



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

**C18**

For the meeting of: May 8, 2018

Date: May 3, 2018

To: Board of Supervisors

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

Subject: Additions of new department head and classified classification for the classification plan

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new department head level job class of Director of Aviation (class 0839, salary \$9339.00 monthly, unit 10) into the classification plan, effective immediately;
2. Adopt Resolution No. 18-36 (Attachment A) approving the Amendment to the Compensation Plans for the Elected and Appointed Department Heads effective immediately;
3. Adopt the new management and confidential job class of Human Resources Project Manager (class 0702, salary range 493, unit 09) into the classification plan effective immediately; and
4. Adopt Resolution No. 18-37 (Attachment B) approving the Amendment to the Compensation Plans for the Management and Confidential effective immediately.

Prepared by \_\_\_\_\_

CAO Approval \_\_\_\_\_

REVIEW:

Auditor CD

County Counsel \_\_\_\_\_

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 Bass

Ayes Bass, Fennell, Sundberg, Bohn, Wilson  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

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

Dated: 5/8/18

By: \_\_\_\_\_  
Kathy Hayes, Clerk of the Board

### SOURCE OF FUNDING:

Aviation Department Funds, Budget Unit 381  
Human Resources Department Funds, Budget Unit 130

### DISCUSSION:

The recommendations, related to the Director of Aviation, included in this agenda item is pursuant to Board direction on December 19, 2017, to create the Aviation Department and position of Director of Aviation. At the Board's request, Human Resources (HR) conducted an analysis that created a new job specification and subsequent classification for the Director of Aviation position.

The Human Resources Department has conducted a classification review of a newly proposed position to coordinate and manage specialized, diverse and complex projects impacting countywide Human Resources Programs. Based upon the information provided by the Human Resources office in the Job Analysis Questionnaire and subsequent discussions, Human Resources recommends that the new job class of Human Resources Project Manager be adopted into the classification plan. Currently, a county class specification does not exist that appropriately reflects the duties and functions of the proposed position.

The purpose of the newly proposed Human Resource Project Manager is to perform duties related to managing projects that include the development and facilitation of countywide programs involving multiple departments, new technologies and that have a major financial and operational impact on key people processes.

### FINANCIAL IMPACT:

The proposed position of Director of Aviation is recommended at a monthly cost of \$9339.00 per month. The Department of Aviation will request, during the FY2018-19 budget process, to allocate the position.

The proposed position of Human Resources Project Manager is recommended at salary range 493 at a Bi-Weekly cost of \$3621.98. The Human Resources Department will request, during the FY2018-19 budget process, to allocate the position.

The additional positions were created to meet the Board's strategic framework and goals of developing business opportunities within the county and recruiting and retaining the most qualified employees.

### OTHER AGENCY INVOLVEMENT:

Aviation Division

### ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to adopt the new specifications and classifications of Director of Aviation and Human Resources Project Manager. This alternative is not recommended as the Director of Aviation position has been created to address the needs discussed during the December 17, 2017, Board meeting.

### ATTACHMENTS:

Job Specification for Director of Aviation

Job Specification for Human Resources Project Manager

Resolution No. 18-36 approving the Amendment to Attachment A; Compensation Plan for Elected and Appointed Department Heads

Resolution No. 18-37 (Attachment B) approving the Amendment to Attachment B; Compensation Plans for the Management and Confidential

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

Certified copy of portion of proceedings, Meeting of May 8, 2018

**RESOLUTION NO. 18-36**

**RESOLUTION OF THE HUMBOLDT COUNTY BOARD OF SUPERVISORS AMENDING  
RESOLUTION NO. 18-05 (2015-2016 AND 2016-2017 COMPENSATION PLANS FOR  
MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND ELECTED AND APPOINTED  
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 February 13, 2018, the Board of Supervisors adopted Resolution No. 18-05, providing for the compensation plan for elected and appointed County department heads; and

**WHEREAS**, the Board of Supervisors desires to amend Resolution No. 18-05 to establish the salary for the newly created Director of Aviation; and

**NOW, THEREFORE, BE IT RESOLVED** that:

1. Attachment I to Exhibit A of Resolution No. 18-05 to read as shown on the attached sheet (See Attachment A).
2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the Implementation date stated therein.



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

Certified copy of portion of proceedings, Meeting of May 8, 2018

RESOLUTION NO. 18-36

Dated: May 8, 2018

  
\_\_\_\_\_  
Ryan Sundberg, Chair  
Humboldt County Board of Supervisors

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

AYES:	Supervisors	Bohn, Sundberg, Bass, Fennell, Wilson
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 Ryan Sharp  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California

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

Certified copy of portion of proceedings, Meeting of May 8, 2018

**RESOLUTION NO. 18-37**

**RESOLUTION OF THE HUMBOLDT COUNTY BOARD OF SUPERVISORS AMENDING  
RESOLUTION NO. 18- 11 (2015-2016 AND 2016-2017 COMPENSATION PLANS FOR  
MANAGEMENT AND CONFIDENTIAL 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 February 1, 2018, the Board of Supervisors adopted Resolution No. 18-11, providing for the compensation plans for management and confidential employees; and

**WHEREAS**, the Board of Supervisors desires to amend Resolution No. 18-11 to establish the salary for the newly created Business Development Manager and Human Resources Project Manager; and

**NOW, THEREFORE, BE IT RESOLVED** that:

3. Attachment I to Exhibit B of Resolution No. 18-11 to read as shown on the attached sheet (See Attachment B).

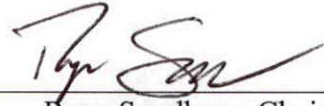
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**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of May 8, 2018

RESOLUTION NO. 18-37

Dated: May 8, 2018



Ryan Sundberg, Chair  
Humboldt County Board of Supervisors

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

AYES:	Supervisors	Bohn, Sundberg, Bass, Fennell, Wilson
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 Ryan Sharp  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California

## **DEFINITION**

Under general policy direction by the Board of Supervisors, plans, organizes, coordinates and directs the programs and activities of the County's Aviation Department; provides expert professional assistance to County management staff, responsible for the operation, maintenance and development of aviation facilities and airfields, and related matters; performs related work as assigned. The Airport Department consists of six (6) airports located throughout the County: The California Redwood Coast-Humboldt County Airport (ACV), which offers commercial as well as general aviation, and five general aviation airports including Murray Field (EKA) Rohnerville Field (FOT), Garberville Field (O16), Kneeland Field (O19) and Dinsmore Field (D63).

## **DISTINGUISHING CHARACTERISTICS**

This class has department head-level responsibility for overall policy & strategic development, program planning, fiscal management, administration and operation of the county's Aviation Department. The incumbent is responsible for accomplishing departmental goals and objectives, supervising staff, administering the annual budget, and directing the day-to-day operations and activities of the Aviation Department. This class is not part of the classified service and serves at the will and pleasure of the Board of Supervisors.

## **EXAMPLES OF DUTIES (Illustrative Only)**

- Ensures the Humboldt County Airport system is operating according to Federal, State and Local laws and regulations in order to ensure public safety and security; ensures proper maintenance, security and compliance of airport facilities; directs airport security and emergency operation efforts, performing safety risk analysis to ensure the Airport and airfields operate in a safe and compliant manner.
- Represents the county in negotiating terms and conditions of tenant leases, submits for review to the County Council and Risk Management and enforces terms of leases.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Aviation Department; prepares and administers the department's budget.
- Works closely with the County Administrative Officer, Board of Supervisors, other County departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to the assigned function; advises the County Administrative Officer and Board of Supervisors on related issues and programs.
- Advises the Board of Supervisors on issues and programs relative to management of the county's airport and airfields; prepares and recommends long-range plans for aviation services and programs and develops specific proposals for action on current and future County needs.
- Oversees long- and short-range activities including the Aviation Department Master Plan; coordinating such activities with those of other political jurisdictions.



- Formulates and administers the Aviation Department enterprise and capital improvements budgets. Prepares federal and state grant applications. Monitors and administers grant projects expending grant funds per agreements.
- Formulates and administers the local commercial air service marketing strategies and serves as the direct representative for Humboldt County in seeking expanded air service and competitive rates for the public.
- Represents the County and works closely with boards and commissions and public and private officials to provide technical assistance, directly or through subordinate staff.
- Directs terminal, operations and administrative functions. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities including interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; ensuring programs and funding for staff development and training; addressing complaints and resolving problems.
- Coordinates the preparation of a wide variety of reports or presentations for County management and/or outside agencies.
- Directs the development of management systems, procedures and standards for program evaluation.
- Monitors developments related to delegated service area; evaluates their impact on County operations and implements policy and procedure improvements.

## QUALIFICATIONS

### Knowledge of:

- Administrative principles and methods, including goal setting, program and operating & capital budget development and implementation and employee supervision.
- Modern principles, practices and programs related airport operation, management and maintenance.
- Federal, state and local laws, rules and regulations affecting airport operations, safety and security
- Methods and techniques of effective facilitation, communication and negotiation
- Budget development and administration
- Principles of leadership, engagement and performance management
- Strategic planning and development
- Negotiation and lease management
- Principles and practices of business computer applications related to the work.

### Skill in:

- Planning, organizing, administering and coordinating a variety of large and complex aviation services, programs and staff.
- Selecting, motivating and evaluating staff and providing for their training and professional development.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Understanding, interpreting, explaining and applying complex county, state and federal laws regulating airport and airfield programs and projects.

- Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.
- Preparing clear and concise reports, correspondence and other written materials.
- Establishing and maintaining cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and County staff.
- Exercising sound independent judgment within general policy guidelines.

#### **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:

A four year college degree with major course work in aviation, public administration, management, facilities/construction management, or a closely related field and five (5) years of supervisory or administrative experience in aviation and airfield management which has included program planning, development and administration and working with community organizations.

Certification through the American Association of Airport Executives (AAAE) as an Accredited Airport Executive is highly desirable.

County of Humboldt  
May 2018  
Human Resources Project Manager  
Classification – 0702

#### DEFINITION

Under general direction, acts as an assistant to the County Human Resources Director or the Assistant County Human Resources Director with major responsibility for coordinating and managing specialized, diverse and complex projects encompassing Countywide Human Resources issues and concerns, often involving multiple County departments and/or other governmental or private agencies; performs related work as assigned.

#### DISTINGUISHING CHARACTERISTICS

This is a confidential class within the County Human Resources Services Office with responsibility for managing projects which include Countywide program design involving multiple departments, new technologies and that have a major financial or operational impact on key people processes. This position is distinguished from the higher-level job class of Assistant Director of Human Resources in that the latter is assigned responsibility for providing on-going supervision of staff and acting on behalf of the County Human Resources Director. It is further distinguished from the lower level job class of Senior Human Resources Analyst in that the latter has responsibility for human resources functions and projects with limited scope that are generally within the budget authority of the County Human Resources Department. The HR Project Manager has considerable latitude for exercising independent judgment and decision-making.

#### EXAMPLES OF DUTIES (Illustrative Only)

- Identifies, develops, implements and manages complex projects predominantly related to human resources, organizational development, lean techniques, employee relations and engagement, and retention.
- Directs and coordinates project planning and project delivery activities with County departments and other governmental, public and private agencies.
- Prepares work plans, budgets and funding recommendations for projects; conducts financial analysis, develops project budgets and recommends financing methods and plans for assigned projects.
- Monitors and manages project progress, performance, costs and associated project costs.
- Develops systems, procedures, standards and methods for prioritizing and analyzing project selection, including conducting cost benefit analysis.
- Designs strategies and leads collaborative processes to facilitate the productivity of project participants to optimize project results, increase value, reduce waste and maximize efficiencies.
- Seeks and obtains grants for funding human resources initiatives involving programs, technology enhancements, and compliance initiatives.
- Ensures adherence to laws, regulations, policies, procedures, codes and guidelines relating to assigned projects; provides technical assistance to staff.

- Presents reports to the Board of Supervisors, other governmental agencies, various commissions, community groups and the public.
- Serves on community councils, task forces and advisory groups comprised of elected and other officials and community members.
- Serves as project point of contact and provides information to various departments, community groups, and employees responding in a timely manner to expressed concerns.
- May provide supervision and work evaluation of assigned staff on a project-specific basis.

## QUALIFICATIONS

### Knowledge of:

- Principles, practices and methods of human resource administration, organizational development, employee engagement, leadership & employee development, succession planning and retention.
- Principles and practices of project management, including budget development and administration, goal setting, program development, implementation and evaluation of effectiveness.
- Principles and practices of customer support and service.
- Methods and practices of evaluating and implementing large-scale organizational development programs.
- Applicable laws, rules, regulations and ordinances pertaining to the operations and activities of County Human Resources.
- Principles of preparing grant applications and proposals, grant administration and monitoring.
- Principles and practices of statistical analysis, and return on investment reporting.
- Principles and practices of advanced teambuilding and facilitation.

### Skill in:

- Analyzing complex and sensitive administrative, operational, political and organizational problems, evaluating alternatives and researching sound conclusions; recommending or adopting effective courses of action.
- Project management, including developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Planning, organizing, directing and coordinating a variety of functional specialties toward achieving a common work product.
- Collecting, evaluating and interpreting information and data, either in statistical or narrative form.
- Preparing clear and concise reports, correspondence and other written materials.
- Making effective public presentations. Interpreting and applying laws, regulations, codes, policies and procedures.
- Maintaining accurate records and files.
- Coordinating multiple projects and meeting critical deadlines.
- Exercising sound independent judgment within established 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.
- A typical way to obtain the knowledge and skills outlined above is: The equivalent to graduation from a four-year college or university with major coursework in business or human resources, or a closely related field and five years of professional level experience in developing and facilitating human resources and organizational development programs and creating and overseeing complex projects and/or programs.



MONTHLY SALARIES FOR APPOINTED DEPARTMENT HEADS  
UNIT 10

CLASS	SALARY RANGE EFFECTIVE 4-10-16	SALARY RANGE EFFECTIVE 6-19-16	SALARY RANGE EFFECTIVE 7-3-16	SALARY RANGE EFFECTIVE 1-1-17
Agricultural Commissioner-Sealer of Weights and Measures				\$10,249
Chief Probation Officer	\$10,603		\$10,815	\$11,031
Children and Families Commission Director	\$6,822		\$6,958	\$7,097
Conflict Counsel	\$11,453		\$11,682	\$11,915
County Administrative Officer	\$14,796		\$15,092	\$15,393
County Counsel	\$13,345		\$13,612	\$13,884
County Librarian	\$8,976		\$9,156	\$9,339
Director - Department of Health and Human Services	\$14,077		\$14,359	\$14,646
Director of Aviation				\$9,339
Director of Child Support Services	\$10,529		\$10,740	\$10,954
Director of Human Resources	\$11,382		\$11,610	\$11,842
Director of Planning & Building				\$10,850
Director of Public Works	\$11,090		\$11,312	\$11,538
Public Defender	\$12,025		\$12,266	\$12,511

## SALARY RANGES MANAGEMENT CONFIDENTIAL CLASSES

## UNITS 8 - 9

CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0606	Accountant/Auditor I	N	391	395	399
0606	Accountant/Auditor II	E	413	417	421
0199	ADA Coordinator	E	-	446	450
0605	Administrative Analyst I	E	411	415	419
0605	Administrative Analyst II	E	442	446	450
1115	Administrative Assistant/Deputy Clerk of the Board I	N	374	378	382
1115	Administrative Assistant/Deputy Clerk of the Board II	N	394	398	402
1115	Administrative Assistant/Deputy Clerk of the Board III	E	414	418	422
0166	Administrative Secretary	N	355	359	363
0775	Administrative Services Manager	E	444	448	452
0776	Administrative Services Officer	E	419	423	427
0102	Administrative Support Manager to the BOS/Clerk of the Board	E	442	446	450
0617	Airport Manager	E	454	458	462
0439	Animal Control And Facilities Manager	E	424	428	432
0624	Assistant Agricultural Commissioner/ Sealer Weights and Measures	E	450	454	458
0646	Assistant Auditor-Controller	E	485	489	493
0474	Assistant Chief Probation Officer	E	485	489	493
0408	Assistant Coroner-Public Administrator	E	439	443	447
0601	Assistant County Administrative Officer	E	564	568	572
0109	Assistant County Clerk	E	422	426	430
0603	Assistant County Counsel	E	566	570	574
0104	Assistant County Payroll Manager	E	-	-	437
0142	Assistant Dir. of Child Support Services	E	496	500	504
0922	Assistant Dir. of Psychiatric Nursing	E	488	492	496

## SALARY RANGES MANAGEMENT CONFIDENTIAL CLASSES

## UNITS 8 - 9

0650	Assistant Director - Administration Health & Human Services	E	561	565	569
0651	Assistant Director of Human Resources	E	508	512	516
0655	Assistant Director of Library Services	E	481	485	489
0649	Assistant Director- Programs Health & Human Services	E	561	565	569
0616	Assistant District Attorney	E	546	550	554
0625	Assistant Public Defender	E	542	546	550
0677	Assistant Public Guardian	E	410	414	418
0682	Assistant Treasurer & Tax Collector	E	485	489	493
0303	Associate Engineer	E	476	480	484
0223	Auditor-Controller Payroll Specialist I	E	-	-	365
0223	Auditor-Controller Payroll Specialist II	E	-	-	380
0117	Budget Specialist	E	438	442	446
0608	Business Manager	E	438	442	446
0198	CAO Project Manager	E	485	489	493
0838	Chief Building Official	E	503	507	511
0368	Child Support Program Manager	E	489	493	497
0680	Child Support Special Programs Coord.	E	420	424	428
0942	Clinic Physician (extra help only)	E	\$120.48/hr	\$122.89/hr	\$125.35/hr
0852	Compliance and Quality Assurance Administrator	E	475	479	483
0113	County Payroll Services Manager	E	-	-	467
0207	County Surveyor	E	478	482	486
0759	Departmental Information Systems Supervisor	E	446	450	454
0618	Deputy Auditor-Controller	E	485	489	493
0931	Deputy Branch Director	E	523	527	531
0599	Deputy County Administrative Officer	E	520	524	528
0600	Deputy County Counsel I	E	427	431	435
0600	Deputy County Counsel II	E	460	464	468
0600	Deputy County Counsel III	E	493	497	501

## SALARY RANGES MANAGEMENT CONFIDENTIAL CLASSES

## UNITS 8 - 9

0600	Deputy County Counsel IV	E	525	529	533
0438	Deputy Director - Sheriff's Administration	E	485	489	493
0554	Deputy Health Officer	E	\$10,973/mo	\$11,192/mo	\$11,416/mo
0315	Deputy Planning Director	E	503	507	511
0300	Deputy Public Works Director	E	512	516	520
0307	Deputy Public Works Director - Environmental Services	E	490	504	508
0200	Deputy Public Works Director - Facilities Management	E	498	502	506
0301	Deputy Public Works Director - General Services	E	481	485	489
0619	Development Assistance Manager	E	485	489	493
0510	Director of Environmental Health	E	499	503	507
0932	Director of Psychiatric Nursing	E	499	503	507
0508	Director of Public Health Nursing	E	499	503	507
0638	Economic Development Coordinator	E	465	469	473
0634	Economic Development Specialist	E	442	446	450
0119	Elections Manager	E	444	448	452
0193	Emergency Services Manager	E	424	428	432
0851	Employment and Training Manager	E	489	493	497
0341	Environmental Permitting and Compliance Manager	E		460	464
0202	Equipment Superintendent	E	439	443	447
0103	Executive Assistant to the CAO	N	376	380	384
0167	Executive Secretary	N	374	378	382
0181	Executive Secretary-Children & Family Commission	N	374	378	382
0253	Facility Maintenance Manager	E	428	432	436
0252	Facility Maintenance Supervisor	N	395	399	403
0184	Fiscal Officer	E	419	423	427
0174	Fiscal Services Supervisor	N	391	395	399
0545	Health & Human Services - Mental Health Branch Director	E	542	546	550

## SALARY RANGES MANAGEMENT CONFIDENTIAL CLASSES

## UNITS 8 - 9

0544	Health & Human Services - Public Health Branch Director	E	542	546	550
0818	Health & Human Services - Child Welfare Division Director	E	542	546	550
0814	Health and Human Services - Deputy Director-Employee Services	E	518	522	526
0817	Health and Human Services - Deputy Director-Finance	E	518	522	526
0816	Health and Human Services - Deputy Director-Information Services	E	518	522	526
0840	Health Officer-Medical Director	E	\$88.67/hr	\$90.44/hr	\$92.25/hr
0645	Housing and Assistance Coordinator	E	442	446	450
	Human Resources Project Manager	E			493
0697	Human Resources Analyst - Risk I	E	414	418	422
0697	Human Resources Analyst - Risk II	E	442	446	450
0684	Human Resources Analyst I	E	414	418	422
0684	Human Resources Analyst II	E	442	446	450
0699	Human Resources Technician I	N	363	367	371
0699	Human Resources Technician II	N	392	396	400
0380	Information Systems Supervisor	E	446	450	454
0417	Investigator	E	428	432	436
0413	Investigator (Code Enforcement)	E	442	446	450
0644	IT Applications Analyst Supervisor	E	466	470	474
0131	IT Division Director	E	518	522	526
0289	IT Security Analyst I	E	-	-	444
0289	IT Security Analyst II	E	-	-	459
0289	IT Security Analyst III	E	-	-	493
0645	IT Systems Supervisor	E	452	456	460
0482	Juvenile Corrections Facility Manager	E	429	433	437
0815	Legal Accounting Specialist	N	374	378	382
0683	Legal Analyst	E	442	446	450
0197A	Legal Office Assistant I	N	302	306	310



## SALARY RANGES MANAGEMENT CONFIDENTIAL CLASSES

## UNITS 8 - 9

0197B	Legal Office Assistant II	N	322	326	330
0134	Legal Office Business Manager	E	457	461	465
0143	Legal Office Services Manager	E	419	423	427
0139	Legal Secretary I	N	333	337	341
0139	Legal Secretary II	N	352	356	360
0652	Library Division Manager	E	458	462	466
0661	Library Operations Manager	E	-	-	476
0344	Manager-Clerk/Recorder's Office	E	-	448	452
0902	Medical Director	E	717	721	725
0905	Medical Records Manager	E	462	466	470
0169	Office Assistant I	N	284	288	292
0169	Office Assistant II	N	305	309	313
0118	Office Services Supervisor	N	378	382	386
0452	Paralegal I	N	344	348	352
0452	Paralegal II	N	363	367	371
0938	Payroll/Personnel Specialist	N	352	356	360
0941	Payroll/Personnel Supervisor	N	384	388	392
0336	Permit Supervisor	E	448	452	456
0151	Personnel Assistant	N	320	324	328
0609	Personnel Technician	N	363	367	371
0937	Physician/Psychiatrist	E	686	690	694
0930	Physician/Psychiatrist (extra help only)	E	733	737	741
0687	Policy and Legislative Manager (MSS)	E	475	479	483
0475	Probation Division Director	E	449	453	457
0425	Program Coordinator	E	424	428	432
0934	Program Manager	E	489	493	497
0747	Program Manager I	E	489	493	497
0750	Program Manager II	E	499	503	507
0146	Public Education and Information Manager (MSS)	E	466	470	474

**SALARY RANGES MANAGEMENT CONFIDENTIAL CLASSES**  
**UNITS 8 - 9**

0842	Public Guardian	E	446	450	454
0512	Public Health Lab Director	E	514	518	522
0516	Public Health Lab Manager	E	481	485	489
0195	Public Information Specialist	E	411	415	419
0129	Public Works Dispatcher	N	345	349	353
0221	Purchasing Coordinator	E	-	406	410
0620	Real Property Manager	E	469	473	477
0700	Risk Manager	E	475	479	483
0210	Roads Division Manager	E	-	-	485
0201	Road Superintendent	E	434	438	442
0175	Secretary	N	339	343	347
0605	Senior Administrative Analyst	E	465	469	473
0605	Senior Administrative Analyst Trainee	N	383	387	391
0598	Senior Deputy County Counsel	E	540	544	548
0123	Senior Fiscal Assistant	N	357	361	365
0539	Senior Health Program Manager	E	439	443	447
0690	Senior Human Resources Analyst - Risk	E	454	458	462
0138	Senior Legal Secretary	N	374	378	382
0110	Senior Office Assistant	N	352	356	360
0685	Senior Payroll/Personnel Specialist	N	362	366	370
0751	Senior Program Manager - Employment and Training Division	E	-	-	507
0928	Senior Program Manager - Mental Health	E	499	503	507
0929	Senior Program Manager - Public Health	E	499	503	507
0924	Senior Psychiatrist	E	702	706	710
0394	Senior Staff Services Manager	E	456	460	464
0295	Sheriff's Public Information Specialist	E	-	-	419
0182	SSB Secretary II (MSS class)	N	355	359	363
0729	Staff Services Analyst I	E	411	415	419

**SALARY RANGES MANAGEMENT CONFIDENTIAL CLASSES**

**UNITS 8 - 9**

0729	Staff Services Analyst II	E	442	446	450
0396	Staff Services Analyst III	E	444	448	452
0395	Staff Services Manager	E	446	450	454
0610	Supervising Attorney	E	542	546	550
0364	Supervising Child Support Attorney	E	542	546	550
0114	Supervising Legal Secretary	N	384	388	392
0681	Supervising Planner	E	466	470	474
0470	Supervising Probation Officer	E	429	433	437
0674	Supervising Tax-Collector	N	383	387	391
0171	Supervising Treasurer	N	383	387	391
0672	Veterans Service Officer	N	383	387	391