to determine need for guardian or conservator; discusses case with physicians, mental health workers, probation and other social services agencies.

- Interviews the client, family, friends and/or neighbors to gather information on the client's needs.
- Prepares court documents and testifies in court regarding the recommendation to be appointed guardian or conservator.
- When appointed as conservator or guardian, interviews client and relatives to determine nature and location of all assets and debts of client; secures assets and determines a plan to manage them on behalf of client.
- Assists the client in pursuing other financial benefits to which he may be entitled; acts as an advocate for the client with Social Security, Medi-Cal, Veterans Service, State Disability and other agencies; represents client in dealing with the I.R.S. and with banks and financial institutions.
- Arranges for the physical storage of personal property of the client; manages real property and if necessary arrange for the sale or disposition of property; processes legal documents and procedures on behalf of client.
- When acting as conservator for person with mental disorder, discusses with mental health professionals the prognosis for release, assists clients in location of housing or other placement; monitors funds for the client, follows actions of client to see that they are meeting their obligations, taking medication as directed; may recommend and assist in returning the client to locked facility.
- Conducts Probate conservatorship intake and/or investigation, case management, estate management and personal and financial management services for minor wards, elderly and dependent adults who may need to be conserved.
- Explains complex legal policies, conservatorship, financial arrangements; answers questions from clients and family; provides information and direction to community members.

QUALIFICATIONS

Knowledge of:

Basic principles of individual and group behavior.

Crisis Intervention techniques and principles.

Investigative techniques as they pertain to Public
Guardianship/Conservatorship.

Medical/mental health and estate management laws.

Court procedures related to Public
Guardianship/Conservatorship.

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

Principles and practices of administration, including goal setting and policy, procedure and budget development.
State and local laws pertaining to guardianships, Conservatorships and representative payees.
Welfare and Institutions Code, Probate Code and other applicable laws and regulations relating to estate management and disbursement.
Principles and practices of effective estate management.
Social service programs and resources available to the disabled, aged, mentally ill and persons with co-occurring diagnoses.
Medical terminology and common procedures and medications.
Business arithmetic.
Business English, including spelling and grammar.

Skill in:

Planning, organizing, assigning, supervising, reviewing and evaluating the work of others.
Training staff in work procedures.
Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.
Administering estates and safekeeping assets and personal effects.
Conducting detailed investigations, obtaining information, establishing facts and drawing valid conclusions.
Interpreting, applying and explaining County policies and adhering to laws related to Public Guardian functions.
Organizing, prioritizing and coordinating work activities.
Organizing and maintaining accounting, inventory, appraisal and other detailed business records.
Preparing clear and concise correspondence, reports and other written materials.
Exercising initiative and sound independent judgment within established guidelines.
Dealing effectively with clients who are difficult, unstable, mentally ill and potentially abusive and violent.
Exercising appropriate handling and disposal of bodily fluids and hazardous materials within identified protocols and understanding the risk of exposure to aerosol transmissible diseases and blood borne pathogens.

Other Requirements:

Must possess a valid California driver's license.

As required by law under Probate Code §1456.2: On or before January 1, 2010, the public conservator shall comply with the continuing education requirements that are established by the California State Association of Public Administrators, Public Guardians, and Public Conservators. Department of Health Care Services clearance is required for positions that require access of clients confined within the Psychiatric Health Facility.

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 psychology, social services, or a closely related field, and two years of experience in social work or the administration of complex guardianship and conservatorship cases at a level equivalent to the County's class of Deputy Public Guardian-Conservator.



Human Resources/Risk Management
County of Humboldt
825 5th Street, Room 100
Eureka, CA 95501

DATE: October 6, 2017

TO: Emilisa Botzler-Rodgers, HHS-Mental Health Branch Director

FROM: Becke Perry, Human Resources Analyst II

SUBJECT: **Classification review for the classes of Deputy Public Guardian-Conservator, Assistant Public Guardian-Conservator, and Public Guardian-Conservator.**

At the request of your department, Human Resources has conducted a classification review of the Deputy Public Guardian-Conservator, Assistant Public Guardian-Conservator, and Public Guardian-Conservator. The purpose of the review was to determine if the positions are appropriately classified.

Based upon the information provided by Kelli Schwartz in the related Job Analysis Questionnaire, and discussions with department representatives, Human Resources has determined that the existing class specification of Deputy Public Guardian-Conservator no longer adequately reflects the current duties and responsibilities of the position and recommends that the new class of Deputy Public Guardian-Conservator I/II/III be adopted into the classification plan. This new class was developed in conjunction with the Public Guardian-Conservator and provides a more accurate description of the varying levels of responsibilities and duties assigned to each position and set an appropriate salary range accordingly. The recommended salary ranges for each level of this new class are 370/380/390 respectively. Human Resources recommends reallocating all Deputy Public Guardian-Conservator positions as Deputy Public Guardian-Conservator I/II/III.

In addition to the development of a new class, the class specifications for Public Guardian-Conservator and Assistant Public Guardian-Conservator were revised to update mandated training requirements and reflect the current departmental structure. Human Resources recommends no change to the salary range for these classes.

Human Resources will request that the Board of Supervisors adopt the new class of Deputy Public Guardian-Conservator I/II/III and the revised class specifications for Public Guardian-Conservator and Assistant Public Guardian-Conservator on October 24, 2017. You will need to prepare a report to the Board of Supervisors following the adoption of the new classification with the following specific recommendations:

“That the Board of Supervisors:

Approve the reallocation of the 1.0 FTE Deputy Public Guardian-Conservator position (class 0678, salary range 377, position 03, BU 273), currently occupied by Aprille Akers

to the classification of Deputy Public Guardian-Conservator II (class 0670, salary range 377, position 03, BU 273); and

Approve the reallocation of the 1.0 FTE Deputy Public Guardian-Conservator position (class 0678, salary range 377, position 01, BU 273), currently occupied by Rachel Burns to the classification of Deputy Public Guardian-Conservator II (class 0670, salary range 377, position 01, BU 273); and

Approve the reallocation of the 1.0 FTE Deputy Public Guardian-Conservator position (class 0678, salary range 377, position 03, BU 273), currently occupied by Matthew Clementz to the classification of Deputy Public Guardian-Conservator II (class 0670, salary range 377, position 03, BU 273)

effective the first full pay period following approval.”

For informational purposes please include a copy of this report, along with the attached class specifications for Deputy Public Guardian-Conservator I/II/III, Public Guardian-Conservator and Assistant Public Guardian-Conservator with your report to the Board of Supervisors. Following board approval of the allocation, you will need to send completed Personnel/Position Action Forms for each individual being reallocated with a copy of the Board approved agenda item reallocating those positions.

If you have any questions please feel free to give me a call at 476-2349.

Attachments:

- New class specification for Deputy Public Guardian-Conservator I/II/III
- Revised class specification for Public Guardian-Conservator
- Revised class specifications for Assistant Public Guardian Conservator

Cc: Kelli Schwartz
Yvonne Winter
Cindy Hammers

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

Class Number	Class	Salary Range 4-10-16	Salary Range 7-3-16	Salary Range 1-1-17
0607	Accountant Auditor I	355	359	363
0643	Accountant Auditor I (40)	368	372	376
0607	Accountant Auditor II	379	383	387
0643	Accountant Auditor II (40)	392	396	400
0692	Accounting Systems Analyst	404	408	412
0354	Accounting Technician	338	342	346
0355	Accounting Technician (40)	351	355	359
0939	Activity Therapist	353	357	361
0623	Administrative Analyst I	358	362	366
0626	Administrative Analyst I (40)	371	375	379
0623	Administrative Analyst II	391	395	399
0626	Administrative Analyst II (40)	404	408	412
0161	Administrative Secretary	316	320	324
0164	Administrative Secretary (40)	329	333	337
0648	Agriculture Weights & Measures Inspector I	352	356	360
0648	Agriculture Weights & Measures Inspector II	385	389	393
0271	Airport Groundskeeper	326	330	334
0348	Airport Operations Supervisor	383	387	391
0278	Airport Service Worker I	313	317	321
0278	Airport Service Worker II	333	337	341
0428	Animal Control Officer	305	309	313
1428	Animal Control Officer (40)	318	322	326
0440	Animal Shelter and Care Attendant I	294	298	302
0440	Animal Shelter and Care Attendant II	314	318	322
0642	Appraisal Technician	329	333	337
0628	Appraiser I	359	363	367
0628	Appraiser II	382	386	390
0628	Appraiser III	401	405	409
0172	Assessment Technician I	289	293	297
0172	Assessment Technician II	314	318	322
0547	Assistant County Physician	\$62.88/hr	\$64.14/hr	\$65.42/hr
0306	Assistant Engineer I	409	413	417

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

0306	Assistant Engineer II	438	442	446
0342	Assistant Materials Testing Engineer	438	442	446
0304	Associate Civil Engineer	468	472	476
0302	Associate Engineer	458	462	466
0314	Associate Land Surveyor	468	472	476
0641	Auditor-Appraiser I	368	372	376
0641	Auditor-Appraiser II	392	396	400
0641	Auditor-Appraiser III	411	415	419
0228	Automotive Mechanic I	335	339	343
0228	Automotive Mechanic II	353	357	361
0246	Automotive Service Technician	325	329	333
0431	Boat Operator I	317	321	325
0431	Boat Operator II	331	335	339
0112	Bookmobile Library Assistant	329	333	337
0205	Bridge Crew Supervisor	385	389	393
0229	Bridge Maintenance Worker	345	349	353
0318	Building Inspector I	369	373	377
0318	Building Inspector II	392	396	400
0308	Building Inspector I	-	-	390
0308	Building Inspector II	-	-	413
0268	Building Maintenance Custodian	299	303	307
0671	Buyer I	319	323	327
0671	Buyer II	352	356	360
0320	Cadastral Drafting Technician	342	346	350
0226	Carpenter	368	372	376
0732	Child Care Worker	270	274	278
1732	Child Care Worker (40)	283	287	291
0359	Child Support Accounting Specialist	368	372	376
0366	Child Support Assistant I	278	282	286
0366	Child Support Assistant II	311	315	319
0367	Child Support Assistant III	344	348	352
0362	Child Support Compliance Specialist	404	408	412
0361	Child Support Office Manager	389	393	397
0196	Child Support Process Server	344	348	352
0141	Child Support Specialist I	330	334	338

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

0141	Child Support Specialist II	349	353	357
0147	Child Support Specialist III	368	372	376
0766	Client Services Supervisor	377	381	385
0772	Client Services Worker I	304	308	312
0772	Client Services Worker II	337	341	345
0343	Code Compliance Officer I	353	357	361
0343	Code Compliance Officer II	376	380	384
0511	Community Health Outreach Worker I	326	330	334
0511	Community Health Outreach Worker II	354	358	362
0411	Community Services Officer	329	333	337
0415	Community Services Officer (40)	342	346	350
0206	Construction Projects Manager	468	472	476
0433	Correctional Cook	318	322	326
0424	Correctional Deputy I	334	338	342
0424	Correctional Deputy II	354	358	362
0430	Correctional Programs Coordinator	381	385	389
0427	Correctional Work Crew Leader	370	374	378
0900	Crisis Specialist	404	408	412
0264	Custodial Supervisor	369	373	377
0276	Custodian	278	282	286
1195	Data Entry Operator Supervisor MSS	328	332	336
0763	Departmental Information Systems Analyst	393	397	401
0762	Departmental Information Systems Analyst (40)	406	410	414
0759	Departmental Information Systems Supervisor	446	450	454
0760	Departmental Information Systems Technician	349	353	357
0761	Departmental Information Systems Technician (40)	362	366	370
0936	Departmental Programmer/Analyst	426	430	434
0678	Deputy Public Guardian-Conservator	369	373	377
0670	Deputy Public Guardian-Conservator I	-	-	370
0670	Deputy Public Guardian-Conservator II	-	-	380
0670	Deputy Public Guardian-Conservator III	-	-	390
0901	Director of Dietary Services	357	361	365
0903	Discharge Planner	345	349	353
0640	Economic Development Specialist	424	428	432
0770	Educational Laboratory Instructor	406	410	414

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

0132	Election Specialist I	306	310	314
0132	Election Specialist II	336	340	344
0191	Election Worker	260	264	268
0192	Election Worker - Rover	277	281	285
0729	Eligibility Supervisor	379	383	387
1729	Eligibility Supervisor (40)	392	396	400
0731	Eligibility Worker I	288	292	296
1731	Eligibility Worker I (40)	301	305	309
0731	Eligibility Worker II	320	324	328
1731	Eligibility Worker II (40)	333	337	341
0731	Eligibility Worker III	346	350	354
1731	Eligibility Worker III (40)	359	363	367
0128	Emergency Communications Dispatcher	341	345	349
0401	Emergency Communications Supervisor	394	398	402
0764	Employment & Training Program Coordinator	391	395	399
0765	Employment & Training Program Coordinator (40)	404	408	412
0724	Employment & Training Supervisor	431	435	439
0721	Employment & Training Worker I	312	316	320
0722	Employment & Training Worker I (40)	325	329	333
0721	Employment & Training Worker II	354	358	362
0722	Employment & Training Worker II (40)	367	371	375
0723	Employment & Training Worker III	381	385	389
0324	Engineering Aide	333	337	341
0322	Engineering Technician I	381	385	389
0322	Engineering Technician II	405	409	413
0208	Environmental Analyst	385	389	393
0535	Environmental Health Specialist I	371	375	379
0535	Environmental Health Specialist II	403	407	411
0532	Environmental Health Technician I	305	309	313
0532	Environmental Health Technician II	325	329	333
0555	Epidemiologist	406	410	414
0224	Equipment Mechanic I	342	346	350
0224	Equipment Mechanic II	362	366	370
0407	Evidence Technician	384	388	392
0163	Executive Secretary	336	340	344

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

0235	Fabricator-Mechanic	367	371	375
0250	Facility Maintenance Mechanic I	317	321	325
0251	Facility Maintenance Mechanic I (40)	330	334	338
0250	Facility Maintenance Mechanic II	355	359	363
0251	Facility Maintenance Mechanic II (40)	368	372	376
0587	Family Nurse Practitioner	507	511	515
0148	Fiscal Assistant I	276	280	284
0177	Fiscal Assistant I (40)	289	293	297
0148	Fiscal Assistant II	302	306	310
0177	Fiscal Assistant II (40)	315	319	323
0185	Fiscal Officer	411	415	419
0149	Fiscal Services Supervisor	355	359	363
1149	Fiscal Services Supervisor (40)	368	372	376
0283	Food Services Supervisor	364	368	372
0331	Geographic Information Systems Analyst	389	393	397
0339	Geographic Information Systems Analyst (40)	-	-	410
0330	Geographic Information Systems Coordinator	425	429	433
0338	Geographic Information Systems Coordinator (40)	-	-	446
0305	Geologist	454	458	462
0319	Graphic Arts Technician (MSS)	386	390	394
0536	Hazardous Materials Specialist I	371	375	379
0536	Hazardous Materials Specialist II	403	407	411
0573	Health Client Services Worker	303	307	311
1573	Health Client Services Worker (40)	316	320	324
0595	Health Education Specialist I	349	353	357
1595	Health Education Specialist I (40)	362	366	370
0595	Health Education Specialist II	382	386	390
1595	Health Education Specialist II (40)	395	399	403
0540	Health Program Coordinator	360	364	368
0517	HHS Program Services Coordinator	440	444	448
0739	Homemaker	272	276	280
0647	Housing and Community Programs Specialist	358	362	366
0356	Information Systems Coordinator II	358	362	366
0353	Information Systems Coordinator III	398	402	406
0719	Integrated Caseworker I	330	334	338

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

0719	Integrated Caseworker II	352	356	360
0720	Integrated Caseworker III	384	388	392
0449	Investigator	410	414	418
0622	IT Applications Analyst I	421	425	429
0622	IT Applications Analyst II	436	440	444
0627	IT Applications Analyst III	451	455	459
0120	IT Systems Administrator I	349	353	357
0120	IT Systems Administrator II	364	368	372
0189	IT Technician I	396	400	404
0189	IT Technician II	416	420	424
0486	Juvenile Corrections Officer I	313	317	321
0486	Juvenile Corrections Officer II	333	337	341
0432	Kitchen and Laundry Supervisor	402	406	410
0635	Labor Market Information Specialist	348	352	356
0571	Laboratory Assistant I	273	277	281
1571	Laboratory Assistant I (40)	287	291	295
0571	Laboratory Assistant II	320	324	328
1571	Laboratory Assistant II (40)	333	337	341
0266	Laborer	277	281	285
0350	Legal Clerk I	274	278	282
0351	Legal Clerk I (40)	284	288	292
0350	Legal Clerk II	294	298	302
0351	Legal Clerk II (40)	307	311	315
0352	Legal Clerk III	337	341	345
0153	Legal Office Assistant I	271	275	279
0178	Legal Office Assistant I (40)	284	288	292
0153	Legal Office Assistant II	293	297	301
0178	Legal Office Assistant II (40)	306	310	314
0133	Legal Office Services Manager	389	393	397
0150	Legal Office Services Supervisor	355	359	363
1150	Legal Office Services Supervisor (40)	368	372	376
0144	Legal Secretary I	295	299	303
1144	Legal Secretary I (40)	308	312	316
0144	Legal Secretary II	316	320	324
1144	Legal Secretary II (40)	329	333	337

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

0358	Legal Secretary III	349	353	357
0106	Legal Services Assistant I	277	281	285
0106	Legal Services Assistant II	306	310	314
0357	Legal Services Assistant III	337	341	345
0653	Librarian I	334	338	342
0653	Librarian II	361	365	369
0157	Library Assistant I	264	268	272
0157	Library Assistant II	286	290	294
0654	Library Circulation Manager	412	416	420
0152	Library Materials Mender	255	259	263
0156	Library Shipping Clerk	282	286	290
0904	Licensed Clinical Psychologist I	421	425	429
0904	Licensed Clinical Psychologist II	468	472	476
0567	Licensed Vocational Nurse (PH)	366	370	374
0162	Mail Services Driver	290	294	298
0312	Materials Testing Technician I	381	385	389
0312	Materials Testing Technician II	405	409	413
0513	Medical Clinic Assistant I	268	272	276
0513	Medical Clinic Assistant II	286	290	294
0570	Medical Office Assistant I	278	282	286
0574	Medical Office Assistant I (40)	291	295	299
0570	Medical Office Assistant II	296	300	304
0574	Medical Office Assistant II (40)	309	313	317
0907	Mental Health Case Manager I	346	350	354
0907	Mental Health Case Manager II	374	378	382
0908	Mental Health Clinician I	401	405	409
0909	Mental Health Clinician I (40)	414	418	422
0908	Mental Health Clinician II	431	435	439
0909	Mental Health Clinician II (40)	444	448	452
0434	Mental Health Cook	312	316	320
0435	Mental Health Cook's Aide	266	270	274
0269	Mental Health Maintenance Custodian	305	309	313
0911	Mental Health Worker I	293	297	301
0911	Mental Health Worker II	312	316	320
0176	Microfilm Technician I	287	291	295

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

0176	Microfilm Technician II	315	319	323
0588	Mid Level Practitioner	466	470	474
0550	Milk Laboratory Technician	328	332	336
0515	Nurse Case Manager	421	425	429
0586	Nurse Practitioner-Family Planning	406	410	414
0581	Nutrition Aide	303	307	311
1581	Nutrition Aide (40)	316	320	324
0533	Occupational Therapist	492	496	500
0180	Office Assistant I	247	251	255
0179	Office Assistant I (40)	260	264	268
0180	Office Assistant II	278	282	286
0179	Office Assistant II (40)	291	295	299
0121	Office Services Supervisor	349	353	357
0122	Office Services Supervisor (40)	362	366	370
0450	Paralegal I	304	308	312
0450	Paralegal II	324	328	332
0596	Parent Educator	375	379	383
578A	Parent Partner I	271	275	279
578B	Parent Partner II	285	289	293
0579	Parent Partner III	292	296	300
0272	Park Caretaker I	299	303	307
0272	Park Caretaker II	319	323	327
0219	Parks Supervisor	379	383	387
0249	Parts Storekeeper	302	306	310
0530	Patient Rights Advocate	-	-	345
0576A	Peer Coach I	271	275	279
0576B	Peer Coach II	285	289	293
0577	Peer Coach III	292	296	300
0335	Permit Specialist I	343	347	351
0335	Permit Specialist II	361	365	369
0325	Permit Specialist I	-	-	364
0325	Permit Specialist II	-	-	382
0502	Pharmacist	502	506	510
0534	Physical Therapist	492	496	500
0317	Plan Checker I	426	430	434

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

0317	Plan Checker II	436	440	444
0327	Plan Checker I	-	-	447
0327	Plan Checker II	-	-	457
0631	Planner I	361	365	369
0631	Planner II	388	392	396
0409	Planner I	-	-	382
0409	Planner I	-	-	409
0328	Planning Technician I	329	333	337
0328	Planning Technician II	343	347	351
0334	Planning Technician I	-	-	350
0334	Planning Technician II	-	-	364
0656	Principal Appraiser	421	425	429
0659	Principal Auditor-Appraiser	431	435	439
0436	Program Coordinator	398	402	406
1425	Program Coordinator (40)	411	415	419
0410	Property Technician I	308	312	316
1410	Property Technician I (40)	321	325	329
0410	Property Technician II	334	338	342
1410	Property Technician II (40)	347	351	355
0316	Property Transfer Assistant	332	336	340
0912	Psychiatric Mid-Level Practitioner	507	511	515
0913	Psychiatric Nurse	449	453	457
0921	Psychiatric Physician's Assistant	488	492	496
0914	Psychiatric Technician I	355	359	363
0914	Psychiatric Technician II	384	388	392
0525	Public Health Microbiologist Trainee	-	-	374
0526	Public Health Microbiologist I	-	-	406
0526	Public Health Microbiologist II	-	-	425
0528	Public Health Nurse	457	461	465
0594	Public Health Nutritionist	405	409	413
1594	Public Health Nutritionist (40)	418	422	426
1596	Public Health Nutritionist Supervisor	448	452	456
0636	Real Property Agent I	360	364	368
0636	Real Property Agent II	384	388	392
0155	Recordable Documents Examiner I	279	283	287

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

0155	Recordable Documents Examiner II	308	312	316
0556	Registered Nurse (Public Health)	449	453	457
0160A	Reprographics Technician I	266	270	274
0160B	Reprographics Technician II	313	317	321
1197	Revenue Recovery Officer I	315	319	323
1197	Revenue Recovery Officer II	343	347	351
0204	Road Maintenance Supervisor	385	389	393
0238	Road Maintenance Worker I	317	321	325
0238	Road Maintenance Worker II	331	335	339
0230	Road Maintenance Worker III	345	349	353
0730	Screeners	302	306	310
0165	Secretary	298	302	306
1168	Secretary (40)	311	315	319
0632	Senior Accountant/Auditor	398	402	406
1632	Senior Accountant/Auditor (40)	411	415	419
0910	Senior Activity Therapist	384	388	392
0448	Senior Animal Control Officer	-	342	346
0648	Senior Agriculture Weights & Measures Inspector	408	412	416
1172	Senior Assessment Technician	339	343	347
0218	Senior Automotive Mechanic	369	373	377
0209	Senior Automotive Service Technician	-	349	353
0441	Senior Boat Operator	-	-	367
0340	Senior Building Inspector	416	420	424
0332	Senior Building Inspector	-	-	437
0263	Senior Building Maintenance Custodian	315	319	323
0665	Senior Buyer	376	380	384
0923	Senior Case Manager	384	388	392
0421	Senior Correctional Deputy	369	373	377
0280	Senior Custodian	302	306	310
0127	Senior Emergency Communications Dispatcher	361	365	369
0313	Senior Engineering Technician	423	427	431
0520	Senior Environmental Analyst	417	421	425
0518	Senior Environmental Health Specialist	417	421	425
0213	Senior Equipment Mechanic	371	375	379
0125	Senior Fiscal Assistant	326	330	334

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

0124	Senior Fiscal Assistant (40)	339	343	347
0537	Senior Hazardous Materials Specialist	417	421	425
0582	Senior Health Education Specialist	405	409	413
0691	Senior Information Systems Analyst	426	430	434
0126	Senior IT Systems Administrator	377	381	385
0188	Senior IT Technician	429	433	437
0487	Senior Juvenile Corrections Officer	353	357	361
1572	Senior Laboratory Assistant	359	363	367
0145	Senior Legal Office Assistant	324	328	332
0168	Senior Legal Office Assistant (40)	337	341	345
0140	Senior Legal Secretary	336	340	344
1140	Senior Legal Secretary (40)	349	353	357
0657	Senior Library Assistant	324	328	332
0572	Senior Medical Office Assistant	324	328	332
0575	Senior Medical Office Assistant (40)	337	341	345
0917	Senior Mental Health Clinician	453	457	461
0270	Senior Mental Health Maintenance Custodian	335	339	343
0919	Senior Mental Health Worker	341	345	349
0154	Senior Microfilm Technician	339	343	347
0130	Senior Office Assistant	313	317	321
0135	Senior Office Assistant (40)	326	330	334
0265	Senior Park Caretaker	349	353	357
0248	Senior Parts Storekeeper	329	333	337
0337	Senior Permit Specialist	388	392	396
0326	Senior Permit Specialist	-	-	409
0630	Senior Planner	425	429	433
0660	Senior Planner	-	-	446
0323	Senior Property Transfer Assistant	357	361	365
0527	Senior Public Health Nurse	467	471	475
0629	Senior Real Property Agent	412	416	420
0158	Senior Recordable Documents Examiner	330	334	338
1199	Senior Revenue Recovery Officer	368	372	376
0216	Senior Road Maintenance Worker	359	363	367
0492	Senior Substance Abuse Counselor	365	369	373
0679	Senior Treasury & Tax Assistant	353	357	361

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

1734	Senior Vocational Counselor	380	384	388
0137	Services Support Assistant I	264	268	272
1137	Services Support Assistant I (40)	277	281	285
0137	Services Support Assistant II	298	302	306
1137	Services Support Assistant II (40)	311	315	319
0194	Services Support Assistant III	320	324	328
1194	Services Support Assistant III (40)	333	337	341
0422	Sheriff's Compliance Officer	409	413	417
0708	Social Service Aide (MSS)	293	297	301
0726	Social Worker I	334	338	342
0727	Social Worker I (40)	347	351	355
0726	Social Worker II	359	363	367
0727	Social Worker II (40)	372	376	380
0726	Social Worker III	375	379	383
0727	Social Worker III (40)	388	392	396
0706	Social Worker IV A	385	389	393
0707	Social Worker IV A (40)	398	402	406
0706	Social Worker IV B	399	403	407
0707	Social Worker IV B (40)	412	416	420
0707	Social Worker IV C	414	418	422
0707	Social Worker IV D	444	448	452
1708	Social Worker Supervisor I	441	445	449
0704	Social Worker Supervisor II	454	458	462
0714	Social Worker Supervisor II (40)	467	471	475
1737	SSB-Accountant-Auditor I	368	372	376
1737	SSB-Accountant-Auditor II	392	396	400
1740	SSB-Information Systems Analyst I	376	380	384
1740	SSB-Information Systems Analyst II	406	410	414
1738	SSB-Programmer/Analyst	426	430	434
0183	SSB-Secretary I	311	315	319
1739	SSB-Systems Support Analyst	364	368	372
0391	Staff Services Analyst I	371	375	379
0391	Staff Services Analyst II	404	408	412
0392	Staff Services Analyst III	419	423	427
0390	Staff Services Specialist	368	372	376

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

1733	Stock Clerk	287	291	295
0673	Student Professional Worker	297	301	305
0491	Substance Abuse Counselor I	334	338	342
0491	Substance Abuse Counselor II	352	356	360
0491	Substance Abuse Counselor Trainee	304	308	312
0686	Supervising Agricultural/Weights & Measures Inspector	419	423	427
0279	Supervising Airport Service Worker	359	363	367
0136	Supervising Child Support Specialist	394	398	402
0420	Supervising Correctional Deputy	409	413	417
0519	Supervising Environmental Health Specialist	453	457	461
0721	Supervising Integrated Caseworker	420	424	428
0485	Supervising Juvenile Corrections Officer	376	380	384
0658	Supervising Librarian	403	407	411
0916	Supervising Mental Health Clinician	468	472	476
0920	Supervising Psychiatric Nurse	468	472	476
0514	Supervising Public Health Nurse	476	480	484
0393	Supervising Staff Services Analyst	432	436	440
0940	Supervising Therapist	499	503	507
0329	Survey Party Chief	423	427	431
0236	Tire Repair Specialist	355	359	363
0215	Traffic Control Crew Supervisor	385	389	393
0220	Traffic Control Maintenance Worker	331	335	339
0426	Training Coordinator	367	371	375
0429	Training Coordinator (40)	380	384	388
0495	Translator/Interpreter	326	330	334
0170	Treasury and Tax Assistant I	301	305	309
0170	Treasury and Tax Assistant II	319	323	327
0552	Vector Control Officer	374	378	382
0675	Veterans Service Representative	342	346	350
0689	Victim Witness Program Specialist	336	340	344
0742	Vocational Assistant	283	287	291
0769	Vocational Counselor I	324	328	332
0768	Vocational Counselor I (40)	337	341	345
0769	Vocational Counselor II	347	351	355
0768	Vocational Counselor II (40)	360	364	368

APPENDIX A
AFSCME REPRESENTED CLASSES
AND SALARY RANGES
ADOPTED: JANUARY 19, 2016

0742	Vocational Trainee	269	273	277
0233	Work Crew Leader	318	322	326