

# FRESNO COUNTY



# SALARY RESOLUTION

# SALARY RESOLUTION

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**Section 100 Alphabetical Position Listing (Pages 1-1 thru 1-17)  
is an Excel Document and can be found on our  
Website under “Alpha Position Listing”**

## REPRESENTATION UNITS

- Unit 1 - Law Enforcement Personnel
  - 2 - Sheriff's & Probation Personnel
  - 3 - Mental Health Professionals & Social Workers
  - 4 - Eligibility Workers
  - 7 - Nurses
  - 10 - District Attorney Investigators
  - 11 - Deputy Probation Officers
  - 12 - Clerical, Paramedical, Building & Service Employees
  - 13 - Crafts & Trades
  - 14 - Supervisory Peace Officers
  - 19 - Professional Employees
  - 22 - Professional, Para-Professional & Technical Employees
  - 25 - Engineering Technicians
  - 30 - Deputy District Attorneys
  - 31 - Public Defenders
  - 35 - Sheriff's & Correctional Lieutenants
  - 36 - Supervisory Employees
  - 37 - Correctional Sergeants
  - 38 - Sheriff's Captains
  - 39 - Operating Engineers
  - 42 - Engineers
  - 43 - Computer Employees

## **SECTION 100 - FOOTNOTES**

- A. Employees in the classifications listed below are exempt from the provisions of Section 518, Shift Premium.
- Assistant Sheriff
  - District Attorney Investigator
  - Senior District Attorney Investigator
  - Sheriff's Captain
  - Supervising District Attorney Investigator

- B. Employees in the Parent Partner classifications who are assigned to the Children's Crisis Assessment, Intervention and Resolution Center (CCAIR) shall be paid four dollars and no/100 (\$4.00) per day differential when four (4) or more hours are spent in this facility. Employees assigned for less than four (4) hours per day shall be paid the above differential on a pro-rated basis at \$.50 per hour.

Differential payments are not included in annual leave payoff.

- C. Deleted 11/5/07 (SR 07-027)

- D. Deleted 11/5/07 (SR 07-027)

- E. Employees in the classifications listed below will be eligible for the same call-back, stand-by and on-call provisions as afforded non-confidential employees covered by Bargaining Unit 43 - Computer Employees.

- Information Technology Analyst I / II / III / IV - Conf
- Senior Information Technology Analyst - Conf

- F. Deleted 10/31/11 (SR 11-045)

- G. Deleted 10/31/11 (SR 11-045)

- H. Unrepresented and management employees in the classifications listed below who are assigned to the County Jail or the Juvenile Justice Campus shall be paid four dollars and no/100 (\$4.00) per day differential when four (4) or more hours are spent in one (1) of these facilities. Unrepresented and management employees assigned for less than four (4) hours per day shall be paid the above differential on a pro-rated basis at \$.50 per hour.

Differential payments are not included in annual leave payoff.

- Administrative Assistant I / II - Conf
- Dentist
- Division Manager - Public Health Svcs
- Parent Partner
- Public Health Physician
- Volunteer Services Coordinator

- I. Deleted 10/31/11 (SR 11-045)

- J. Deleted 10/31/11 (SR 11-045)

- K. Employees in the Supervising Crime Scene Specialist classification who are required to appear in court as a witness to testify as to matters discovered in the course of his/her duties, or to appear at an administrative hearing to testify on behalf of County management, and such appearance is outside his/her scheduled work hours, the employee shall be paid at the rate of time and one-half (1½) his/her regular hourly rate of pay (as defined by the provisions of FLSA). Compensation for call-back shall be the greater of: A) Minimum of four (4) hours; or B) time spent at the work location.

Employees called back to duty under provisions of this footnote shall additionally be compensated at time and one-half (1½) their regular hourly rate for thirty (30) minutes' travel time.

- L. Employees in the Deputy Public Administrator II and Deputy Public Guardian II classifications who are assigned by management to perform lead work involving assigning, reviewing and coordinating the work of employees shall receive an allowance of fifty dollars and no/100 (\$50.00) per pay period, pro-rated for the actual number of hours worked, not to exceed eighty (80) hours per pay period. There shall be no allowance paid during periods of annual leave, sick leave use, and during holiday time off.

Persons designated by the department head to receive this allowance do so at the pleasure of the department head and assignment decisions designating or removing designation are not grievable or appealable to the Civil Service Commission, or subject to challenge in a court of law.

- M. Deleted 10/31/11 (SR 11-045)

- N. Employees in the Security Officer classification who are assigned by management to perform supervisory duties involving selecting, evaluating and disciplining subordinate staff shall receive an allowance of seventy-five dollars and no/100 (\$75.00) per pay period.

Persons designated by the department head to receive this allowance do so at the pleasure of the department head and assignment decisions designating or removing designation are not grievable or appealable to the Civil Service Commission, or subject to challenge in a court of law.

- O. Effective May 16, 2022, a uniform allowance of \$38.46 per pay period shall be provided for employees in the classification of Undersheriff. This allowance will continue during periods of paid time off; however, the allowance will be discontinued when the entire pay period consists of dock time or other unpaid time off.

- P. Employees in the classifications listed below who are placed on standby shall be compensated for the time on call at the rate of twenty dollars and no/100 (\$20.00) for eight (8), nine (9), or ten (10) hours, depending upon normal schedule, and for time actually worked as a result of call-back duty in compensatory time, or cash at the rate of one and one-half (1½) times the hours.

In instances when employees are authorized by management to phone off-duty employees at home, the employee receiving the call shall be compensated at time and one-half (1½) for time actually spent on the call.

Employees called back to work who meet all criteria for use of private vehicles on County business shall be reimbursed for mileage driven to and from home at the current reimbursement rate.

- |  |                                   |   |
|--|-----------------------------------|---|
| ▪ Accountant I / II - Conf                                 | ▪ Child Support Specialist I / II | ▪ Supervising Agricultural/Standards Specialist |
| ▪ Agricultural/Standards Investigator                      | ▪ Security Officer                | ▪ Supervising Building Inspector                |
| ▪ Agricultural/Standards Specialist Trainee / I / II / III | ▪ Senior Accountant – Conf        | ▪ Supervising Appraiser                         |
| ▪ Appraiser I, Seasonal                                    | ▪ Senior Child Support Specialist | ▪ Victim-Witness Advocate                       |
|  | ▪ Senior Victim-Witness Advocate  |   |



- Q. Deleted 7/11/11 (SR 11-033)
- R. Deleted 10/31/11 (SR 11-045)
- S. When employees in the classifications listed below are ordered as a result of emergency situations to stand by for duty, and restricted as to their movements while off duty, they shall be compensated at twenty-five percent (25%) of their base salary for such time (½ hour minimum).
  - Supervising Crime Scene Specialist
  - Supervising District Attorney Investigator

- T. Employees in the classifications listed below shall be eligible for call-back pay when all of the following conditions are met:
  - a. The employee is unexpectedly ordered to return to work by his/her department head and does, in fact, return to work.
  - b. The order to return is given to the employee following termination of his/her normal shift and his/her departure from his/her work location.
  - c. Such return to work occurs within twenty-four (24) hours of when the order is given, but not less than two (2) hours prior to the established starting time of the employee's next shift.

Compensation for call back shall be the greater of:

- a. Minimum of two (2) hours overtime; or
- b. Time spent at the work location.

Employees called back to work who meet all criteria for use of private vehicles on County business shall be reimbursed for mileage driven to and from home at the current reimbursement rate.

- |  |                                   |  |
|--|-----------------------------------|--|
| ▪ Account Clerk I / II - Conf            | ▪ Executive Secretary to the CAO  | ▪ Supervising Crime Scene Specialist       |
| ▪ Administrative Assistant I / II - Conf | ▪ Field Survey Supervisor         | ▪ Supervising DA Investigator              |
| ▪ Building Maintenance Specialist        | ▪ Laboratory Intern               | ▪ Supervising Water/Wastewater Specialist  |
| ▪ Building Plans Engineer                | ▪ Library Maintenance Supervisor  | ▪ Water/Wastewater Specialist I / II / III |
| ▪ Crafts Maintenance Trainee             | ▪ Office Assistant I / II - Conf  | ▪ Water/Wastewater Technician              |
| ▪ Engineering Aide                       | ▪ Sr Public Health Microbiologist |  |
| ▪ Entomologist                           |                                   |  |

- U. Deleted 7/11/11 (SR 11-033)
- V. Employees in the classifications listed below who are placed on stand-by shall be compensated for time on call at the rate five dollars (\$5.00) per hour.

When on stand-by, the employee shall remain within the metropolitan Fresno area, shall inform the designated management or supervisory person of exactly where the employee may be reached at any time and shall be in a fit condition to report to work.

- |  |  |  |
|--|--|--|
| ▪ Account Clerk I / II - Conf            | ▪ Executive Secretary to the CAO               | ▪ Water/Wastewater Specialist I / II / III |
| ▪ Administrative Assistant I / II - Conf | ▪ Office Assistant I / II - Conf               | ▪ Water/Wastewater Technician              |
| ▪ Crafts Maintenance Trainee             | ▪ Senior Emergency Medical Services Specialist |  |
| ▪ Emergency Medical Services Specialist  | ▪ Supervising Water/Wastewater Specialist      |  |

- W. Deleted 11/21/94 (SR 94-048)

- X. Should the County call back any full-time employee in the classifications listed below after his/her normal working hours to perform work, the County shall compensate employee in cash or compensatory time off (where permissible under the provisions of the Fair Labor Standards Act) at one and one-half (1½) the hours worked for all hours actually worked, but in no event shall the employee receive less than a minimum of four (4) hours pay or compensatory time off, at time and one-half (1½) regardless of time actually worked as a result of being called back to work to perform services for the County.

Employees called back to work who meet all criteria for use of private vehicles on County business shall be reimbursed for mileage driven to and from home at the current reimbursement rate.

- Accountant I / II - Conf
- Agricultural/Standards Investigator
- Agricultural/Standards Specialist I/II/III
- Appraiser I, Seasonal
- Child Support Specialist I / II
- Security Officer
- Senior Accountant - Conf
- Senior Child Support Specialist
- Supervising Agricultural/Standards Specialist
- Supervising Appraiser
- Supervising Building Inspector

Y. Deleted 10/7/19 (SR 19-031)

Z. Deleted 5/1/23 (SR 23-014)

- a. Employees in the classifications listed below will have their State Bar of California dues paid by the County (excluding extra-help employees).

- Assistant County Counsel
- Assistant District Attorney
- Assistant Public Defender
- Chief Child Support Attorney
- Chief Defense Attorney
- Chief Deputy County Counsel
- Chief Deputy District Attorney
- County Counsel
- Deputy County Counsel I / II / III / IV
- District Attorney
- Principal Deputy County Counsel
- Public Defender
- Senior Deputy County Counsel

b. Deleted 10/31/11 (SR 11-045)

- c. Employees in the classifications listed below, within the Department of Social Services, with the exception of the Director of Social Services, Deputy Director of Social Services and Social Services Business Manager, are considered to be in partial combination with Social Services Program Manager. This will permit promotion via suspension of competition under Personnel Rule 4, Section 4310.6, at the discretion of the Director of Social Services.

- Account Clerk I / II
- Administrative Assistant I / II
- Administrative Assistant I / II - Conf
- Administrative Support Coordinator
- Business Systems Analyst I / II / III
- Supervising Office Assistant
- Eligibility Worker I / II / III
- Job Specialist I / II / III
- Office Assistant I / II
- Social Services Appeals Specialist
- Social Services Program Manager
- Social Services Program Supervisor
- Social Work Practitioner
- Social Work Supervisor
- Social Worker I / II / III
- Social Worker Aide

d. Deleted 10/31/11 (SR 11-045)

- e. For purposes of promotion only, Staff Analyst, Planner, Engineer, and Engineering Technician positions in the Public Works and Planning Department are considered to be in partial combination with the Division Engineers/Managers; Principal/Senior Staff Analyst; Principal/Senior Planner; and Supervising/Senior/Building Plans Engineer positions. Promotions pursuant to Personnel Rule 4, Section 4310 - Suspension of Competition are restricted to the individual departments. These positions will not be considered in partial combination under Section 12049.21 of the Personnel Rules.

- f. Deleted 10/31/11 (SR 11-045)
- g. Employees in the Board Member Assistant or Senior Board Member Assistant classification who are directed by the Chairman of the Board of Supervisors to coordinate activities of any or all Board Member Assistants shall receive a pay differential of five percent (5%) per pay period. This shall occur during the period when the Supervisor for whom services are being performed becomes Chairman of the Board of Supervisors. The Board Member shall have discretion in determining if the 5% per pay period pay differential shall be split between the Board Member Assistant and Senior Board Member Assistant, and the amount of the differential each will receive. In no case will the combined differential received by the Board Member Assistant and/or Senior Board Member Assistant exceed 5%. Board Member Assistants and Senior Board Member Assistants are Deputy County Administrative Officers serving as at will employees of their department head, the County Administrative Officer. They are exempt from civil service provisions under Section 44 of the Fresno County Charter. Section 411.2 of the Salary Resolution will not apply to the Board Member Assistant or Senior Board Member Assistant classification; employees may advance to the 2nd step after the completion of twenty-six (26) full pay periods. The County Administrative Officer may appoint, suspend or remove a Board Member Assistant or Senior Board Member Assistant only with the concurrence of the Board Member served or to be served by such Assistant.
- h. Deleted 10/31/11 (SR 11-045)
- i. When Public Health Physicians are required to provide weeknight on-call coverage (5:00 p.m. to 8:00 a.m.), Monday through Saturday, they shall receive the sum of two hundred twenty-five dollars and no/100 (\$225.00) per night.  
  
When Public Health Physicians allocated to the Department of Public Health are required to provide on-call coverage on Saturdays, Sundays, or holidays recognized by the County (8:00 a.m. Saturday to 8:00 a.m. Monday; 8:00 a.m. the day of the holiday to 8:00 a.m. the day following the holiday), they shall receive the sum of two hundred twenty-five dollars and no/100 (\$225.00) for each such 24-hour period of coverage.  
  
Coverage under this Footnote entails being on-call during the hours specified to resolve medical issues over the telephone and, if required, physically reporting to work to resolve medical issues.
- j. Employees in this classification prior to April 15, 1991, shall be allowed to receive an one-time only County reimbursement for the fee associated with obtaining a Class "B" Driver's License from the State of California, Department of Motor Vehicles, when required by the department head.
- k. Deleted 10/31/11 (SR 11-045)
- l. Deleted 7/11/11 (SR 11-033)
- m. Deleted 10/31/11 (SR 11-045)
- n. Deleted 10/31/11 (SR 11-045)
- o. When employees in the Chief Forensic Pathologist and/or Forensic Pathologist classifications, who work a five (5) day per week work schedule, are required to physically report to work on their regularly scheduled day off (12:01 a.m. to 12:00 midnight), they shall receive a sum equivalent to eight (8) hours of pay for any and all work performed during each such 24-hour period.

- p. Pursuant to California Government Code Section 31522.2 and Board Resolution No. 12-261, the Board of Supervisors has the sole and exclusive legal authority to establish the compensation (which includes benefits) for the Retirement Administrator including, but not limited to, setting the compensation range for recruiting candidates to apply for the position of Retirement Administrator, setting the initial compensation, and making any subsequent adjustments to compensation (increases or decreases). The Retirement Administrator is a County department head and is entitled to all benefits to which other County department heads are entitled, as approved by the Board of Supervisors. There shall be no other compensation (including benefits or reimbursement) authorized for this position, unless otherwise approved by the Board of Supervisors.
- q. The Chief Probation Officer shall be fixed at a flat annual salary of \$182,854. Pursuant to Fresno County Charter Section 21, the Board of Supervisors must approve any subsequent salary advancements.
- r. Deleted 7/31/06 (SR 06-019)
- s. Deleted 3/6/23 (SR 23-004)
- t. Deleted 3/6/23 (SR 23-004)
- u. Deleted 5/7/07 (SR 07-018)
- v. Deleted 7/11/11 (SR 11-033)
- w. For purposes of promotion only, Correctional Lieutenant positions in the Sheriff's Office are considered to be in partial combination with the Sheriff's Captain, Assistant Sheriff, and Undersheriff positions. Promotions pursuant to Personnel Rule 4, Section 4310 - Suspension of Competition are restricted to the individual departments. These positions will not be considered in partial combination under Section 12049.21 of the Personnel Rules.
- x. Deleted 4/15/13 (SR 13-006)

- y. The unrepresented classifications listed below are eligible for the same base salary increases/decreases afforded to their represented counterparts. Salary range adjustments for the unrepresented classifications will be recommended to the Board of Supervisors no later than two (2) pay periods following the effective date of said salary range adjustment to their represented counterparts.

<u>Unrepresented Classification</u>	<u>Equivalent Represented Classification</u>
Account Clerk I/II - Confidential	Account Clerk I/II
Accountant I/II/Sr - Confidential	Accountant I/II/Sr
Administrative Assistant I/II - Confidential	Administrative Assistant I/II
Human Resources Technician I - Confidential	No Equivalent classification; will receive the same percentage increase as the Human Resources Technician II - Confidential classification
Human Resources Technician II - Confidential	Program Technician I
Human Resources Technician III - Confidential	Program Technician II
Information Technology Analyst I/II/III/IV/Sr - Conf	Information Technology Analyst I/II/III/IV/Sr
Legal Assistant - Confidential	Legal Assistant
Office Assistant I/II - Confidential	Office Assistant I/II
Payroll Technician I/II - Confidential	Program Technician I/II
Program Technician I/II - Confidential	Program Technician I/II
Senior Legal Assistant - Confidential	Senior Legal Assistant
Sheriff's Health Services Manager	Supervising Public Health Nurse

- z. Employees in the classifications of Chief of Investigations, Deputy Chief of Investigations, and Undersheriff who possess a POST Management Certificate shall be compensated at a rate of eight percent (8%) above their base salary. If at any time a POST Management Certificate is required as a condition of employment for either the position of Chief of Investigations, Deputy Chief of Investigations, or Undersheriff, the 8% incentive pay shall cease immediately for such particular classification.

1. When a Chief Deputy District Attorney or Assistant District Attorney (one per week/assignment) is assigned to the Officer Involved Shooting/In-Custody Death investigation team, the employee shall receive additional compensation at the rate of \$1,000 per assignment for that week regardless of the number of calls/incidents received during that time frame.

The Chief Deputy District Attorney or Assistant District Attorney on assignment shall be available 24/7, reachable by telephone and/or other communication device, be fit to respond to incident locations immediately (i.e. refrain from activities which may impair their ability to perform assigned duties), and must be willing to respond to "no hostage" facilities.

2. Any incumbent employed in the Clerk to the Board of Supervisors classification prior to March 8, 2018, shall retain their current employment status. Consistent with Fresno County Ordinance Code Section 2.04.040, incumbents appointed to the Clerk of the Board of Supervisors classification after March 8, 2018, shall serve on an at will basis at the pleasure of the Board of Supervisors.
3. Effective November 14, 2022, employees in the classification of Supervising District Attorney Investigator who possess a valid POST Supervisory or Advanced Certificate shall be compensated at a rate of seven percent (7%) above their base salary. Eligibility to receive the Advanced POST Certificate incentive will end within the pay period 2 ½ years after the date a Supervising District Attorney Investigator was promoted if a valid POST Supervisory Certificate has not been awarded by that date. If at any time a POST Supervisory or Advanced Certificate is required as a condition of employment, the seven percent (7%) incentive pay shall cease immediately.

4. The extra-help classifications listed below are considered to be equivalent to the permanent classifications listed and will be eligible for the same base salary increases/decreases afforded to their permanent counterparts. Salary range adjustments for the extra-help classifications will be recommended to the Board of Supervisors no later than two (2) Board dates following the approval of said salary range adjustment to their permanent counterparts.

Extra-Help Classification

Agricultural Technician - Seasonal  
 Special District Attorney Investigator  
 Special Probation Investigator  
 Special Sheriff's Investigator  
 Law Clerk  
 Post Bar Clerk

Equivalent Permanent Classification

Agricultural Technician - Provisional, Step 1  
 Senior District Attorney Investigator, Step 1  
 Deputy Probation Officer IV, Step 2  
 Deputy Sheriff III, Step 3  
 Paralegal, Step 1  
 Deputy District Attorney I, Step 1

5. Effective August 21, 2023, employees in the following Senior Management classifications shall be eligible to receive a two and one-half percent (2.5%) retention premium pay differential upon completion of five (5) years of continuous service at that classification level, as defined in Salary Resolution Sections 410.1 and 410.2 and upon recommendation of the incumbent's Department Head. Any break in County service will reset the clock for calculation of this premium.

Effective August 21, 2023, employees in the following Senior Management classifications shall be eligible to receive a five percent (5%) retention premium pay differential upon completion of ten (10) years of continuous service, as defined in Salary Resolution Sections 410.1 and 410.2 and upon recommendation of the incumbent's Department Head. Any break in County service will reset the clock for calculation of this premium.

- Assistant Deputy Chief Probation Officer
- Assistant District Attorney
- Assistant Public Defender
- Chief Child Support Attorney
- Chief Defense Attorney
- Chief Deputy District Attorney
- Deputy Chief Probation Officer

6. Effective August 21, 2023, employees in the following Senior Management classifications shall be eligible to receive a five percent (5%) retention premium pay differential upon completion of five (5) years of continuous service at that classification level, as defined in Salary Resolution Sections 410.1 and 410.2 and upon recommendation of the incumbent's Department Head. Any break in County service will reset the clock for calculation of this premium.

Effective August 21, 2023, employees in the following Senior Management classifications shall be eligible to receive a five percent (5%) retention premium pay differential upon completion of ten (10) years of continuous service, as defined in Salary Resolution Sections 410.1 and 410.2 and upon recommendation of the incumbent's Department Head. Any break in County service will reset the clock for calculation of this premium.

- Chief of Investigations
- Deputy Chief of Investigations
- Undersheriff

7. Effective November 14, 2022, employees in the classification of Supervising District Attorney Investigator will move to a six (6) step salary range. An employee will be eligible to advance to step six (6), consistent with Salary Resolution Section 400 and after the employee has completed five (5) years of continuous service as a sworn law enforcement officer within the County of Fresno.

8. Effective March 6, 2023, Accounting & Financial Manager, and Accounting & Financial Division Chief incumbents who are assigned by management to the Financial Reporting and Audits Division of the Auditor-Controller/Treasurer-Tax Collector's Office, shall be paid, in addition to their base compensation, a differential of one-hundred and fifty and no/dollars (\$150.00) per pay period.

This differential shall be paid in the amount of \$150.00 per pay period and shall not be paid when the entire pay period consists of annual leave and/or unpaid leave.

9. Effective July 24, 2023, employees in the Deputy Director of Social Services and Social Services Program Manager classifications who are assigned to Child Welfare Services shall be paid, in addition to their base salary, the equivalent of the Child Protective Services assignment differential received by subordinate classifications.

## Section 200 - Tables of Positions

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## **SECTION 200 - DEFINITIONS**

### Job Classification Number (Ref. Salary Resolution)

The job classification number identifies the job title for personnel accounting purposes.

### Number of Positions (Ref. Salary Resolution)

Under this heading appears the number of officers or employees allowed for the various titles, classes and grades.

### Maximum Number of Positions (Ref. Salary Resolution)

Under this heading appears the number of positions allowed the department taking combinations into consideration. If the position or positions may be filled only by employees in the job class indicated, the number under this heading will be identical to that listed under "Number of Positions." If the position or positions are placed "in combination" such that they may be filled by employees in any of two or more job classes, the pertinent classes will be grouped together with the total number of positions authorized listed after the final class in the group. Nothing will appear under this heading for the other classes in the combination.

**SECTION 200 - TABLES OF POSITIONS**

**0110 BOARD OF SUPERVISORS**

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	0415	Chairman Board of Supervisors (Elective)	1	1
2	0410	Member Board of Supervisors (Elective)	4	4
6	0421	Senior Board Member Assistant	5	
	0420	Board Member Assistant	10	10
3	3025	Clerk of the Board of Supervisors	1	1
4	3026	Senior Deputy Clerk to the Board of Supervisors	2	
	3182	Deputy Clerk to the Board of Supervisors III	4	
	3181	Deputy Clerk to the Board of Supervisors II	4	
	3180	Deputy Clerk to the Board of Supervisors I	4	4
<b>TOTAL NUMBER OF POSITIONS</b>				<b>20</b>

**0120 ADMINISTRATIVE OFFICE**

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8020	County Administrative Officer	1	1
4	8025	Chief Operating Officer	1	
	8211	Assistant County Administrative Officer	3	
	8225	Deputy County Administrative Officer	2	
	2346	County Budget Director	1	
	2385	Program Administrator - Homelessness Liaison	1	
	2386	County Administrative Office Program Manager	3	
	2320	Public Information Officer	1	
	2247	Principal Administrative Analyst	12	
	2270	Senior Administrative Analyst	12	
	2207	Administrative Analyst III	12	
	2206	Administrative Analyst II	12	
	2245	Administrative Analyst I	12	
	2265	Professional Aide	12	12
6	3170	Executive Assistant to the CAO	1 *	
	3167	Executive Secretary to the CAO	1 *	
	3161	Administrative Assistant II - Confidential	1	
	3141	Administrative Assistant I - Confidential	1	
	3623	Program Technician II - Confidential	1	
	3622	Program Technician I - Confidential	1	
	3081	Office Assistant II - Confidential	1	
	3111	Office Assistant I - Confidential	1	2
<b>TOTAL NUMBER OF POSITIONS</b>				<b>15</b>

\* There may be only one (1) Executive level (Executive Assistant to the CAO or Executive Secretary to the CAO) position filled at any given time.

0410 AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR

0700 - Auditor-Controller/Treasurer-Tax Collector

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	0010	Auditor-Controller/Treasurer-Tax Collector (Elective)	1	1
5	2302	Deputy Auditor-Controller	1	1
9	2303	Deputy Treasurer-Tax Collector	1	1
8	2307	Investment Officer	1	
	3225	Accounting & Financial Division Chief	4	
	3226	Accounting & Financial Manager	7	
	3231	Tax Collections Division Chief	1 *	
	3232	Tax Collections Manager	1 *	
	3262	Supervising Accountant	3	
	3254	Senior Accountant – Confidential	1	
	3213	Accountant II – Confidential	1	
	3212	Accountant I – Confidential	1	
	3255	Senior Accountant	42	
	3215	Accountant II	42	
	3210	Accountant I	42	
	2265	Professional Aide	42	
	3243	Accountant Trainee	3	
	1783	Tax Collections Supervisor	2	
	3240	Supervising Account Clerk	6	
	3260	Account Clerk II	85	
	3205	Account Clerk I	85	85
21	2294	Senior Staff Analyst	1	
	2293	Staff Analyst III	3	
	2292	Staff Analyst II	3	
	2291	Staff Analyst I	3	3
4	1777	Collections Representative II	7	
	1779	Collections Representative I	7	7
12	3128	Payroll Technician II - Confidential	9	
	3127	Payroll Technician I - Confidential	9	
	3261	Account Clerk II - Confidential	9	
	3206	Account Clerk I - Confidential	9	9
23	3161	Administrative Assistant II - Confidential	1	
	3141	Administrative Assistant I - Confidential	1	1
<b>TOTAL NUMBER OF POSITIONS</b>				<b>108</b>

\* There may be no more than a total of one (1) Tax Collections Division Chief or Tax Collections Manager position filled at any given time.

0420 ASSESSOR

0100 - Assessor

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	0015	Assessor-Recorder (Elective)	1	1
2	0217	Assistant Assessor-Recorder	1	1
3	1017	Chief Appraiser	1	1
4	1038	Chief Auditor-Appraiser	1	1
25	1022	Assessment Services Chief	1	1
27	2376	Assessor-Recorder Business Manager	1	1
9	1030	Senior Auditor-Appraiser	2	
	1013	Auditor-Appraiser III	12	
	1012	Auditor-Appraiser II	12	
	1007	Auditor-Appraiser I	12	12
11	1035	Supervising Appraiser	2	
	1025	Senior Appraiser	5	
	1016	Appraiser III	41	
	1005	Appraiser II	41	
	1010	Appraiser I	41	41
21	1040	Special Properties Appraiser	1	1
20	2393	Assessor-Recorder Information Technology Manager	1	
	3708	Senior Information Technology Analyst	1	
	3707	Information Technology Analyst IV	5	
	3706	Information Technology Analyst III	5	
	3705	Information Technology Analyst II	5	
	3704	Information Technology Analyst I	5	5
26	1045	Supervising Assessment Technician	1	
	1044	Assessment Technician III	13	
	1043	Assessment Technician II	13	
	1042	Assessment Technician I	13	13
15	1103	Supervising Cadastral Technician	1	1
16	1126	Cadastral Technician III	3	
	1157	Cadastral Technician II	4	
	1124	Cadastral Technician I	4	4
23	3625	Supervising Program Technician	1	
	3621	Program Technician II	16	
	3620	Program Technician I	16	16
18	2209	Executive Assistant	1	
	3070	Supervising Office Assistant	2	
	3080	Office Assistant II	12	
	3110	Office Assistant I	12	12
		TOTAL NUMBER OF POSITIONS		<b>111</b>

0440 PURCHASING

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
5	2220	Purchasing Manager	1	1
2	2369	Senior Purchasing Analyst	1	
	2368	Purchasing Analyst III	6	
	2367	Purchasing Analyst II	6	
	2366	Purchasing Analyst I	6	
	3632	Purchasing Technician II	8	
	3631	Purchasing Technician I	8	
	3080	Office Assistant II	10	
	3110	Office Assistant I	10	10
<b>TOTAL NUMBER OF POSITIONS</b>				<b>11</b>

0710 COUNTY COUNSEL

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8035	County Counsel	1	1
3	0240	Assistant County Counsel	1 *	
	1207	Chief Deputy County Counsel	3 *	
	1236	Principal Deputy County Counsel	1	
	1235	Senior Deputy County Counsel	6	
	1234	Deputy County Counsel IV	30	
	1233	Deputy County Counsel III	30	
	1232	Deputy County Counsel II	30	
	1231	Deputy County Counsel I	30	30
4	3254	Senior Accountant - Confidential	1	
	3213	Accountant II - Confidential	1	
	3212	Accountant I - Confidential	1	1
2	2209	Executive Assistant	1	1
5	1217	Senior Paralegal	1	
	1202	Paralegal	4	
	1267	Senior Legal Assistant - Confidential	3	
	1266	Legal Assistant - Confidential	9	9
<b>TOTAL NUMBER OF POSITIONS</b>				<b>42</b>

\* There may be no more than a total of three (3) Assistant County Counsel and Chief Deputy County Counsel positions filled at any given time.

1010 HUMAN RESOURCES

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8063	Director of Human Resources	1	1
3	0214	Assistant Director of Human Resources	1	
	2277	Human Resources Manager	2	
	2250	Principal Human Resources Analyst	4	
	2251	Senior Human Resources Analyst	22	
	2249	Human Resources Analyst III	22	
	2252	Human Resources Analyst II	22	
	2253	Human Resources Analyst I	22	
	2238	Professional Aide - Confidential	22	22
7	2334	Human Resources Business Manager	1	1
12	3254	Senior Accountant - Confidential	1	
	3213	Accountant II - Confidential	1	
	3212	Accountant I - Confidential	1	1
8	2209	Executive Assistant	1	
	3161	Administrative Assistant II - Confidential	1	
	3141	Administrative Assistant I - Confidential	1	
	3134	Senior Human Resources Technician - Confidential	3	
	2235	Human Resources Technician III - Confidential	9	
	2236	Human Resources Technician II - Confidential	9	
	2237	Human Resources Technician I - Confidential	9	
	3081	Office Assistant II - Confidential	9	
	3111	Office Assistant I - Confidential	9	9
<b>TOTAL NUMBER OF POSITIONS</b>				<b>34</b>

1048 RECORDER

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	0275	Recording Manager	1	1
2	3706	Information Technology Analyst III	1	
	3705	Information Technology Analyst II	1	
	3704	Information Technology Analyst I	1	1
4	3097	Supervising Recording Technician	3	
	3096	Recording Technician II	23	
	3095	Recording Technician I	23	23
5	3255	Senior Accountant	1	
	3215	Accountant II	1	
	3210	Accountant I	1	
	3260	Account Clerk II	2	
	3205	Account Clerk I	2	2
<b>TOTAL NUMBER OF POSITIONS</b>				<b>27</b>

2850 COUNTY CLERK - ELECTIONS

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	0030	County Clerk (Elective)	1	1
2	2205	Assistant County Clerk/Registrar of Voters	1	1
11	2333	County Clerk Business Manager	1	1
4	2390	County Clerk Information Technology Manager	1	
	3707	Information Technology Analyst IV	4	
	3706	Information Technology Analyst III	4	
	3705	Information Technology Analyst II	4	
	3704	Information Technology Analyst I	4	
	2240	Senior Business Systems Analyst	1	
	2212	Business Systems Analyst III	1	
	2211	Business Systems Analyst II	1	
	2213	Business Systems Analyst I	1	5
8	3262	Supervising Accountant	1	
	3255	Senior Accountant	1	
	3215	Accountant II	1	
	3210	Accountant I	1	1
5	2374	County Clerk Program Manager	2	
	3029	County Clerk Program Coordinator	3	
	3622	Program Technician II – Confidential	1	
	3623	Program Technician I – Confidential	1	
	3621	Program Technician II	10	
	3620	Program Technician I	10	
	3440	Stock Clerk	1	
	3261	Account Clerk II – Confidential	1	
	3206	Account Clerk I – Confidential	1	
	3081	Office Assistant II – Confidential	1	
	3111	Office Assistant I – Confidential	1	
	3080	Office Assistant II	22	
	3110	Office Assistant I	22	23
9	2209	Executive Assistant	1	
	3161	Administrative Assistant II - Confidential	1	
	3141	Administrative Assistant I - Confidential	1	1
<b>TOTAL NUMBER OF POSITIONS</b>				<b>33</b>



2860 DISTRICT ATTORNEY

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	0075	District Attorney (Elective)	1	1
5	0255	Assistant District Attorney	3	
	1209	Chief Deputy District Attorney	9	
	1222	Senior Deputy District Attorney	28	
	1212	Deputy District Attorney IV	101	
	1211	Deputy District Attorney III	101	
	1210	Deputy District Attorney II	101	
	1220	Deputy District Attorney I	101	101
6	1797	Chief of Investigations	1	
	1796	Deputy Chief of Investigations	2	
	1793	Supervising District Attorney Investigator	4	
	1760	Senior District Attorney Investigator	34	
	1802	District Attorney Investigator	34	
	1758	Investigative Technician	41	41
34	2320	Public Information Officer	1	1
29	2330	District Attorney Division Manager	1	1
21	2339	District Attorney Business Manager	1	1
8	2294	Senior Staff Analyst	1	
	2293	Staff Analyst III	2	
	2292	Staff Analyst II	2	
	2291	Staff Analyst I	2	2
19	2240	Senior Business Systems Analyst	1	
	2212	Business Systems Analyst III	2	
	2211	Business Systems Analyst II	2	
	2213	Business Systems Analyst I	2	2
10	3262	Supervising Accountant	1	
	3255	Senior Accountant	1	
	3215	Accountant II	1	
	3210	Accountant I	1	1
33	2282	Crime Analyst III	1	
	2281	Crime Analyst II	1	
	2280	Crime Analyst I	1	1
27	2209	Executive Assistant	1	1
12	1264	Chief Legal Assistant	1	
	1263	Supervising Legal Assistant	6	
	1262	Senior Legal Assistant	13	
	1217	Senior Paralegal	2	
	1202	Paralegal	57	
	1261	Legal Assistant	57	57
31	3621	Program Technician II	1	
	3620	Program Technician I	1	1
25	3260	Account Clerk II	3	
	3205	Account Clerk I	3	3
32	3161	Administrative Assistant II - Confidential	1	
	3141	Administrative Assistant I - Confidential	1	1
11	2033	Victim-Witness Advocate	1	1
		<b>TOTAL NUMBER OF POSITIONS</b>		<b>216</b>

2862 DISTRICT ATTORNEY - GRANTS

0100 - Welfare Fraud Unit

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1222	Senior Deputy District Attorney	1	
	1212	Deputy District Attorney IV	1	
	1211	Deputy District Attorney III	1	
	1210	Deputy District Attorney II	1	
	1220	Deputy District Attorney I	1	1
2	1793	Supervising District Attorney Investigator	1	
	1760	Senior District Attorney Investigator	4	
	1802	District Attorney Investigator	4	
	1758	Investigative Technician	7	7
4	1262	Senior Legal Assistant	1	
	1261	Legal Assistant	1	1
TOTAL NUMBER OF POSITIONS				9

0400 - Training Unit

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1760	Senior District Attorney Investigator	1	
	1802	District Attorney Investigator	1	
	1758	Investigative Technician	1	1
TOTAL NUMBER OF POSITIONS				1

1500 - Rural Crime Prevention Program

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1222	Senior Deputy District Attorney	1	
	1212	Deputy District Attorney IV	1	
	1211	Deputy District Attorney III	1	
	1210	Deputy District Attorney II	1	
	1220	Deputy District Attorney I	1	1
3	1262	Senior Legal Assistant	1	
	1261	Legal Assistant	1	1
TOTAL NUMBER OF POSITIONS				2

2500 - DUI Road Prosecution Program

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1222	Senior Deputy District Attorney	1	
	1212	Deputy District Attorney IV	2	
	1211	Deputy District Attorney III	2	
	1210	Deputy District Attorney II	2	
	1220	Deputy District Attorney I	2	2
TOTAL NUMBER OF POSITIONS				2

3000 - Disability and Healthcare Insurance Fraud Program

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
2	1760	Senior District Attorney Investigator	1	
	1802	District Attorney Investigator	1	
	1758	Investigative Technician	1	1
TOTAL NUMBER OF POSITIONS				1

3500 - Consumer Protection Unit

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1222	Senior Deputy District Attorney	1	
	1212	Deputy District Attorney IV	2	
	1211	Deputy District Attorney III	2	
	1210	Deputy District Attorney II	2	
	1220	Deputy District Attorney I	2	2
3	1262	Senior Legal Assistant	1	
	1261	Legal Assistant	1	1
TOTAL NUMBER OF POSITIONS				3

5000 - District Attorney Drug Suppression

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1222	Senior Deputy District Attorney	1	
	1212	Deputy District Attorney IV	1	
	1211	Deputy District Attorney III	1	
	1210	Deputy District Attorney II	1	
	1220	Deputy District Attorney I	1	1
	TOTAL NUMBER OF POSITIONS			1

5500 - Waste Tire Enforcement

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1760	Senior District Attorney Investigator	2	
	1802	District Attorney Investigator	2	
	1758	Investigative Technician	2	2
	TOTAL NUMBER OF POSITIONS			2

7000 - Workers Compensation Insurance Fraud

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
2	1222	Senior Deputy District Attorney	1	
	1212	Deputy District Attorney IV	2	
	1211	Deputy District Attorney III	2	
	1210	Deputy District Attorney II	2	
	1220	Deputy District Attorney I	2	2
3	1760	Senior District Attorney Investigator	3	
	1802	District Attorney Investigator	3	
	1758	Investigative Technician	3	3
5	1262	Senior Legal Assistant	1	
	1261	Legal Assistant	1	1
	TOTAL NUMBER OF POSITIONS			6

8000 - Automobile Insurance Fraud

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1222	Senior Deputy District Attorney	1	
	1212	Deputy District Attorney IV	1	
	1211	Deputy District Attorney III	1	
	1210	Deputy District Attorney II	1	
	1220	Deputy District Attorney I	1	1
2	1760	Senior District Attorney Investigator	1	
	1802	District Attorney Investigator	1	
	1758	Investigative Technician	1	1
	TOTAL NUMBER OF POSITIONS			2

9000 - Victim Restitution Program

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1202	Paralegal	1	1
TOTAL NUMBER OF POSITIONS				1

9500 - Real Estate Fraud Program

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1222	Senior Deputy District Attorney	1	
	1212	Deputy District Attorney IV	1	
	1211	Deputy District Attorney III	1	
	1210	Deputy District Attorney II	1	
	1220	Deputy District Attorney I	1	1
2	1760	Senior District Attorney Investigator	3	
	1802	District Attorney Investigator	3	
	1758	Investigative Technician	3	3
4	1202	Paralegal	1	1
TOTAL NUMBER OF POSITIONS			1	5
<b>TOTAL NUMBER OF POSITIONS</b>				<b>35</b>

2880 PUBLIC DEFENDER

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8088	Public Defender	1	1
2	0267	Assistant Public Defender	1	1
3	1208	Chief Defense Attorney	5	
	1245	Senior Defense Attorney	20	
	1243	Defense Attorney IV	101	
	1242	Defense Attorney III	101	
	1241	Defense Attorney II	101	
	1240	Defense Attorney I	101	101
4	1798	Chief Defense Investigator	1	
	1766	Senior Defense Investigator	5	
	1765	Defense Investigator II	23	
	1764	Defense Investigator I	23	
	1759	Defense Investigative Technician	23	23
10	2375	Public Defender Business Manager	1	
	3255	Senior Accountant	1	
	3215	Accountant II	1	
	3210	Accountant I	1	
	3260	Account Clerk II	2	
	3205	Account Clerk I	2	2
12	2240	Senior Business Systems Analyst	1	
	2212	Business Systems Analyst III	2	
	2211	Business Systems Analyst II	2	
	2213	Business Systems Analyst I	2	2
13	1983	Defense Social Work Supervisor	1	
	1931	Social Work Practitioner	1	
	1982	Defense Social Worker III	7	
	1981	Defense Social Worker II	7	
	1980	Defense Social Worker I	7	7
9	2209	Executive Assistant	1	
	3161	Administrative Assistant II - Confidential	1	
	3141	Administrative Assistant I - Confidential	1	1
7	1264	Chief Legal Assistant	1	
	1263	Supervising Legal Assistant	3	
	1262	Senior Legal Assistant	6	
	1217	Senior Paralegal	1	
	1202	Paralegal	10	
	1261	Legal Assistant	33	33
<b>TOTAL NUMBER OF POSITIONS</b>				<b>171</b>

3111 SHERIFF - CORONER - PUBLIC ADMINISTRATOR

1500 - Sheriff

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	0105	Sheriff - Coroner - Public Administrator (Elective)	1	1
2	4008	Undersheriff	1	
	4007	Assistant Sheriff	2	
	4075	Sheriff's Captain	5	
	2317	Sheriff's Administrative Services Director	1	
	4080	Sheriff's Lieutenant	18	
	4085	Sheriff's Sergeant	49	
	4059	Deputy Sheriff IV	98	
	4055	Deputy Sheriff III	430	
	4053	Deputy Sheriff II	430	
	4050	Deputy Sheriff I - Court Services	430	
	4051	Deputy Sheriff Recruit	430	430
3	4074	Correctional Lieutenant	9	
	4073	Correctional Sergeant	47	
	4048	Senior Correctional Officer	64	
	4047	Correctional Officer II	527	
	4045	Correctional Officer I	527	
	4043	Correctional Officer Trainee	527	575
34	1525	Chief Forensic Pathologist	1	
	1531	Forensic Pathologist	2	2
4	4140	Forensic Services Coordinator	1	1
9	4126	Inmate Services Director	1	
	4122	Offender Programs Manager	1	2
39	1306	Sheriff's Health Services Manager	1	1
6	4123	Criminalist Specialist	8	
	4121	Criminalist II	8	
	4119	Criminalist I	8	8
13	2378	Sheriff's Information Technology Division Manager	1	1
14	2377	Sheriff's Information Technology Manager	2	
	3752	Senior Information Technology Analyst - Sheriff	2	
	3751	Information Technology Analyst IV - Sheriff	5	
	3750	Information Technology Analyst III - Sheriff	6	
	3749	Information Technology Analyst II - Sheriff	6	
	3748	Information Technology Analyst I - Sheriff	6	
	3713	Senior Network Systems Engineer	1	
	3712	Network Systems Engineer II	7	
	3711	Network Systems Engineer I	7	
	3758	Supervising Information Technology Specialist	1	
	3757	Information Technology Specialist II	5	
	3756	Information Technology Specialist I	5	
	2212	Business Systems Analyst III	3	
	2211	Business Systems Analyst II	3	
	2213	Business Systems Analyst I	3	18
33	2320	Public Information Officer	1	1
40	2382	Crime Analyst III	3	
	2381	Crime Analyst II	3	
	2380	Crime Analyst I	3	3

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
8	4180	Rangemaster	1	1
11	3613	Supervising Communications Dispatcher	7	
	3616	Communications Dispatcher Specialist	8	
	3615	Communications Dispatcher III	49	
	3612	Communications Dispatcher II	49	
	3610	Communications Dispatcher I	49	49
35	4134	Senior Deputy Coroner	1	
	4133	Deputy Coroner II	9	
	4130	Deputy Coroner I	9	9
41	4163	Supervising Crime Scene Specialist	1	
	4162	Crime Scene Specialist III	9	
	4161	Crime Scene Specialist II	9	
	4160	Crime Scene Specialist I	9	9
42	4166	Property & Evidence Technician II	2	
	4165	Property & Evidence Technician I	2	2
10	4154	Identification Technician III	11	
	4152	Identification Technician II	11	
	4150	Identification Technician I	11	11
37	1752	Deputy Public Administrator II	4	
	1751	Deputy Public Administrator I	4	4
18	1935	Social Worker III	2	
	1940	Social Worker II	2	
	1945	Social Worker I	2	2
17	4044	Inmate Supplies Coordinator	1	1
16	5307	Automotive Mechanic	3	3
19	2290	Volunteer Services Coordinator	1	1
23	4178	Supervising Process Server	1	
	4177	Process Server	6	6
12	2268	Sheriff's Business Manager	1	
	2294	Senior Staff Analyst	1	
	2293	Staff Analyst III	7	
	2292	Staff Analyst II	7	
	2291	Staff Analyst I	7	
	2343	Financial Analyst III	1	
	2342	Financial Analyst II	1	
	2341	Financial Analyst I	1	
	3262	Supervising Accountant	1	
	3255	Senior Accountant	5	
	3215	Accountant II	5	
	3210	Accountant I	5	
	3243	Accountant Trainee	5	
	3240	Supervising Account Clerk	3	
	3260	Account Clerk II	28	
	3205	Account Clerk I	28	28
21	2209	Executive Assistant	1	1
36	1530	Forensic Autopsy Technician	2	2
25	3161	Administrative Assistant II - Confidential	3	
	3141	Administrative Assistant I - Confidential	3	3



	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
28	3625	Supervising Program Technician	5	
	3623	Program Technician II - Confidential	5	
	3622	Program Technician I - Confidential	5	
	3621	Program Technician II	43	
	3620	Program Technician I	43	
	3081	Office Assistant II - Confidential	3	
	3111	Office Assistant I - Confidential	3	
	3080	Office Assistant II	69	
	3110	Office Assistant I	69	69
24	4185	Community Service Officer	23	23
38	3405	Estate Property Assistant	1	1
29	5090	Laundry Supervisor - Jail	1	1
30	5050	Maintenance Janitor	4	
	5055	Janitor	4	4
31	3440	Stock Clerk	1	1
<b>TOTAL NUMBER OF POSITIONS</b>				<b>1,274</b>

3430 PROBATION

0700 - Probation

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8085	Chief Probation Officer	1	1
2	2045	Deputy Chief Probation Officer	4	4
25	2042	Deputy Chief Probation Administrative Officer	1	1
3	2003	Assistant Deputy Chief Probation Officer	19	19
26	2391	Probation Information Technology Manager	1	1
6	2005	Deputy Probation Officer IV	73 *	
	2007	Deputy Probation Officer III	199	
	2010	Deputy Probation Officer II	199	
	2015	Deputy Probation Officer I	199	
	2265	Professional Aide	199	199
10	2023	Juvenile Correctional Officer II	1	
	2025	Juvenile Correctional Officer I	1	1
24	3708	Senior Information Technology Analyst	2	
	3707	Information Technology Analyst IV	3	
	3706	Information Technology Analyst III	3	
	3705	Information Technology Analyst II	3	
	3704	Information Technology Analyst I	3	3
5	2212	Business Systems Analyst III	1	
	2211	Business Systems Analyst II	1	
	2213	Business Systems Analyst I	1	1

\* There may be no more than a total of seventy-six (76) Deputy Probation Officer IV positions filled within all Probation Department Orgs at any given time.

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
9	2260	Probation Business Manager	1	
	3255	Senior Accountant	3	
	3215	Accountant II	3	
	3210	Accountant I	3	
	3243	Accountant Trainee	2	
	3260	Account Clerk II	5	
	3205	Account Clerk I	5	7
8	2297	Principal Staff Analyst	1	
	2294	Senior Staff Analyst	2	
	2293	Staff Analyst III	6	
	2292	Staff Analyst II	6	
	2291	Staff Analyst I	6	6
27	1935	Social Worker III	1	
	1940	Social Worker II	1	
	1945	Social Worker I	1	1
12	2209	Executive Assistant	1	1
13	3161	Administrative Assistant II - Confidential	3	
	3141	Administrative Assistant I - Confidential	3	3
15	3010	Chief Office Assistant	2	
	3070	Supervising Office Assistant	6	
	3080	Office Assistant II	54	
	3110	Office Assistant I	54	54
19	3621	Program Technician II	4	
	3620	Program Technician I	4	4
20	3623	Program Technician II - Confidential	3	
	3622	Program Technician I - Confidential	3	3
16	2066	Probation Technician II	39	
	2065	Probation Technician I	39	39
<b>TOTAL NUMBER OF POSITIONS</b>				<b>348</b>

3432 PROBATION DEPARTMENT GRANTS

0409 - Victim Witness Program

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
5	2003	Assistant Deputy Chief Probation Officer	1	1
1	3621	Program Technician II	1	
	3620	Program Technician I	1	1
3	2034	Senior Victim-Witness Advocate	3	
	2033	Victim-Witness Advocate	13	13
4	3080	Office Assistant II	1	
	3110	Office Assistant I	1	1
<b>TOTAL NUMBER OF POSITIONS</b>				<b>16</b>

0410 - Victim Services Gap Grant

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2005	Deputy Probation Officer IV	1 *	
	2007	Deputy Probation Officer III	1	
	2010	Deputy Probation Officer II	1	
	2015	Deputy Probation Officer I	1	
	2265	Professional Aide	1	1
2	2033	Victim-Witness Advocate	3	3
TOTAL NUMBER OF POSITIONS				4

0415 - Human Trafficking

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2034	Senior Victim-Witness Advocate	1	
	2033	Victim-Witness Advocate	1	1
TOTAL NUMBER OF POSITIONS				1

0420 - Comprehensive Elder Abuse Program

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2033	Victim-Witness Advocate	2	2
TOTAL NUMBER OF POSITIONS				2

1600 - Post Sentence

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2005	Deputy Probation Officer IV	2 *	
	2007	Deputy Probation Officer III	2	
	2010	Deputy Probation Officer II	2	
	2015	Deputy Probation Officer I	2	
	2265	Professional Aide	2	2
2	2066	Probation Technician II	1	
	2065	Probation Technician I	1	1
TOTAL NUMBER OF POSITIONS				3

1925 - PRIDE Grant

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2005	Deputy Probation Officer IV	1 *	
	2007	Deputy Probation Officer III	2	
	2010	Deputy Probation Officer II	2	
	2015	Deputy Probation Officer I	2	
	2265	Professional Aide	2	2
TOTAL NUMBER OF POSITIONS				2

\* There may be no more than a total of seventy-six (76) Deputy Probation Officer IV positions filled within all Probation Department Orgs at any given time.

1965 - VOISE

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2005	Deputy Probation Officer IV	1 *	
	2007	Deputy Probation Officer III	1	
	2010	Deputy Probation Officer II	1	
	2015	Deputy Probation Officer I	1	
	2265	Professional Aide	1	1
2	2033	Victim-Witness Advocate	1	1
TOTAL NUMBER OF POSITIONS				2

1975 - Adult Reentry Program

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2005	Deputy Probation Officer IV	1 *	
	2007	Deputy Probation Officer III	1	
	2010	Deputy Probation Officer II	1	
	2015	Deputy Probation Officer I	1	
	2265	Professional Aide	1	1
TOTAL NUMBER OF POSITIONS				1

1980 – DUI Court Grant

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2007	Deputy Probation Officer III	2	
	2010	Deputy Probation Officer II	2	
	2015	Deputy Probation Officer I	2	
	2265	Professional Aide	2	2
TOTAL NUMBER OF POSITIONS				2

1985 – SAKI Grant

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2033	Victim-Witness Advocate	1	1
TOTAL NUMBER OF POSITIONS				1
<b>TOTAL NUMBER OF POSITIONS</b>				<b>34</b>

\* There may be no more than a total of seventy-six (76) Deputy Probation Officer IV positions filled within all Probation Department Orgs at any given time.

3440 PROBATION - JUVENILE INSTITUTIONS

<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
17 2045	Deputy Chief Probation Officer	2	2
3 2003	Assistant Deputy Chief Probation Officer	4	4
20 2005	Deputy Probation Officer IV	1 *	
2007	Deputy Probation Officer III	2	
2010	Deputy Probation Officer II	2	
2015	Deputy Probation Officer I	2	2
22 1931	Social Work Practitioner	1	1
6 2021	Supervising Juvenile Correctional Officer	15	
2022	Senior Juvenile Correctional Officer	47	
2023	Juvenile Correctional Officer II	248	
2025	Juvenile Correctional Officer I	248	248
13 2293	Staff Analyst III	1	
2292	Staff Analyst II	1	
2291	Staff Analyst I	1	1
14 3161	Administrative Assistant II - Confidential	2	
3141	Administrative Assistant I - Confidential	2	2
21 3070	Supervising Office Assistant	1	
3080	Office Assistant II	6	
3110	Office Assistant I	6	6
19 5029	Dietary Aide	7	7
<b>TOTAL NUMBER OF POSITIONS</b>			<b>273</b>

\* There may be no more than a total of seventy-six (76) Deputy Probation Officer IV positions filled within all Probation Department Orgs at any given time.

4010 DEPARTMENT OF AGRICULTURE

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8005	Agricultural Commissioner/Sealer	1	1
11	0213	Assistant Agricultural Commissioner/Sealer	1	
	1769	Deputy Agricultural Commissioner/Sealer	4	
	1820	Deputy Agricultural Commissioner	4	
	1821	Deputy Sealer of Weights and Measures	4	4
14	2345	Agricultural Business Manager	1	1
4	1770	Entomologist	1	1
5	1698	Agricultural/Standards Investigator	2	2
6	1699	Supervising Agricultural/Standards Specialist	14	
	1700	Agricultural/Standards Specialist III	63	
	1701	Agricultural/Standards Specialist II	63	
	1702	Agricultural/Standards Specialist I	63	
	1703	Agricultural/Standards Specialist Trainee	63	
	1710	Agricultural Technician	3	
	1706	Agricultural Technician - Provisional	3	
	1704	Agricultural Field Aide	74	74
18	3255	Senior Accountant	1	
	3215	Accountant II	1	
	3210	Accountant I	1	1
7	2209	Executive Assistant	1	
	3161	Administrative Assistant II - Confidential	1	
	3141	Administrative Assistant I - Confidential	1	1
12	2212	Business Systems Analyst III	1	
	2211	Business Systems Analyst II	1	
	2213	Business Systems Analyst I	1	1
15	3623	Program Technician II - Confidential	1	
	3622	Program Technician I - Confidential	1	1
8	3260	Account Clerk II	2	
	3205	Account Clerk I	2	2
16	3621	Program Technician II	2	
	3620	Program Technician I	2	2
9	3070	Supervising Office Assistant	1	
	3080	Office Assistant II	4	
	3110	Office Assistant I	4	4
<b>TOTAL NUMBER OF POSITIONS</b>				<b>95</b>

4360 PUBLIC WORKS AND PLANNING

0200 - Development Services

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
17	0227	Planning & Resources Management Officer	1	1
14	2319	Deputy Director of Planning	1	1
1	0223	Development Services & Capital Projects Manager	1	1
9	1179	Principal Planner	2	
	1178	Senior Planner	6	
	1177	Planner III	30	
	1176	Planner II	30	
	1175	Planner I	30	30
4	1745	Chief Building Inspector	1	
	1721	Supervising Building Inspector	2	
	1716	Building Inspector II	11	
	1715	Building Inspector I	11	11
6	1720	Building Plans Engineer	1	
	1127	Senior Geologist	1	
	1134	Senior Engineer	2	
	1137	Engineer III	5	
	1105	Engineer II	5	
	1135	Engineer I	5	5
8	1722	Building Plans Checker III	4	
	1723	Building Plans Checker II	4	
	1724	Building Plans Checker I	4	4
5	2293	Staff Analyst III	1	
	2292	Staff Analyst II	1	
	2291	Staff Analyst I	1	1
16	1133	Senior Engineering Technician	1	
	1140	Engineering Technician II	3	
	1132	Engineering Technician I	3	
	1130	Engineering Aide	3	3
10	3160	Administrative Assistant II	1	
	3140	Administrative Assistant I	1	
	3621	Program Technician II	10	
	3620	Program Technician I	10	
	3080	Office Assistant II	20	
	3110	Office Assistant I	20	20
TOTAL NUMBER OF POSITIONS				77

0300 - Water & Natural Resources

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1174	Water & Natural Resources Manager	1	1
2	1179	Principal Planner	1	
	1178	Senior Planner	2	
	1177	Planner III	7	
	1176	Planner II	7	
	1175	Planner I	7	7
3	1134	Senior Engineer	1	
	1137	Engineer III	1	
	1105	Engineer II	1	
	1135	Engineer I	1	1
7	2294	Senior Staff Analyst	1	
	2293	Staff Analyst III	1	
	2292	Staff Analyst II	1	
	2291	Staff Analyst I	1	1
4	1133	Senior Engineering Technician	1	
	1140	Engineering Technician II	1	
	1132	Engineering Technician I	1	
	1130	Engineering Aide	1	1
6	3621	Program Technician II	1	
	3620	Program Technician I	1	
	3080	Office Assistant II	1	
	3110	Office Assistant I	1	1
TOTAL NUMBER OF POSITIONS				12

1150 - Capital Projects

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	1167	Supervising Architect	1	
	1168	Architect	3	
	1169	Architectural Assistant	8	8
5	2294	Senior Staff Analyst	1	
	2293	Staff Analyst III	1	
	2292	Staff Analyst II	1	
	2291	Staff Analyst I	1	
	2265	Professional Aide	1	1
TOTAL NUMBER OF POSITIONS				9
<b>TOTAL NUMBER OF POSITIONS</b>				<b>98</b>



4365 PUBLIC WORKS & PLANNING - SUPPORT SERVICES

1000 - Financial and Administrative Services

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
2	2356	Public Works and Planning Business Manager	1	1
3	3265	Principal Accountant	2	
	3262	Supervising Accountant	2	
	3255	Senior Accountant	8	
	3215	Accountant II	8	
	3210	Accountant I	8	8
8	2343	Financial Analyst III	2	
	2342	Financial Analyst II	2	
	2341	Financial Analyst I	2	2
6	3621	Program Technician II	5	
	3620	Program Technician I	5	
	3160	Administrative Assistant II	1	
	3140	Administrative Assistant I	1	
	3260	Account Clerk II	7	
	3205	Account Clerk I	7	
	3080	Office Assistant II	15	
	3110	Office Assistant I	15	15
		TOTAL NUMBER OF POSITIONS		26

1500 - Human Resources

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS</u>	<u>MAX. POS</u>
1	2297	Principal Staff Analyst	1	
	2294	Senior Staff Analyst	1	
	2293	Staff Analyst III	4	
	2292	Staff Analyst II	4	
	2291	Staff Analyst I	4	4
2	3623	Program Technician II - Conf	1	
	3622	Program Technician I - Conf	1	1
		TOTAL NUMBER OF POSITIONS		5

2000 - Computer Data Systems

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2392	Public Works & Planning Information Technology Manager	1	1
3	3708	Senior Information Technology Analyst	1	
	3707	Information Technology Analyst IV	7	
	3706	Information Technology Analyst III	7	
	3705	Information Technology Analyst II	7	
	3704	Information Technology Analyst I	7	7
6	3621	Program Technician II	1	
	3620	Program Technician I	1	1
		TOTAL NUMBER OF POSITIONS		9
		<b>TOTAL NUMBER OF POSITIONS</b>		<b>40</b>

4510 PUBLIC WORKS AND PLANNING – ROADS

<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8065 Director of Public Works and Planning	1	1
31	0224 Assistant Director of Public Works & Planning	1	
	2318 Deputy Director of Public Works	1	1
28	1150 Public Works Division Engineer	3	
	5435 Road Maintenance & Operations Division Manager	1	3
19	1148 Supervising Engineer	5	
	1134 Senior Engineer	7	
	1137 Engineer III	35	
	1105 Engineer II	35	
	1135 Engineer I	35	35
21	1149 Chief of Field Surveys	1	
	1147 Field Survey Supervisor	3	4
30	1179 Principal Planner	1	
	1178 Senior Planner	2	
	1177 Planner III	7	
	1176 Planner II	7	
	1175 Planner I	7	7
20	2297 Principal Staff Analyst	3	
	2294 Senior Staff Analyst	6	
	2293 Staff Analyst III	26	
	2292 Staff Analyst II	26	
	2291 Staff Analyst I	26	
	2265 Professional Aide	26	26
3	1133 Senior Engineering Technician	20	
	1140 Engineering Technician II	58	
	1132 Engineering Technician I	58	
	1130 Engineering Aide	58	58
9	5430 Road Superintendent	2	
	5420 Road Maintenance Supervisor	9	
	5425 Road Operations Lead Supervisor	12	
	5415 Road Equipment Operator II	118	
	5410 Road Equipment Operator I	118	
	5409 Road Equipment Operator Trainee	118	118
11	5445 Traffic Maintenance Supervisor	1	
	5460 Traffic Operations Lead Supervisor	2	
	5455 Traffic Equipment Operator II	12	
	5450 Traffic Equipment Operator I	12	
	5448 Traffic Equipment Operator Trainee	12	12
24	2209 Executive Assistant	1	
	3160 Administrative Assistant II	3	
	3140 Administrative Assistant I	3	
	3080 Office Assistant II	5	
	3110 Office Assistant I	5	5

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
29	3621	Program Technician II	5	
	3620	Program Technician I	5	5
32	3623	Program Technician II - Confidential	1	
	3622	Program Technician I - Confidential	1	1
<b>TOTAL NUMBER OF POSITIONS</b>				<b>276</b>

5110 DEPARTMENT OF CHILD SUPPORT SERVICES

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8100	Director of Child Support Services	1	1
17	2304	Deputy Director of Child Support Services	2	2
3	2315	Child Support Business Manager	1	1
18	1250	Chief Child Support Attorney	1	1
7	1251	Senior Child Support Attorney	3	
	1252	Child Support Attorney IV	10	
	1253	Child Support Attorney III	10	
	1254	Child Support Attorney II	10	
	1255	Child Support Attorney I	10	10
4	2225	Business Systems Manager	1 *	
	2240	Senior Business Systems Analyst	1 *	
	2212	Business Systems Analyst III	3	
	2211	Business Systems Analyst II	3	
	2213	Business Systems Analyst I	3	3
8	2294	Senior Staff Analyst	1	
	2293	Staff Analyst III	4	
	2292	Staff Analyst II	4	
	2291	Staff Analyst I	4	4
9	1978	Child Support Services Program Manager	6	
	1977	Supervising Child Support Specialist	20	
	1979	Senior Child Support Specialist	41	
	1974	Child Support Specialist II	216	
	1976	Child Support Specialist I	216	
	1973	Child Support Assistant	216	216
10	3262	Supervising Accountant	2	
	3255	Senior Accountant	2	
	3215	Accountant II	2	
	3210	Accountant I	2	2
11	3240	Supervising Account Clerk	2	
	3260	Account Clerk II	15	
	3205	Account Clerk I	15	15
13	1202	Paralegal	2	2

\* There may be no more than a total of one (1) Senior Business Systems Analyst or Business Systems Manager position filled at any given time.

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
2	2209	Executive Assistant	1	
	3161	Administrative Assistant II - Confidential	1	
	3141	Administrative Assistant I - Confidential	1	1
12	3625	Supervising Program Technician	1	
	3621	Program Technician II	7	
	3620	Program Technician I	7	7
15	3623	Program Technician II - Confidential	2	
	3622	Program Technician I - Confidential	2	2
14	3070	Supervising Office Assistant	1	
	3080	Office Assistant II	39	
	3110	Office Assistant I	39	39
19	3081	Office Assistant II - Confidential	2	
	3111	Office Assistant I - Confidential	2	2
<b>TOTAL NUMBER OF POSITIONS</b>				<b>308</b>

5610 DEPARTMENT OF SOCIAL SERVICES

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8072	Director of Social Services	1	1
2	2200	Deputy Director of Social Services	8	8
19	1924	Social Services Program Manager	35	35
16	2332	Social Services Finance Division Chief	2	2
3	2297	Principal Staff Analyst	2	
	2294	Senior Staff Analyst	11	
	2293	Staff Analyst III	52	
	2292	Staff Analyst II	52	
	2291	Staff Analyst I	52	52
25	2361	Social Services Finance Manager	4	4
24	2343	Financial Analyst III	8	
	2342	Financial Analyst II	8	
	2341	Financial Analyst I	8	8
17	2225	Business Systems Manager	1	1
15	3708	Senior Information Technology Analyst	2	
	3707	Information Technology Analyst IV	12	
	3706	Information Technology Analyst III	12	
	3705	Information Technology Analyst II	12	
	3704	Information Technology Analyst I	12	12
12	2240	Senior Business Systems Analyst	2	
	2212	Business Systems Analyst III	16	
	2211	Business Systems Analyst II	16	
	2213	Business Systems Analyst I	16	16
18	3255	Senior Accountant	15	
	3215	Accountant II	15	
	3210	Accountant I	15	15

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
4	1930	Social Work Supervisor	69	
	1931	Social Work Practitioner	528	
	1935	Social Worker III	528	
	1940	Social Worker II	528	
	1945	Social Worker I	528	528
5	3031	Social Services Program Supervisor	149	
	1907	Job Specialist III	219	
	1904	Job Specialist II	219	
	1905	Job Specialist I	219	
	3036	Social Services Appeals Specialist	21	
	3035	Eligibility Worker III	1,354	
	3034	Eligibility Worker II	1,354	
	3033	Eligibility Worker I	1,354	1,354
11	1952	Substance Abuse Specialist	5	5
21	3624	Supervising Program Technician - Confidential	1	
	3623	Program Technician II - Confidential	14	
	3622	Program Technician I - Confidential	14	14
22	3625	Supervising Program Technician	1	
	3621	Program Technician II	34	
	3620	Program Technician I	34	34
14	3240	Supervising Account Clerk	6	
	3260	Account Clerk II	55	
	3205	Account Clerk I	55	55
26	3261	Account Clerk II - Confidential	4	
	3206	Account Clerk I - Confidential	4	4
8	2209	Executive Assistant	1	
	3161	Administrative Assistant II - Confidential	2	
	3141	Administrative Assistant I - Confidential	2	2
10	3160	Administrative Assistant II	45	
	3140	Administrative Assistant I	45	45
6	3005	Administrative Support Coordinator	1	
	3070	Supervising Office Assistant	45	
	3080	Office Assistant II	486	
	3110	Office Assistant I	486	486
13	3081	Office Assistant II - Confidential	3	
	3111	Office Assistant I - Confidential	3	3
9	5093	Social Worker Aide	37	37
<b>TOTAL NUMBER OF POSITIONS</b>				<b>2,721</b>

5611 IHSS - PUBLIC AUTHORITY

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
3	1930	Social Work Supervisor	1	
	1931	Social Work Practitioner	1	
	1935	Social Worker III	1	
	1940	Social Worker II	1	
	1945	Social Worker I	1	2
4	1907	Job Specialist III	2	
	1904	Job Specialist II	2	
	1905	Job Specialist I	2	2
8	3621	Program Technician II	1	
	3620	Program Technician I	1	1
6	3080	Office Assistant II	7	
	3110	Office Assistant I	7	7
<b>TOTAL NUMBER OF POSITIONS</b>				<b>12</b>

5620 PUBLIC HEALTH

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8227	Director of Public Health	1	1
2	1311	County Health Officer	1	1
67	1312	Deputy Public Health Officer	1	1
49	0293	Assistant Director of Public Health	1	1
7	1365	Public Health Physician	3	3
3	1310	Division Manager - Public Health Services	5	5
4	1370	Division Manager - Emergency Medical Services	1	1
5	1313	Division Manager - Environmental Health	1	1
63	1304	Public Health Program Manager	2	2
68	1307	Care Manager	1	1
64	2372	Public Health Business Manager	1	1
70	1387	Emergency Manager	1	1
6	2297	Principal Staff Analyst	1	
	2294	Senior Staff Analyst	5	
	2293	Staff Analyst III	24	
	2292	Staff Analyst II	24	
	2291	Staff Analyst I	24	24
55	2240	Senior Business Systems Analyst	1	
	2212	Business Systems Analyst III	4	
	2211	Business Systems Analyst II	4	
	2213	Business Systems Analyst I	4	4
36	1610	Rehabilitative Therapy Manager	1	
	1557	Occupational Therapist III	13	
	1556	Occupational Therapist II	13	
	1555	Occupational Therapist I	13	
	1583	Physical Therapist III	13	
	1581	Physical Therapist II	13	
	1580	Physical Therapist I	13	13
14	1451	Head Nurse	2	
	1360	Supervising Public Health Nurse	10	
	1346	Public Health Nurse II	83	
	1345	Public Health Nurse I	83	
	1497	Staff Nurse III	83	
	1496	Staff Nurse II	83	
	1495	Staff Nurse I	83	
	1450	Licensed Vocational Nurse II	93	
	1494	Licensed Vocational Nurse I	93	93
13	1791	Supervising Environmental Health Specialist	8	
	1789	Environmental Health Specialist III	52	
	1787	Environmental Health Specialist II	52	
	1785	Environmental Health Specialist I	52	
	1790	Environmental Health Specialist Trainee	19	
	1655	Environmental Health Aide	7	64
25	1302	Senior Epidemiologist	1	
	1321	Epidemiologist	6	6
65	3707	Information Technology Analyst IV	2	
	3706	Information Technology Analyst III	2	
	3705	Information Technology Analyst II	2	
	3704	Information Technology Analyst I	2	2

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
18	1330	Senior Emergency Medical Services Specialist	5	
	1380	Emergency Medical Services Specialist	11	11
71	1386	Emergency Management Specialist II	3	
	1385	Emergency Management Specialist I	3	3
69	1404	Infection Preventionist	1	1
66	3262	Supervising Accountant	1	
	3255	Senior Accountant	4	
	3215	Accountant II	4	
	3210	Accountant I	4	4
39	1923	Medical Social Worker III	5	
	1922	Medical Social Worker II	5	
	1921	Medical Social Worker I	5	5
28	1355	Senior Public Health Microbiologist	1	
	1334	Public Health Microbiologist	3	
	1333	Public Health Microbiologist Trainee	3	
	1542	Laboratory Intern	3	3
32	1332	Public Health Chemist II	2	
	1331	Public Health Chemist I	2	2
22	1320	Health Educator	11	
	1324	Health Education Specialist	30	
	1319	Health Education Assistant	46	46
27	1403	Supervising Communicable Disease Specialist	3	
	1402	Communicable Disease Specialist II	27	
	1401	Communicable Disease Specialist I	27	27
72	3098	Vital Statistics Coordinator	1	1
58	3240	Supervising Account Clerk	1	
	3260	Account Clerk II	10	
	3205	Account Clerk I	10	10
43	2209	Executive Assistant	1	
	3161	Administrative Assistant II - Confidential	2	
	3141	Administrative Assistant I - Confidential	2	2
44	3160	Administrative Assistant II	5	
	3140	Administrative Assistant I	5	5
54	3623	Program Technician II - Confidential	2	
	3622	Program Technician I - Confidential	2	
	3621	Program Technician II	34	
	3620	Program Technician I	34	36
45	1682	Senior Administrative Case Worker	3	
	1681	Administrative Case Worker II	17	
	1680	Administrative Case Worker I	17	
	3070	Supervising Office Assistant	2	
	3080	Office Assistant II	59	
	3110	Office Assistant I	59	59
56	3081	Office Assistant II - Confidential	2	
	3111	Office Assistant I - Confidential	2	2
23	1429	Medical Assistant	4	4
38	1635	Therapy Aide	3	3
<b>TOTAL NUMBER OF POSITIONS</b>				<b>449</b>



5630 BEHAVIORAL HEALTH

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8073	Director of Behavioral Health	1	1
44	2316	Deputy Director of Behavioral Health	4	4
66	2321	Compliance Officer	1	1
2	1309	Division Manager - Mental Health	10	10
70	1481	Behavioral Health Nurse Manager	1	1
46	2336	Behavioral Health Business Manager	1	1
69	1958	Behavioral Health Program Manager	1	1
4	2297	Principal Staff Analyst	7	
	2294	Senior Staff Analyst	19	
	2293	Staff Analyst III	108	
	2292	Staff Analyst II	108	
	2291	Staff Analyst I	108	108
67	1444	Managed Care Coordinator	1	1
63	3262	Supervising Accountant	3	
	3255	Senior Accountant	15	
	3215	Accountant II	15	
	3210	Accountant I	15	15
56	2338	MHSA Financial Analyst	1	1
62	2259	Public Guardian Manager	1	1
9	2240	Senior Business Systems Analyst	2	
	2212	Business Systems Analyst III	17	
	2211	Business Systems Analyst II	17	
	2213	Business Systems Analyst I	17	17
15	1910	Senior Licensed Psychologist	2	
	1911	Licensed Psychologist	2	
	1915	Unlicensed Psychologist	2	2
16	1910	Senior Licensed Psychologist (1/2T)	1	
	1911	Licensed Psychologist (1/2T)	1	
	1915	Unlicensed Psychologist (1/2T)	1	1
7	1323	Mental Health Nurse II	2	
	1322	Mental Health Nurse I	2	2
65	1447	Quality Improvement Coordinator	1	1
17	1363	Clinical Supervisor	27	
	1920	Senior Licensed Mental Health Clinician	171	
	1919	Licensed Mental Health Clinician	171	
	1917	Unlicensed Mental Health Clinician	171	171
27	1347	Utilization Review Specialist	30	30
58	2337	Diversity Services Coordinator	1	1
57	2335	MHSA Education & Training Coordinator	1	1
68	1321	Epidemiologist	1	1
47	1550	Medical Records Coordinator	1	1
60	1774	Senior Deputy Public Guardian	1	
	1773	Deputy Public Guardian II	8	
	1772	Deputy Public Guardian I	8	8
33	1953	Senior Substance Abuse Specialist	12	
	1952	Substance Abuse Specialist	22	22

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
11	1450	Licensed Vocational Nurse II	24	
	1494	Licensed Vocational Nurse I	24	
	1468	Psychiatric Technician III	24	
	1463	Psychiatric Technician II	24	
	1467	Psychiatric Technician I	24	24
13	1928	Community Mental Health Specialist II	83	
	1927	Community Mental Health Specialist I	83	83
26	2209	Executive Assistant	1	
	3161	Administrative Assistant II - Confidential	2	
	3141	Administrative Assistant I - Confidential	2	2
21	3160	Administrative Assistant II	17	
	3140	Administrative Assistant I	17	17
52	3623	Program Technician II - Confidential	7	
	3622	Program Technician I - Confidential	7	7
36	3625	Supervising Program Technician	2	
	3621	Program Technician II	69	
	3620	Program Technician I	69	69
31	3035	Eligibility Worker III	2	
	3034	Eligibility Worker II	2	
	3033	Eligibility Worker I	2	2
42	3260	Account Clerk II	7	
	3205	Account Clerk I	7	7
43	1593	Senior Admitting Interviewer	3	
	1670	Admitting Interviewer	21	21
23	3010	Chief Office Assistant	1	
	3070	Supervising Office Assistant	5	
	3080	Office Assistant II	80	
	3110	Office Assistant I	80	80
48	1560	Provider Relations Specialist	6	6
61	3405	Estate Property Assistant	1	1
40	3081	Office Assistant II - Confidential	3	
	3111	Office Assistant I - Confidential	3	3
51	1960	Behavioral Health Worker	6	6
54	1966	Parent Partner	1	1
55	1968	Peer Support Specialist	21	21
<b>TOTAL NUMBER OF POSITIONS</b>				<b>753</b>

7110 VETERANS' SERVICE OFFICE

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2233	Veterans' Services Officer	1	1
2	3629	Veterans' Services Representative II	4	
	3628	Veterans' Services Representative I	4	
	3080	Office Assistant II	6	
	3110	Office Assistant I	6	6
<b>TOTAL NUMBER OF POSITIONS</b>				<b>7</b>

7205 PUBLIC WORKS AND PLANNING - COMMUNITY DEVELOPMENT

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
2	1747	Housing Rehabilitation Specialist II	1	
	1748	Housing Rehabilitation Specialist I	1	1
9	2297	Principal Staff Analyst	1	
	2294	Senior Staff Analyst	2	
	2293	Staff Analyst III	5	
	2292	Staff Analyst II	5	
	2291	Staff Analyst I	5	
	2265	Professional Aide	5	5
5	3621	Program Technician II	2	
	3620	Program Technician I	2	
	3080	Office Assistant II	2	
	3110	Office Assistant I	2	2
<b>TOTAL NUMBER OF POSITIONS</b>				<b>8</b>

7511 LIBRARY MEASURE B

0100 - Extended Hours

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
21	0251	Associate County Librarian	1	1
22	2286	Library Business Manager	1	1
3	2153	Library Development Program Coordinator	1	
	2294	Senior Staff Analyst	1	
	2180	Library Facilities Coordinator	1	
	2293	Staff Analyst III	6	
	2292	Staff Analyst II	6	
	2291	Staff Analyst I	6	
	3254	Senior Accountant - Confidential	2	
	3213	Accountant II - Confidential	2	
	3212	Accountant I - Confidential	2	7
1	2150	Principal Librarian	4	
	2156	Supervising Librarian	11	
	2155	Librarian III	48	
	2160	Librarian II	48	
	2110	Librarian I	48	
	2112	Librarian Trainee	48	48
32	2175	Literacy Coordinator	1	1
20	3712	Network Systems Engineer II	1	
	3711	Network Systems Engineer I	1	1
18	3708	Senior Information Technology Analyst	1	
	3707	Information Technology Analyst IV	1	
	3706	Information Technology Analyst III	1	
	3705	Information Technology Analyst II	1	
	3704	Information Technology Analyst I	1	
	3758	Supervising Information Technology Specialist	1	
	3757	Information Technology Specialist II	5	
	3756	Information Technology Specialist I	5	5
19	3757	Information Technology Specialist II (PT)	1	
	3756	Information Technology Specialist I (PT)	1	1
16	2290	Volunteer Services Coordinator	1	1
23	5222	Library Maintenance Supervisor	1	1
25	5325	Maintenance Painter	1	1
15	5221	Parks Groundskeeper	3	3
26	1152	Graphic Arts Specialist	1	1
4	1152	Graphic Arts Specialist (PT)	1	1
5	5061	Supervising Janitor	1	
	5050	Maintenance Janitor	19	
	5055	Janitor	19	19
6	5050	Maintenance Janitor (PT)	1	
	5055	Janitor (PT)	1	1
10	2167	Supervising Library Assistant	9	
	2166	Senior Library Assistant	110	
	2121	Library Assistant	110	
	2145	Library Aide	110	110
11	2166	Senior Library Assistant (PT)	98	
	2121	Library Assistant (PT)	98	
	2145	Library Aide (PT)	98	98

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
8	2209	Executive Assistant	1	
	3161	Administrative Assistant II - Confidential	2	
	3141	Administrative Assistant I - Confidential	2	
	3623	Program Technician II - Confidential	2	
	3622	Program Technician I - Confidential	2	
	3621	Program Technician II	1	
	3620	Program Technician I	1	
	3081	Office Assistant II - Confidential	3	
	3111	Office Assistant I - Confidential	3	
	3080	Office Assistant II	5	
	3110	Office Assistant I	5	5
9	3240	Supervising Account Clerk	1	
	3260	Account Clerk II	4	
	3205	Account Clerk I	4	4
12	3037	Driver	7	7
30	3037	Driver (PT)	1	1
TOTAL NUMBER OF POSITIONS				318

0902 - SJVLS Computer Operations

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2151	Library Program Manager	1	
	2156	Supervising Librarian	1	1
3	2155	Librarian III	2	
	2160	Librarian II	2	
	2110	Librarian I	2	
	2112	Librarian Trainee	2	2
4	3713	Senior Network Systems Engineer	1	
	3712	Network Systems Engineer II	3	
	3711	Network Systems Engineer I	3	3
TOTAL NUMBER OF POSITIONS				6

0903 - SJVLS PC&E

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2185	Administrative Librarian, San Joaquin Valley Library System	1	1
		TOTAL NUMBER OF POSITIONS		1
		<b>TOTAL NUMBER OF POSITIONS</b>		<b>325</b>

7515 COUNTY LIBRARIAN

0100 - County Librarian

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8040	County Librarian	1	1
		<b>TOTAL NUMBER OF POSITIONS</b>		<b>1</b>

7910 PUBLIC WORKS & PLANNING - PARKS & GROUNDS

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
5	2294	Senior Staff Analyst	2	
	2293	Staff Analyst III	2	
	2292	Staff Analyst II	2	
	2291	Staff Analyst I	2	2
1	5241	Parks Services Supervisor	3	
	5235	Parks Maintenance Worker	2	
	5221	Parks Groundskeeper	19	19
3	5242	Senior Tree Trimmer	2	
	5244	Tree Trimmer	3	3
4	3160	Administrative Assistant II	1	
	3140	Administrative Assistant I	1	
	3080	Office Assistant II	1	
	3110	Office Assistant I	1	1
		<b>TOTAL NUMBER OF POSITIONS</b>		<b>25</b>

8905 INTERNAL SERVICES

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8045	Director of Internal Services / Chief Information Officer	1	1
26	0296	Assistant Director of Internal Services	1	1
17	2248	Deputy Director - Internal Services	2	2
16	2354	Deputy Director - Information Services	1	1
19	2324	Internal Services Division Manager	1	1
2	2243	Information Technology Division Manager	3	
	2234	Information Technology Manager	9	9
15	3754	Internal Services Business Manager	1	1
11	3747	Senior Information Technology Analyst - Confidential	1	
	3746	Information Technology Analyst IV - Confidential	5	
	3745	Information Technology Analyst III - Confidential	5	
	3744	Information Technology Analyst II - Confidential	5	
	3743	Information Technology Analyst I - Confidential	5	
	3708	Senior Information Technology Analyst	9	
	3707	Information Technology Analyst IV	43	
	3706	Information Technology Analyst III	43	
	3705	Information Technology Analyst II	43	
	3704	Information Technology Analyst I	43	43
25	2240	Senior Business Systems Analyst	1	
	2212	Business Systems Analyst III	7	
	2211	Business Systems Analyst II	7	
	2213	Business Systems Analyst I	7	7
12	3713	Senior Network Systems Engineer	12 *	
	3712	Network Systems Engineer II	32 *	
	3711	Network Systems Engineer I	32 *	
	3758	Supervising Information Technology Specialist	3	
	3757	Information Technology Specialist II	25	
	3756	Information Technology Specialist I	25	48
5	2297	Principal Staff Analyst	2	
	2294	Senior Staff Analyst	8	
	2293	Staff Analyst III	8	
	2292	Staff Analyst II	8	
	2291	Staff Analyst I	8	8
6	3262	Supervising Accountant	1	
	3255	Senior Accountant	5	
	3215	Accountant II	5	
	3210	Accountant I	5	
	3243	Accountant Trainee	5	5
21	1152	Graphic Arts Specialist	1	1

\* There may be no more than a total of thirty-two (32) Network Systems Engineer I/II/Sr positions filled at any given time.

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
7	2209	Executive Assistant	1	
	3240	Supervising Account Clerk	1	
	3260	Account Clerk II	10	
	3205	Account Clerk I	10	
	3543	Supervising Multimedia Technician	1	
	3542	Multimedia Technician II	3	
	3535	Multimedia Technician I	3	
	3161	Administrative Assistant II - Confidential	1	
	3141	Administrative Assistant I - Confidential	1	
	3160	Administrative Assistant II	1	
	3140	Administrative Assistant I	1	
	3623	Program Technician II - Confidential	4	
	3622	Program Technician I - Confidential	4	
	3621	Program Technician II	8	
	3620	Program Technician I	8	
	3081	Office Assistant II - Confidential	4	
	3111	Office Assistant I - Confidential	4	
	3080	Office Assistant II	8	
	3110	Office Assistant I	8	
	3037	Driver	8	31
<b>TOTAL NUMBER OF POSITIONS</b>				<b>159</b>

8910 FLEET SERVICES

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	5365	Fleet Services Manager	1	1
10	5309	Fleet Services Supervisor	2	
	5360	Senior Welder	1	
	5332	Master Heavy Duty Mechanic	1	
	5331	Master Automotive Mechanic	1	
	5313	Heavy Duty Mechanic	19	
	5307	Automotive Mechanic	19	
	5301	Apprentice Mechanic	19	
	5340	Equipment Service Assistant	19	
	5370	Welder	3	25
20	1709	Fuel Site Compliance Specialist	1	1
11	3410	Fleet Services Parts Specialist	2	2
14	3621	Program Technician II	3	
	3620	Program Technician I	3	
	3160	Administrative Assistant II	1	
	3140	Administrative Assistant I	1	
	3080	Office Assistant II	6	
	3110	Office Assistant I	6	6
<b>TOTAL NUMBER OF POSITIONS</b>				<b>35</b>



8925 RISK MANAGEMENT

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	2277	Human Resources Manager	2	
	2250	Principal Human Resources Analyst	4	
	2251	Senior Human Resources Analyst	25	
	2249	Human Resources Analyst III	25	
	2252	Human Resources Analyst II	25	
	2253	Human Resources Analyst I	25	
	2238	Professional Aide - Confidential	25	25
10	3262	Supervising Accountant	1	
	3254	Senior Accountant - Confidential	2	
	3213	Accountant II - Confidential	2	
	3212	Accountant I - Confidential	2	2
7	3134	Senior Human Resources Technician - Confidential	3	
	2235	Human Resources Technician III - Confidential	13	
	2236	Human Resources Technician II - Confidential	13	
	2237	Human Resources Technician I - Confidential	13	
	3081	Office Assistant II - Confidential	13	
	3111	Office Assistant I - Confidential	13	13
<b>TOTAL NUMBER OF POSITIONS</b>				<b>40</b>

8935 FACILITY SERVICES

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	5230	Facility Services Manager	1	1
9	2324	Internal Services Division Manager	1	
	2297	Principal Staff Analyst	1	
	2294	Senior Staff Analyst	1	
	2293	Staff Analyst III	1	
	2292	Staff Analyst II	1	
	2291	Staff Analyst I	1	1
4	5231	Facility Services Supervisor	3	
	5201	Maintenance Services Supervisor	3	
	5375	Building Maintenance Specialist	5	
	5327	Maintenance Electrician	62	
	5326	Maintenance Plumber	62	
	5315	Maintenance Carpenter	62	
	5325	Maintenance Painter	62	
	5202	Building Maintenance Engineer	62	
	5330	Air Conditioning Mechanic	62	
	5316	Crafts Maintenance Trainee	62	
	5328	Locksmith	62	62
5	5061	Supervising Janitor	6	
	5050	Maintenance Janitor	21	
	5055	Janitor	61	61
7	3432	Supervising Stock Clerk	1	
	3440	Stock Clerk	6	6
6	3070	Supervising Office Assistant	1	
	3080	Office Assistant II	3	
	3110	Office Assistant I	3	3
<b>TOTAL NUMBER OF POSITIONS</b>				<b>134</b>

8970 SECURITY SERVICES

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	5206	Chief of Security	1	1
2	5236	Supervising Security Officer	3	
	5239	Senior Security Officer	12	
	5237	Security Officer	87	87
3	3070	Supervising Office Assistant	1	
	3160	Administrative Assistant II	1	
	3140	Administrative Assistant I	1	
	3080	Office Assistant II	5	
	3110	Office Assistant I	5	5
<b>TOTAL NUMBER OF POSITIONS</b>				<b>93</b>

9015 PUBLIC WORKS & PLANNING - RESOURCES

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	0228	Resources Division Manager	1	1
7	2371	Landfill Operations Manager	1	1
5	1134	Senior Engineer	1	
	1137	Engineer III	2	
	1105	Engineer II	2	
	1135	Engineer I	2	2
2	2297	Principal Staff Analyst	1	
	2294	Senior Staff Analyst	3	
	2293	Staff Analyst III	12	
	2292	Staff Analyst II	12	
	2291	Staff Analyst I	12	12
3	1133	Senior Engineering Technician	3	
	1140	Engineering Technician II	3	
	1132	Engineering Technician I	3	
	1130	Engineering Aide	3	3
4	3621	Program Technician II	4	
	3620	Program Technician I	4	
	3260	Account Clerk II	1	
	3205	Account Clerk I	1	
	3160	Administrative Assistant II	2	
	3140	Administrative Assistant I	2	
	3080	Office Assistant II	7	
	3110	Office Assistant I	7	7
<b>TOTAL NUMBER OF POSITIONS</b>				<b>26</b>

9026 AMERICAN AVENUE DISPOSAL SITE

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	5401	Disposal Site Supervisor	1	
	5408	Disposal Site Lead Supervisor	1	
	5407	Disposal Site Equipment Operator II	15	
	5404	Disposal Site Equipment Operator I	15	
	5405	Disposal Site Equipment Operator Trainee	15	15
5	5221	Parks Groundskeeper	3	3
2	5403	Disposal Site Attendant	5	5
<b>TOTAL NUMBER OF POSITIONS</b>				<b>23</b>

9140 PUBLIC WORKS & PLANNING - SPECIAL DISTRICTS ADMINISTRATION

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
2	2297	Principal Staff Analyst	1	
	2294	Senior Staff Analyst	2	
	2293	Staff Analyst III	5	
	2292	Staff Analyst II	5	
	2291	Staff Analyst I	5	5
3	5320	Supervising Water/Wastewater Specialist	1	
	5321	Water/Wastewater Specialist III	13	
	5319	Water/Wastewater Specialist II	13	
	5318	Water/Wastewater Specialist I	13	
	5322	Water/Wastewater Technician	13	13
5	3621	Program Technician II	1	
	3620	Program Technician I	1	1
6	3160	Administrative Assistant II	1	
	3140	Administrative Assistant I	1	
	3080	Office Assistant II	1	
	3110	Office Assistant I	1	1
<b>TOTAL NUMBER OF POSITIONS</b>				<b>20</b>
<b>TOTAL NUMBER OF ALLOCATED COUNTY POSITIONS</b>				<b>8,400</b>

9200 RETIREMENT ASSOCIATION

	<u>JCN</u>	<u>TITLE</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
1	8230	Retirement Administrator	1	1
3	0300	Assistant Retirement Administrator	1	1
8	2362	Retirement Investment Officer	1	1
2	3246	Retirement Benefits Manager	1	1
4	2365	Retirement Investment Analyst III	1	
	2364	Retirement Investment Analyst II	1	
	2363	Retirement Investment Analyst I	1	
	2293	Staff Analyst III	1	
	2292	Staff Analyst II	1	
	2291	Staff Analyst I	1	
	2212	Business Systems Analyst III	2	
	2211	Business Systems Analyst II	2	
	2213	Business Systems Analyst I	2	
	3265	Principal Accountant	1	
	3262	Supervising Accountant	1	
	3255	Senior Accountant	4	
	3215	Accountant II	4	
	3210	Accountant I	4	
	2265	Professional Aide	4	
	2209	Executive Assistant	1	
	3160	Administrative Assistant II	1	
	3140	Administrative Assistant I	1	
	6010	Supervising Retirement Specialist	1	
	3251	Senior Retirement Specialist	7	
	3250	Retirement Specialist II	7	
	3249	Retirement Specialist I	7	
	3278	Supervising Retirement Technician	1	
	3277	Retirement Technician III	10	
	3276	Retirement Technician II	10	
	3275	Retirement Technician I	10	
	3260	Account Clerk II	2	
	3205	Account Clerk I	2	
	3080	Office Assistant II	5	
	3110	Office Assistant I	5	33
<b>TOTAL NUMBER OF RETIREMENT POSITIONS</b>				<b>37</b>

SECTION 300 RESERVED FOR FUTURE USE

## **SECTION 400 - PAY PROVISIONS**

### 410 Definitions

#### 410.1 Satisfactory Service/Meritorious Service

410.1.1 This section applies to incumbents in salary range step classifications. Satisfactory service is hereby defined as service/performance meeting the work and conduct standards established by the Department Head. Each successive salary advancement as described in Salary Resolution Section 411, Hiring Rate and Salary Range Step Advancement, requires adherence to departmental conduct standards and, as evaluated by the Department Head or designee, continuing acceptable development of knowledge, skills, and abilities relating to the job being performed. A decision by a Department Head not to grant a salary step increase shall not be considered as a disciplinary action, but instead reflects the Department Head's determination that the employee is not currently meeting satisfactory work performance and conduct standards. Disciplinary actions are defined in the Fresno County Personnel Rules.

Eligibility as to periods of service for salary step advances shall require approval by the Department of Human Resources.

410.1.2 This section applies to incumbents of classifications in the Senior Management Compensation Plan (SMCP). Meritorious service is hereby defined as service exemplified by above-standard performance as determined by the Department Head. A decision by a Department Head not to grant a meritorious increase shall not be considered as a disciplinary action, but instead reflects the Department Head's determination that the employee has not performed within the above definition.

#### 410.2 Continuous Service (Ref. Normal Hiring Rate and Salary Advancement, Salary Resolution, Section 400); (Ref. Annual Leave, Salary Resolution, Section 600); (Ref. Personnel Rule 2- Status)

410.21 For the purpose of determining eligibility for advances, and New Annual or Annual Leave II payoff, the term "continuous service" shall mean that service commencing with appointment to a permanent position and continuing until broken by resignation or discharge.

410.22 An extra-help employee appointed to a permanently allocated position in the same job classification and in the same department without a break in service shall receive up to three months' retroactive credit for establishing an anniversary date for step advancement eligibility. This section does not apply to incumbents of classifications in the Senior Management Compensation Plan.

#### 410.3 Actual Service (Ref. Salary Resolution Section 600 – Paid Annual and Bereavement Leaves)

For the purpose of determining the amount of Annual Leave earned, the term "actual service" for full-time employees shall mean the number of regular straight-time hours actually worked on the job (includes regular hours paid pursuant to Salary Resolution Section 800, Overtime, and Section 900, Holidays), and the major fraction (forty [40] or

more regular straight-time hours) of working hours within a biweekly pay period shall be deemed one (1) pay period of actual service. However, absence from work on paid time off, unpaid time off work pursuant to Voluntary Furlough and Mandatory Furlough as provided in the Personnel Rules or Memorandum of Understanding (MOU), and absence on temporary military duty shall be deemed actual service.

410.4 Anniversary Date (Ref. Personnel Rule 11 - Promotion, Transfer and Demotion); (Ref. Personnel Rule 13 - Employee Performance Evaluations)

An anniversary date is a date from which time is computed, in accordance with paragraph 411, to determine eligibility for advancement within the salary range for a given class. It is established initially by the date of entrance into the County service and thereafter by effective dates of advancement within a salary range; and by the effective dates of any subsequent promotions or upward reclassifications and succeeding step advancements. Step advancements shall be effective on the first day of the pay period following the completion of the required period of satisfactory and continuous service.

Incumbents of classifications in the Senior Management Compensation Plan with the exception of those noted in Section 415.37 shall not be governed by the anniversary date for purposes of determining salary advancement within the respective salary band. Advancement for these classes is described in Section 415.

410.5 Y-Rate (Ref. Personnel Rule 3 - Classification)

A Y-Rate constitutes continuance of present salary when an employee's position is reclassified downward and his present salary is above the top step of the salary range to which his new classification is assigned. This salary continues for the employee affected until the top step of the salary range for his new classification equals or exceeds the continued salary.

Incumbents of classifications in the Senior Management Compensation Plan who are reclassified downward shall continue to receive their current salary. Subsequent salary advancement will occur as defined in Section 415.

410.6 Deleted 9/1/14 (SR 14-022)

410.7 Deleted 9/1/14 (SR 14-022)

411 Hiring Rate and Salary Range Step Advancement (Ref. Personnel Rule 4 - Selection Process)

The steps of each salary range listed in the Salary Range Steps shall be applied to incumbents of permanent positions as follows:

411.1 The first salary step is the minimum rate and shall be the hiring rate for the classification, except as otherwise provided in Salary Resolution Section 100, Alphabetical Position Listing.

411.1.1 Requests for hiring above the first salary step may be made by the Department Head in cases where an applicant for a position has been found to possess unusual qualifications. The Department Head may request employment at a specific salary step above the beginning step by submitting a memorandum to the Director of Human Resources for consideration and approval where justified.



- 411.2 An employee may advance to the second salary step after the completion of thirteen (13) full pay periods of continuous satisfactory service as defined in Salary Resolution Section 410.1, Satisfactory Service/Meritorious Service, and Section 410.2, Continuous Service, upon the recommendation of the employee's Department Head.
- 411.3 After advancement to the second salary step, an employee may advance to each subsequent step after the completion of twenty-six (26) full pay periods of continuous satisfactory service as defined in Sections 410.1 and 410.2 above upon recommendation of the employee's Department Head.
- 411.4 Requests for early salary step advancement may be made by the Department Head by submitting a memorandum to the Director of Human Resources for approval. Requests are to be made only under extremely unusual circumstances and where justified. The Director of Human Resources shall make the decision regarding the early step advancement.

412 Administrative Salary Reduction (Ref. Personnel Rule 10 - Disciplinary Actions)

412.1 A Department Head may reduce an employee's salary step whose classification is not in the SMCP from any step of the salary range to any appropriate lower step of the same salary range upon failure of the employee to maintain a standard of work reasonably expected of one on the salary range and step on which the employee has been placed. In such event, the employee's salary step may again be advanced by the Department Head to any salary step not higher than that from which the employee was reduced without any time requirement or other consent, when in the opinion of such Department Head the standard of service has been reestablished.

412.2 A Department Head may reduce an employee in a Senior Management Compensation Plan class to any appropriate point within the class' salary band upon failure of the employee to maintain a standard of performance reasonably expected at his salary placement.

Without any time requirement or other consent when, in the opinion of the Department Head, the standard of performance has been reestablished by the affected employee, the employee may again be raised to a point on the salary band not higher than that from which he/she was reduced.

412.3 At the time such reduction in step/salary is implemented, the appointing authority shall provide an employee in the classified service with written notice of said action and reasons therefor, as well as his right to appeal to the Civil Service Commission. The employee may, in accord with procedures set forth in the Personnel Rules regarding disciplinary action, appeal in writing to the Civil Service Commission, which may hold a hearing thereon and shall sustain the reduction if it finds it was not arbitrary and was based upon substantial cause; otherwise it shall order a restoration to an appropriate step/salary not higher than the one originally held. This section providing right of appeal does not apply to any employee in the unclassified service.

413 Other Salary Changes

In addition to step advancements, an employee's salary and/or job classification may be adjusted by:

#### 413.1 Salary Range Adjustments

When a salary range adjustment occurs, an employee shall be placed on the same step within the new range as he occupied within the old range. Anniversary dates remain unchanged when the salary range adjustments occur. This section does not apply to incumbents of classifications in the Senior Management Compensation Plan.

When classifications within the Senior Management Compensation Plan are removed from the Plan and placed into a Salary Range (covered under Attachment "A"), an employee shall be placed within the Salary Range at either the step of the new range as to receive the same salary they were receiving or at the step of the new range next higher than their present salary if the present salary is between steps of the new range. In instances where incumbent's salary is above the top step of the new range, the incumbent shall be placed at the top step. The anniversary date shall be changed to the effective date of such action.

#### 413.2 Promotion (Ref. Personnel Rule 11 - Promotion, Transfer and Demotion)

When an employee who is not in a classification in the Senior Management Compensation Plan is promoted to a classification having a higher step range, he shall be placed on such step of the new range as to receive the nearest biweekly salary that provides a minimum five percent (5%) increase over the base salary formerly received. Incumbents of classifications in the Senior Management Compensation Plan who promote to a classification in a higher salary band, or incumbents of classes which are not included in the Senior Compensation Plan who promote to a classification in the Senior Management Compensation Plan, shall be placed at a salary that is:

1. No less than the lowest salary of the new band
2. No less than five percent (5%) above the base salary formally received by that individual.
3. Any increase between five percent (5%) and ten percent (10%) higher than former base salary will be at the discretion of the department head. Any increase beyond ten percent (10%) must be approved in advance by the Director of Human Resources or his designee.

The provision of a minimum 5% salary increase shall not apply in the instance of a promotion to a range/salary band in which there is a no step/salary which is 5% above the individual's former salary. For employees governed by Attachment "A" (ranges), the anniversary date will be changed to coincide with the effective date of the promotion.

#### 413.3 Reclassification Upward (Ref. Personnel Rule 3, Classification)

When an employee's position is reclassified upward, his salary shall be treated exactly as though he were receiving a promotion (see paragraph 413.2).

#### 413.4 Demotion - Employee with Permanent Status (Ref. Personnel Rule 11 - Promotion, Transfer and Demotion)

413.4.1 Demotion - Salary Range Classifications - This section applies to incumbents in salary range classifications. When an employee with permanent Civil Service status in the job classification from which he/she is demoting, demotes to a classification having a lower salary range, the employee shall be placed on such a step of the new salary range so as to receive the same salary the employee was receiving prior to demoting. If the same salary is not in the new salary range, the employee shall receive the nearest lower salary. The anniversary date of the employee will remain unchanged.

413.4.2 Demotion - Senior Management Compensation Plan - When an employee with permanent Civil Service status in a classification in the SMCP demotes to a classification in the same or a lower salary band, or an employee in a classification which is not included in the SMCP demotes to a classification in the SMCP, the employee shall be placed at a salary approved by the Director of Human Resources that is:

- a. No less than ten percent (10%) below the average salary of the incumbent(s) in the same classification to which the employee is demoting.
- b. No more than the highest salary of the incumbent(s) in the same classification to which the employee is demoting.
- c. Consistent with the normal hiring rate for incumbents in the SMCP if there are no current incumbents in the classification to which the employee is demoting, pursuant to Salary Resolution Section 415.3.1 below.
- d. Set by the Director of Human Resources if there are no current or previous incumbents in the classification to which the employee is demoting (e.g. a new classification).

413.4.3 Demotion - Senior Management Compensation Plan Classification to a Classification in a Salary Range - When an employee with permanent Civil Service status in a classification in the SMCP demotes to a classification in a salary range, the employee shall be placed on a step of the new salary range so as to receive the same salary the employee was receiving prior to demoting. If the same salary is not in the new salary range, the employee shall receive the nearest lower salary within the salary range. The employee's anniversary date will remain unchanged.

413.5 Demotion - Probationary Employee (Ref. Personnel Rule 11 - Promotion, Transfer and Demotion)

413.5.1 Employee demoting who has not attained permanent status

When an employee serving a probationary period, without previous permanent status in the course of unbroken County service is permitted to demote to a job classification having a lower salary range/salary band allocation, such employee's salary subsequent to demotion shall be at the entry salary specified for the lower job classification. The anniversary date of employees covered under Attachment "A" will remain unchanged.

413.5.2 Employee demoting who previously had permanent Civil Service status

When during probation an employee with previous permanent status in the course of unbroken County service is permitted to demote from a higher classification to either the class in which he previously had permanent status or to another lower classification, such employee shall be returned to the step and range, (same salary for incumbents in classifications in the SMCP), in the lower classification which he occupied as a permanent status employee. If the position to which he is demoted does not have the same step and range, (same salary for incumbents in classifications in the SMCP), as the employee's previous permanent status position, he shall be placed on the step and range, salary for incumbents in classifications in the SMCP, of the new lower position which produces the next lower salary to that which he had as a permanent employee. The anniversary date of employees covered under Attachment "A" will remain unchanged.

413.6 Reclassification Downward (Ref. Personnel Rule 3 - Classification)

When an employee whose position is not in the SMCP is reclassified downward, the employee shall be placed either: (a) on such step of the new salary range as to receive the same salary the employee was receiving under the old salary range; or (b) the employee shall be placed on the step of the new salary range next higher than the employee's present salary if the employee's present salary is between steps of the new salary range; or (c) the employee's salary shall be Y-rated, if above the highest step available of the new salary range and shall remain unchanged until such time as general salary range adjustments increase the salary for the employee's new classification to a salary range which encompasses the employee's Y-rated salary. The employee's anniversary date will remain unchanged.

When the position of an incumbent of a classification in the SMCP is reclassified downward, the incumbent's salary shall be treated in accord with Section 413.4.2 above.

When the position of an incumbent of a classification in the SMCP is reclassified downward to a classification covered under the Salary Range Steps, Section 413.4.3 above shall govern.

413.7 Lateral Transfer (Ref. Personnel Rule 3 - Classification)

413.7.1 This section applies to incumbents in salary range step classifications. When an employee transfers to a position in a different job classification with the same salary range, or to a position in the same job classification within a different department, the employee shall remain at their current salary step and the anniversary date will remain unchanged.

413.7.2 This section applies to incumbents of classifications in the SMCP. When an employee transfers to a position in a different job classification in the same salary band, the employee shall continue to receive at least their current salary if the employee's salary is no more than the highest salary of the incumbent(s) in the same classification to which the employee is transferring. If the employee's salary is higher, the action shall be considered a demotion (see Sections 413.4 and 413.5 above).

413.8 Reorganization or Special Circumstances (Ref. Personnel Rule 3 - Classification)

In instances relating to reorganization, or special circumstances, an employee accepting or wishing to accept a position in a classification having a salary range/salary band lower than that in which he presently has status may have his salary maintained in accord with paragraph 413.6, Reclassification Downward. If it is determined to be in the best interest of the County, the County Administrative Officer may authorize such action. In instances of reorganization affecting positions in the SMCP, there shall be no Y-rating of an employee's salary.

413.9 Special Salary Upgrading (Ref. Personnel Rule 11 - Promotion, Transfer and Demotion)

413.91 The Director of Human Resources may authorize a special salary upgrading for the incumbent of a permanent position who is temporarily assigned the full range of duties of a higher classification where determination is first made that such action will be in the best interest of the County. In making this determination the Director of Human Resources shall take into consideration the recommendations of the appropriate Department Head(s) involved. Upgradings may only be made in cases where:

413.911 A permanent position vacancy exists and organizational considerations are necessary prior to its being filled permanently, or

413.912 The best interests of the County would be served from either: a special project completion, training, or special assignment standpoint.

413.92 Pay for special salary upgrading will start no later than the beginning of the third pay period but in each instance, only after all procedural requirements pertaining to special salary upgrading are completed.

413.93 Civil Service status and classification title for employees receiving a special salary upgrading shall remain unchanged. An employee who is assigned to a higher classification under paragraph 413.911 above, shall be paid at the higher rate for a period not to exceed nine (9) months. The Director of Human Resources may authorize special salary upgradings under paragraph 413.912 above even where there are no vacant positions in the higher classification.

413.94 Special salary upgrading shall not be approved if it is expected at the outset that the duration of the special upgrading will exceed nine months, and its purpose is to perform either the duties of an absent permanent position incumbent or those of a vacant permanent position. This nine-month limitation does not apply to upgradings made in accordance with paragraph 413.912 above. In such cases, positions shall be filled in the normal manner on a permanent basis by processes specified for either classified or unclassified positions.

413.95 Upgraded salary under this section shall be computed as though the employee were receiving a promotion (see paragraph 413.2). Upon termination of the special salary upgrading, the employee shall be returned to the salary of his own permanent position to which he would have been entitled if the upgrading had not occurred. (Ref. Special Salary Upgrading, Personnel Rules)

413.10 Peace Officers - Filling Encumbered Positions (Ref. Personnel Rule 4 - Selection Processes)

Provisions of the California Labor Code provide for fully paid absences during job-connected disability for Peace Officers. In such instances, when at the outset it is expected that such absence will extend for more than six months, the Director of Human Resources may approve the employment of an additional person in the classification of the absent employee. Filling of a position as described herein shall be by normal procedures as specified in the Personnel Rules subject to the right of the absent incumbent to return. If the incumbent returns to work, layoff procedures shall apply to excess personnel, if any. When it is expected that the Peace Officer's absence will extend less than six months, a special salary upgrading may be authorized in accordance with the provisions of paragraph 413.91 above notwithstanding the fact that the position is not vacant.

414 Effective Date of Changes (Ref. Personnel Rule 11 - Promotion, Transfer and Demotion)

In the event an employee is promoted, demoted, reclassified, transferred between departments, or his salary is upgraded, said action shall only be made effective at the beginning of a pay period.

415 Senior Management Compensation Plan

Classifications listed in Section 100 herein and designated as Senior Management are compensated under Attachment "B," the SMCP. The salary bands in Attachment "B" are composed of a beginning annual salary and a maximum annual salary, with intervening salaries in one-dollar (\$1) increments.

415.1 Initial Placement of Classes in Band

Classes which are in the SMCP are placed in the appropriate salary band, as determined by the Board of Supervisors, by removing all "steps" from the previous salary range to which the classification was assigned. Effective the date of movement of the class to the SMCP, the minimum and maximum salary for the transitioned classification shall be that specified as the minimum and maximum salary for the salary band to which the class is assigned, as reflected in Attachment "B."

415.2 Initial Salary of Incumbents of SMCP Classes in Bands

Employees whose classifications are transitioned to the SMCP shall be placed at the same salary they were receiving prior to the transition to the SMCP. Thereafter, incumbents of classifications in the SMCP may be considered for salary advancement upon the basis of merit as determined by the department head, (County Administrative Officer for department heads and agency directors), in accord with Section 415.3 herein.

415.3 Normal Hiring Rate, Salary Advancement and Performance Bonus

415.3.1 The hiring rate for each classification in the SMCP shall be discretionary with the department head and shall be no less than the lowest salary of the band in which the classification is placed and not more than 10% less than the current average salary of incumbents of the same classification, or if there

are no incumbents, no more than 10% less than the salary received by the previous incumbents of the same classification except as may otherwise be approved in advance by the Director of Human Resources.

- 415.3.2 Thereafter, incumbents of classifications in the SMCP who have been eligible for less than three annual senior management adjustment periods shall be considered for a salary advancement as specified in Section 415.3.5 below.

Incumbents of classifications in the SMCP who have been eligible to be considered for salary advancement in a minimum of three senior management annual adjustment periods in the same job classification shall be considered for salary adjustment and performance incentives as specified in section 415.3.8 below.

Any recommended salary advancement or performance incentives is based upon meritorious service as determined by the department head, (County Administrative Officer for department heads and agency directors). A performance evaluation shall be performed annually pursuant to Personnel Rule 13 prior to granting salary advances for each employee whose classification is in the SMCP. The recommended salary advancement amount or performance incentives amount, if any, shall be discretionary with the department head, (County Administrative Officer for department heads or agency directors), subject to County Administrative Officer approval pursuant to Section 415.3.10.

While no salary advancement or performance incentive is guaranteed, salaries for incumbents of classifications in the SMCP are assured that their salary shall at least be the minimum salary for the salary band to which the classification is assigned and at the most, the maximum salary for the band to which the classification is assigned. The available percentage is not intended to reflect the average available for satisfactory performance.

- 415.3.3 All recommended salary advancements and performance incentives, rounded to nearest whole dollar on a biweekly basis, must be made to the County Administrative Officer in advance by the department head. Department heads shall then report all approved salary increases to the Department of Human Resources who shall monitor for compliance with Section 415.3.5.

- 415.3.4 Incumbents of classifications in the SMCP may have their salary reviewed twice during the payroll year. The second review may occur if determined as appropriate by the department head, (County Administrative Officer for department heads and agency directors), and shall be calculated in accordance with Section 415.3.6 during the annual salary review for incumbents of the SMCP. If a second salary adjustment triggers a performance incentive pursuant to Section 415.3.8, the incentive will be paid during the remaining twenty (20) pay periods.

415.3.5 In any department, the average of salary advances and performance incentives granted as defined in Sections 415.3.2 - 415.3.8 shall not exceed the set available percentage as established below. In addition, no individual's total annual salary advancement or annual salary advancement and performance incentive may exceed twice the available percentage. The County Administrative Officer may establish a maximum percentage less than twice the available percentage. In such case no individual's total annual salary adjustment or salary adjustment and performance incentive shall exceed the designated percentage.

415.3.6 Available Percentage - Formula

The available percentage will be calculated by the County Administrative Officer of his/her designee based on a formula composed of the average annual salary range percentage adjustment available for classifications not included in the Senior Management Plan (SMCP), based on parameters established by the Board of Supervisors, and the step increase granted to eligible County employees weighted as a percentage of the total eligible County workforce, added to the percentage equivalent of any fringe benefit increases received by non-participants of the SMCP which Plan participants did not also receive. If salary adjustments are later given to non-participants of the SMCP exceeding those used in calculating the average annual salary range percentage adjustment, the percentage in salary and range of salary increases will be recalculated and may be given prospectively to participants in the SMCP, as determined by the department head, (County Administrative Officer for department heads or agency directors), subject to County Administrative Officer's approval pursuant to Section 415.3.10 herein.

The calculation of the available percentage will depend upon the County Administrative Officer's determination that annual salary increases for the majority of non-SMCP employees have been determined. Senior Management salary adjustments, if any, would be effective prospectively on the date specified by the County Administrative Officer.

415.3.7 Available Percentage - Unusual Circumstance

The available percentage is the maximum percentage available for annual salary adjustments and performances incentives. However, under unusual circumstances as determined by the County Administrative Officer, he/she may set the available percentage at a lower percentage than that calculated pursuant to the formula set forth in section 415.3.6. Further, notwithstanding the calculated available percentage, the County Administrative Officer may also determine that no annual salary advancement or performance incentive will be granted during any adjustment period.

415.3.8 Available Percentage - Performance Incentives

Incumbents of the SMCP who were considered for salary advancement a minimum of three advancement periods in the same job classification shall not be eligible for annual salary adjustments in the full amount of the available percentage as determined in sections 415.3.6 - 415.3.7, except as defined in Section 415.3.8(a) below. Instead, incumbents shall be eligible for a salary adjustment and performance incentive. A salary adjustment will be



an adjustment to the incumbent's base salary and will be limited to the SMCP component established in section 415.3.6 as "the average salary range percentage adjustment available for classifications not included in the Senior Management Plan". Increases granted above this percentage will be treated as performance incentive and paid as explained below.

Employees receiving performance incentives must elect to receive their incentive as a lump sum payment placed in their deferred compensation account or they may elect to receive the performance incentive in twenty equal installments paid over twenty (20) pay periods. Employees separating from County service while receiving their incentive in installments will receive a lump sum payment of the remaining balance, if any, at time of separation. Employees on unpaid leave of absence during the period of installment payments will receive a lump sum payment for installments due during the unpaid leave of absence upon return to paid status.

Performance incentives are considered compensation for purposes of retirement. Further, performance incentives do not increase the employee's base pay and terminate upon lump sum payment or at the end of the twenty (20) payment period.

The percentage available for salary advancement and performance incentives shall not exceed the limitation set forth in section 415.3.5

- a. Those incumbents whose salaries are less than ten percent (10%) above the top step of their specified subordinate job classifications shall be eligible for an annual salary adjustment in the full amount, based on merit, of the available percentage as specified in Section 415.3.6. The subordinate job classifications shall be specified by the County Administrative Officer.

415.3.9 The County Administrative Officer is responsible for communicating to departments the percentage available for annual salary advancements and performance incentives.

415.3.10 Each department head shall submit to the County Administrative Officer recommended merit increases and performance incentives for all department incumbents in the SMCP. The County Administrative Officer will review the distribution of merit increases in each department to assure that increases are granted to incumbents on the basis of meritorious performance. If the County Administrative Officer determines that increases are based upon considerations other than merit, no merit increases shall be effective for any incumbent until:

- a. The department head or agency director submits to the County Administrative Officer acceptable documentation demonstrating that recommended increases or incentives are based upon meritorious performance of individual incumbents, or
- b. The department head or agency director submits revised and acceptable merit increase recommendations to the County Administrative Officer.

415.3.11 An incumbent of the SMCP who has been recommended for merit increase salary adjustment which is less than the SMCP component established in Section 415.3.6 as "the average salary range percentage adjustment available for classifications not included in the Senior Management Plan" may appeal the decision the County Administrative Officer. If an appeal is initiated, it must be in writing within ten (10) working days from the date the evaluation was conducted with the employee.

The County Administrative Officer or his designee has twenty (20) days from the date upon which the appeal is received to review the matter and render a final decision.

415.3.12 Salary Band Adjustments

The Board of Supervisors shall amend the Salary Resolution, Attachment "B", to adjust only the maximum annual salary of each band in the Senior Management Compensation Plan by an average percentage as provided for by Section 415.3.6.

Upon the recommendation of the County Administrative Officer, the Board of Supervisors may consider additional factors leading to a higher percentage increase, including but not limited to current labor market conditions.

Incumbents of classifications in the Senior Management Compensation Plan are not automatically eligible for the above percentage as an adjustment to their salary. Instead, incumbents' salary adjustments, if any, shall be considered according to Section 415.3 hereinabove, based upon demonstrated meritorious service as determined by the department head or agency, (County Administrative Officer for department heads and agency directors), subject to County Administrative Officer's approval pursuant to Section 415.3.10 herein.

416 Exceptional Salary Changes

416.1 Unusual Circumstances

In any case where by reason of unusual circumstances rigid adherence to the foregoing principles relating to salary adjustments or appointments would be discriminatory, unfair or detrimental to the best interest of the County, the Director of Human Resources may make such order relating thereto as in his opinion is not contrary to the general intent hereof and under all the circumstances is just and proper.

417 Salary Placement on Rehire from Layoff List (Ref. Personnel Rule 12 - Separations)

417.1 Employees who are separated from County service because of layoff and are subsequently rehired by the County from a layoff list shall be returned to the step of the current salary for the class they were in when they separated from County service. Employee's time served on such step prior to layoff shall be credited for purpose of salary review.

417.2 Employees who have either voluntarily demoted in lieu of layoff or displaced an employee in a lower class because of layoff shall be returned to the salary step they would have been on had they not been laid off. Employee's anniversary date would remain unchanged.

418 Layoff (Ref. Personnel Rule 12 - Separations)

As a result of layoff, when an employee accepts a position in a classification for a salary range/band lower than that in which he/she presently has status, Salary Resolution Sections 413.4 and 413.52 regarding demotion will apply.

419 Administrative Leave Pay Pending Disciplinary Action (Ref. Personnel Rule 10 - Disciplinary Action)

An employee who is placed on administrative leave with pay pending investigation of alleged misconduct shall receive his/her full salary notwithstanding his/her absence from the job, until such time as the employee may be served with an order for disciplinary action.

420 Employment from Reinstatement List (Ref. Personnel Rule 4 - Selection Processes)

Individuals on a reinstatement list selected to fill a permanent position will be placed on the normal hiring step for that classification. The Director of Human Resources may, upon recommendation of the Department Head, approve an above the normal hiring step up to and including the step the employee occupied at time of demotion or separation.

## **SECTION 500 - BASIS AND TIME OF PAY**

### 510 Biweekly Pay Period

Except where otherwise indicated, the compensation herein provided shall be deemed to mean the compensation per 80-hour biweekly pay period or its converted hourly equivalent rate. There shall be one pay period every two weeks. The date of payment shall be the second Friday after the close of the biweekly pay period.

### 511 Normal Workday and Workweek

The normal workweek for County employees begins at 12:01 a.m., Monday and ends at 12:00 midnight Sunday, except as otherwise approved by the Director of Human Resources. Full-time employees shall normally work a five-day, 40-hour week. The normal work period for County employees subject to the requirements of the Fair Labor Standards Act (FLSA) will be as stated above. Exceptions to this will be determined by the Director of Human Resources in designated areas under Section 7(j) of the FLSA and Section 7(k) of the FLSA. Under Section 7(k) of the FLSA, for designated representation unit and unrepresented employees, the work period will consist of a 14-day work period which begins at 12:01 a.m., Monday, and ends at 12:00 midnight the second following Sunday; for FLSA purposes, overtime for these employees will begin after 86 hours for the 14-day work period.

The normal hours of work for a full-time employee are five, eight-hour shifts in the workweek between the hours of 5:00 a.m. and 7:00 p.m. In addition, employees are generally entitled to one (1) lunch break (not County-paid time) and two (2) rest periods (County paid time) each day. However, the lunch break/rest periods may not be possible due to operational needs as determined by management on any given day. No variation from the normal work hours for any employee other than those employees required to work on evening and night shifts or in seven day a week operations shall be granted on a continuing basis without approval of the Director of Human Resources.

### 512 Crediting Time for Hourly Pay

Whenever the rate of pay of an employee is on an hourly basis, more than one-half hour shall be credited as a full hour where the work to be performed is insufficient to require completion of the hour, and likewise less than one-half hour shall be credited as a full half-hour where the work to be performed is insufficient to require the completion of the full half hour.

### 513 Court Appearances

513.1 All employees occupying positions on a permanent basis shall receive full compensation as though they were performing their regular duties during such time as they are required to appear in any court or before the Grand Jury as:

513.11 A juror. (Excluding extra-help employees.)

513.12 Witness in a criminal case. (Excluding extra-help employees.)

513.13 Witness in a civil case for the purpose of giving testimony as to facts related to or the knowledge of which they have received in the course of their County employment.

513.14 A party to an action arising out of the course of his County employment.

513.2 They shall claim any jury, witness, or other fee to which they may be entitled by reason of such appearance and forthwith pay the same over to the Auditor-Controller/Treasurer to be deposited in the appropriate fund of the County.

514 Deleted 10/31/11 (SR 11-045)

515 Deleted 10/31/11 (SR 11-045)

516 Deleted 3/6/23 (SR 23-004)

517 Deleted 10/31/11 (SR 11-045)

518 Shift Premium

518.1 Management employees (all levels) are not eligible for shift premium. For unrepresented employees, read Salary Resolution Section 518 in its entirety. For represented employees refer to the applicable Memorandum of Understanding to determine appropriate shift premium. For extra-help employees refer to Salary Resolution Section 1100 - Extra Help.

518.2 Unrepresented employees, working a regular day shift consisting of scheduled regular hours between 5:00 a.m. and 7:00 p.m., shall not be eligible for shift premium when the entire eight (8) hour shift falls between these hours. Regular day shift employees shall not be eligible for shift premium for any extra hours worked which extends into the hours of 7:00 p.m. to 5:00 a.m.

Unrepresented employees required to work a regular shift, other than a regular day shift as defined above, by either rotation or assignment, any portion of which occurs between the hours of 7:00 p.m. and 5:00 a.m., is eligible for shift premium and shall be paid in addition to their basic compensation a six percent (6%) premium for all hours occurring between these hours.

Unrepresented employees working a flexible work schedule which extends into the hours of 7:00 p.m. to 5:00 a.m. shall not be eligible for shift premium.

518.3 Deleted 10/31/11 (SR 11-045)

518.4 Shift Premium During Periods of Time Off

There shall be no shift premium paid during periods of annual leave, sick leave use, and during holiday time off.

518.5 Moved to Section 518.2 1/23/12 (SR 12-008)

518.6 Shift Premium in Relation to Overtime

Whenever an unrepresented employee who is eligible for shift premium, as defined above, is required to perform overtime work between the hours of 7:00 p.m. and 5:00 a.m., such employee's basic compensation plus the shift premium will be used in determining any cash payment for overtime hours worked.

Unrepresented employees working a regular day shift, as defined in Section 518.2 above, shall not be paid shift premium for any extra hours worked (e.g., overtime) which extends into the hours of 7:00 p.m. to 5:00 a.m. Exception: if any employee who works a regular day shift performs an entire overtime shift that begins or concludes between the hours of 7:00 p.m. and 5:00 a.m., he/she is eligible for shift premium for that overtime shift for all work hours which occur after 7:00 p.m. and before 5:00 a.m. Additionally, employees working a regular day shift flexible work schedule which extends into the hours of 7:00 p.m. to 5:00 a.m. shall not be eligible for shift premium.

519 Deleted 7/11/11 (SR 11-033)

520 Professional License Incentives

Employees in the Senior Engineer classification may be advanced four percent (4%) starting in the pay period following receipt of the employee's license as a Professional Engineer or Land Surveyor under provisions of the California Business and Professions Code at the discretion of the department head as needed. However, the payment of the four percent (4%) differential shall be limited to a maximum of four (4) employees in the Senior Engineer classification at any given time. No individual shall receive a differential for more than one (1) license (i.e., Professional Engineer or Land Surveyor).

Effective July 11, 2011, employees in the Accounting and Financial Division Chief, Assistant Retirement Administrator, Deputy Treasurer-Tax Collector and Supervising Accountant classifications receiving the California Certified Public Accountants (CPA) professional license incentive as of July 10, 2011, will receive a two and one-half percent (2½%) CPA differential. No other incumbents currently in these classifications or prospectively hired into these classifications will be eligible for this differential.

521 Criminal and Family Law Specialists Incentives

Employees in the Chief Child Support Attorney, Chief Deputy District Attorney, Chief Defense Attorney, Assistant District Attorney and Assistant Public Defender classifications shall be advanced three and one-half percent (3.5%) starting in the pay period following receipt of the employee's certification by the California State Bar Association as a Criminal Law Specialist.

Employees in the Chief Child Support Attorney, Chief Deputy District Attorney and Assistant District Attorney classifications shall be advanced to three and one-half percent (3.5%) starting in the pay period following receipt of the employee's certification by the California State Bar Association as a Family Law Specialist.

522 Foster Parents - Additional Compensation

522.1 Whenever any County officer or employee has been approved and certified by the Department of Social Services to provide either emergency or long-term foster home services, they shall receive maintenance reimbursement as approved by the Board of Supervisors.

522.2 The maintenance reimbursement provided herein is intended as nearly as is practical to reimburse such persons their actual and necessary expenses in caring for children placed in their care and it is not intended that they make a profit thereon and such payment is not to be deemed salary or compensation.

522.3 The source of funding of the additional payment above specified is as follows:

522.31 For subsidy standby payment and for the first fourteen (14) days of care - Title IV B and Title XX of the Social Security Act.

522.32 For the period following the first fourteen (14) days of care -Title IV A of the Social Security Act, and County funds.

523 Deleted 10/31/11 (SR 11-045)

524 Election Workers - Additional Compensation

Employees who voluntarily assist in conducting County elections during their off-duty time may be compensated for each such additional duty at the minimum hourly wage. Any wages earned by such employees because of such assistance in conducting County elections shall be part of the employees' "lawful compensation" for purposes of Section 41 of the Fresno County Charter.

524.1 Pollworker Program

The Pollworker Program permits employees to volunteer for deployment from their regular department to the County Clerk - Elections Office on Election Day.

Salary Resolution Section 524.1 shall apply to employees in unrepresented classifications (excluding extra-help, management and employees permanently assigned to the County Clerk - Elections Office not represented by a bargaining unit) and classifications represented by Bargaining Units 3, 4, 12, 13, 19, 22, 25, 36, 39 and 43. For all other represented classifications, refer to the applicable Memorandum of Understanding.

524.11 Employees, who volunteer their service as Precinct Officers on Election Day, must meet the following conditions:

1. Be a County of Fresno employee in a permanently allocated position;
2. Be a registered voter; and
3. Have the approval of his/her department head.

524.12 Employees will not be required to use their accumulated leave balances; however, they will be paid their normal salary, including differentials and any other compensation they would have received as if they were reporting for a regular workday. Such duty will be alternatively served in the County Clerk - Elections Office.

524.13 In addition to receiving their normal salary/benefits as described above, employees will receive the same stipend as other Precinct Officers in lieu of:

1. Overtime as defined in Section 800 of the Fresno County Salary Resolution; and
2. Shift Differential as defined in Section 518 of the Fresno County Salary Resolution for employees who do not receive this differential as part of their regularly scheduled work shift.

524.14 Prior to volunteer service as a Precinct Officer, employees will be required to attend a mandatory training session conducted by the County Clerk - Elections Office. The training session is approximately two (2) hours long and will be scheduled at a time determined by the County Clerk - Elections Office.

524.15 Employees will receive their Election Day stipend at the same time as it is processed for other community volunteers (generally within 4-6 weeks of the Election Day).

525 Sheriff's Department Special Guard - Additional Compensation

Clerical employees of the Sheriff's Department who voluntarily serve in the capacity of Special Guard at the request of the Sheriff during their off-duty time shall be compensated at the rate established for the extra-help classification of Special Guard. Any wages earned by such employees because of such service as a Special Guard shall be part of the employees' "lawful compensation" for purposes of Section 41 of the Fresno County Charter.

526 Sheriff's Reserve Officers - Uniform Allowance

Members of the Sheriff's Reserve Unit who are volunteers and who are required to wear a uniform in the performance of their reserve duties and are designated as eligible by the Sheriff shall receive a uniform allowance of three hundred dollars (\$300.00) per year, to be paid during the month of April annually, beginning in April, 1989.

527 Registered Nurses - Additional Compensation

Registered nurses who voluntarily work additional shifts on an extra-help basis during their off-duty time may be compensated for such additional nursing duties at the rate established for classifications of Staff Nurse I, Staff Nurse II, or Staff Nurse III. Any wages earned by such employees because of such service shall be part of the employees' "lawful compensation" for purposes of Section 41 of the Fresno County Charter.

528 Deleted 10/27/14 (SR 14-033)

528A Physical Therapists - Additional Compensation

Employees who have current California Licensure as a Physical Therapist may voluntarily work additional hours on an extra-help basis during their off-duty time. Compensation for these physical therapy duties will be at the rate established for the classifications of Physical Therapist I, Physical Therapist II or Physical Therapist III. Any wages earned by such employees because of such service shall be part of the employees' "lawful compensation" for purposes of Section 41 of the Fresno County Charter.

529 Department of Health, Mental Health Division - Lead Worker

529.1 Lead Worker Explained

Lead Worker represents non-civil service status lead assignments. Persons assigned to Lead Worker responsibilities will retain their current civil service classification title. Persons serving as Lead Worker do so at the pleasure of the Director of Health and assignment decisions are not grievable or appealable to the Civil Service Commission, or subject to challenge in a court of law.



Assignments involve coordinating and reviewing the work of a small group of employees or employees assigned Community Services Coordinator or In Service Coordinator functions on an ongoing basis as authorized by the Board of Supervisors within the Mental Health Division of the Health Department.

529.2 Authorized Appointments and Compensation

There are a maximum number of appointments allowable at the Lead Worker level as shown below. Persons serving in a capacity of Lead Worker will receive, in addition to the salary designated for their civil service classification, additional compensation as shown below:

	<u>Max. Appt.</u>	<u>Biweekly Compensation</u>
Lead Worker	16	\$50

Employees who are assigned to perform Lead Worker duties on a shift shall receive an allowance of \$50.00 per pay period, pro-rated for the actual number of shifts worked in that capacity.

530 Administrative Fellow Stipend

Administrative Fellows selected with approval of the Director of Human Resources in cooperation with officials of California State University, Fresno, shall receive a stipend of three hundred dollars per month for each month in which the Director of Human Resources authorizes their participation. The three hundred dollars shall be paid monthly by the Auditor-Controller/Treasurer upon receipt of a Request for Warrant Voucher signed by the appropriate Department Head.

531 Fair Labor Standards Act Compliance

The provisions of this Resolution have been drafted to bring the Salary Resolution into compliance with the Fair Labor Standards Act. If, at any time, legislation or a court decision makes the provisions of the Fair Labor Standards Act no longer applicable to the County, all provisions of this Resolution shall no longer be subject to the FLSA.

532 Occupational Expense Remuneration

532.1 Eligibility

The following categories of management designated classifications are established for the purpose of providing occupational expense remuneration.

532.11 Elected Officials

Assessor-Recorder  
Auditor-Controller/Treasurer-Tax Collector  
Board of Supervisors, Chairman  
Board of Supervisors, Member  
County Clerk  
District Attorney  
Sheriff - Coroner - Public Administrator

532.12 Department Heads

Agricultural Commissioner/Sealer  
Assistant County Administrative Officer  
Chief Operating Officer  
Chief Probation Officer  
County Administrative Officer  
County Counsel  
County Librarian  
Director of Behavioral Health  
Director of Child Support Services  
Director of Human Resources  
Director of Internal Services / Chief Information Officer  
Director of Public Health  
Director of Public Works and Planning  
Director of Social Services  
Public Defender  
Retirement Administrator

532.13 Expense Remuneration

Each Elected Official shall receive one hundred seventy-five dollars and no/100 (\$175.00) per month for professional memberships and accreditations not paid for by the County; conference, seminar or educational expenses not paid for by the County; miscellaneous out-of-pocket expenses in connection with County activities performed in representing the County and community in County business relations not otherwise reimbursed by the County; and non-reimbursed travel or transportation expenses.

Each Elected Official and Department Head has the option of using their privately owned automobile or an assigned County automobile with home garaging privileges in the discharge of necessary official duties for the County. An Elected Official choosing to use their privately owned automobile shall be compensated for the use of their automobile within the County in the sum of five hundred thirteen dollars and no/100 (\$513.00) per month, or at the option of the individual, receive mileage reimbursement at the same rate as is then in effect for County employees (i.e., Internal Revenue Service mileage reimbursement rate). A Department Head choosing to use their privately owned automobile shall be compensated for the use of their automobile within the County in the sum of six hundred fifty dollars and no/100 (\$650.00) per month, or at the option of the individual, receive mileage reimbursement at the same rate as is then in effect for County employees (i.e., Internal Revenue Service mileage reimbursement rate). Interim Elected Officials and Department Heads shall also be eligible for the monthly automobile allowance which shall be included within the salary set for the Interim Elected Official or Department Head assignment.

532.14 Accounting for actual expenditures under this section is not required. The amounts established within this section shall be paid biweekly.

533 Bilingual Skill Pay

Section 533 shall apply to employees in unrepresented classifications, excluding extra-help, not represented by a bargaining unit. For represented classifications, refer to the applicable Memorandum of Understanding.

533.1 Pay Provisions

533.11 Bilingual Skill Pay will be a maximum of \$50.00 per pay period.

533.12 Bilingual Pay shall be paid in the amount of \$50.00 per pay period and will not be paid when the entire pay period consists of annual leave and/or unpaid leave.

533.13 Employees will be paid a maximum of \$50.00 per pay period regardless of the number of languages they are certified for.

533.2 Position Designation/Eligibility

533.21 An employee may be eligible to receive Bilingual Skill Pay after being certified by the Department of Human Resources and when occupying a permanently allocated position that is designated, by the Department Head or designee, to utilize a bilingual skill(s). Furthermore, the need for the bilingual skill(s) must be identified as crucial due to the nature of services provided. "Crucial due to the nature of services provided" shall be defined as any amount of time deemed necessary by the department in order to meet the needs of the public such as:

- A direct public contact position;
- An institutional or healthcare setting dealing with inmates or patients; or
- A position needed to perform interpretation, translation or specialized activities for the department and its clients.

533.22 In addition to Section 533.21, the position must also be authorized by the County Administrative Officer, or his/her designee, for Bilingual Skill Pay.

533.23 Where organizationally feasible, departments should ensure that positions clearly meet the standards by centralizing the bilingual responsibility in as few positions as possible.

533.3 Bilingual Proficiency Examinations and Certification Process

533.31 Bilingual proficiency examinations and certification will be administered by the Department of Human Resources.

533.32 Bilingual proficiency exams will be conducted using an oral board panel consisting of a minimum of two (2) persons.

533.33 Departments may submit, to the Department of Human Resources, languages identified for testing upon meeting the criteria in 533.2. After initial implementation of the exam and certification process, periodic bilingual proficiency exams will be scheduled.

533.34 Employees may submit Bilingual Certification Applications to be scheduled for bilingual proficiency exams directly to the Department of Human Resources, Employment Services Division. Application deadlines shall not be appealable or grievable.

533.35 Upon passing a bilingual proficiency exam, the employee shall be certified in that language(s) and will not be required to retest unless they have a break in County employment.

533.36 Employees that have been certified as bilingual proficient by the Department of Human Resources shall not be eligible to receive Bilingual Skill Pay unless the requirements of Section 533.2 are met.

This shall also apply to those employees that have successfully passed a bilingual proficiency exam administered by their department as a condition of employment. For an employee to qualify for a testing waiver and be certified, authorized department representatives shall submit to the Department of Human Resources, an employee's name, language(s) tested, and any other information necessary for efficient administration of the program. These employees shall not be required to retest through the bilingual proficiency exam process, but shall be considered as already certified.

533.37 Appeal Process:

- 1st examination failure - employee may request to be re-tested by a new panel. The employee must submit a written request to the Department of Human Resources within 10 working days of the date of the notification of failure. Human Resources will have 30 working days, or longer if mutually agreed, to schedule a re-test.
- Subsequent examination failure - upon an employee's second failure, the employee must wait until the next regularly scheduled examination period to apply for a bilingual proficiency exam.

#### 534 Cellular Telephone Stipend Pilot Project - Additional Compensation

Employees whose duties require issuance of a County owned cellular telephone have previously been able to voluntarily enroll in the Cellular Telephone Stipend pilot project in lieu of the use of a County owned cellular telephone. Any compensation received by such employees because of enrollment in the pilot project shall be part of the employees' "lawful compensation" for purposes of Section 41 of the Fresno County Charter. Employees who are not currently enrolled in the program prior to May 16, 2022 and whose duties require the use of a cellular telephone may not enroll in this program and will be issued a County owned cellular telephone.

##### 534.1 Cellular Telephone Stipend Pilot Project

The Cellular Telephone Stipend Pilot Project permits enrolled employees the option to receive a Twenty-Five Dollar (\$25.00) monthly stipend for using their personal cellular telephone in the course of their duties in lieu of utilizing a County owned cellular telephone.

Section 534.1 shall apply to employees in management and unrepresented classifications, excluding extra-help. For represented classifications, refer to the applicable Memorandum of Understanding.

## **SECTION 600 - PAID ANNUAL AND BEREAVEMENT LEAVES**

### 610 Annual Leave

Annual Leave is a form of paid time off that is accrued on a pay period basis which may be used for vacation/sick leave, as may be approved by Department Heads, consistent with the Salary Resolution, Personnel Rules, Memoranda of Understanding (MOU), and departmental policies and procedures. Employees shall be paid at their then-current rate of pay for all Annual Leave hours used during the term of their employment.

### 611 Annual Leave Plans

The following are the different Annual Leave Plans that exist within Fresno County based on date of hire, the Salary Resolution or MOU as approved by the Board of Supervisors:

611.1 Annual Leave I (formerly known as Old Annual Leave) - applies to all employees hired before October 10, 1983, and was the Annual Leave plan in place prior to the establishment of the New Annual Leave (now Annual Leave II). Annual Leave I hours were frozen at the time of conversion to the New Annual Leave plan effective October 10, 1983; all employees in Annual Leave I were transitioned to Annual Leave II.

611.2 Annual Leave II (formerly known as New Annual Leave) - applies to all employees hired before October 10, 1983, with unlimited accrual and a maximum payment upon separation of one thousand one hundred (1,100) hours.

611.3 Annual Leave III (formerly known as Annual Leave II) - applies to all employees in Representation Units 1, 14, 35, and 38 (pursuant to MOU) hired October 10, 1983 through December 13, 1998, with unlimited accrual and a maximum payment upon separation of four hundred (400) hours. All other employees in Annual Leave III were transitioned to either Annual Leave IV or Annual Leave V.

611.4 Annual Leave IV (formerly known as Modified Annual Leave II; also known as Annual Leave 04 and Annual Leave 2004) - applies to represented employees pursuant to MOU who were hired on or after October 10, 1983; leave accrual is capped at six hundred (600) hours. This section shall also apply to employees designated under UNR, MGT, SMG and HDS, effective July 3, 2017.

### 612 Employees Changing Leave Plans

The employee's leave plan is determined by their job classification/representation unit and date of hire with the County of Fresno. An employee that changes job classifications will be covered by the leave plan terms and conditions applicable to that job classification. The Annual Leave plan provisions specified herein apply to all Annual Leave plans unless otherwise specified herein or within applicable MOU.

### 613 Vacation/Sick Leave Plan

The Vacation/Sick Leave Plan is covered in Salary Resolution Section 700.

614 Annual Leave Accrual

614.1 Accrual Computation

An employee shall accrue Annual Leave hours at the rates set forth below for each pay period or major fraction thereof, computed on the basis of working hours of actual service, as defined in Salary Resolution Section 410.3, Actual Service, and shall be eligible to use the pay period following such accrual.

614.2 Accrual Rates

The following are Annual Leave accrual rates, regardless of Annual Leave plan, based on pay periods of total County actual service. Rates are shown in hours per pay period and the approximate number of days accrued per year or each twenty-six (26) pay periods.

<u>Pay Periods</u>	<u>Years of Service</u>	<u>Accrual Rate Per Pay Period</u>	<u>Approximate No. of Days per Year or 26 Pay Periods</u>
0 - 39	0 - 18 months	6.15	20
40 - 78	18 months - 3	7.08	23
79 - 156	3 - 6	8.92	29
157 - 260	6 - 10	10.15	33
261 - 364	10 - 14	11.38	37
365 - 494	14 - 19	11.69	38
495 - 520	19 - 20	11.85	38½

Beginning with the five hundred twenty-first (521<sup>st</sup>) pay period, accrual shall be at the rate of an additional 0.15 hours per pay period (i.e., approximately four [4] additional hours of Annual Leave time per year) for each additional twenty-six (26) pay periods of continuous service (e.g. pay periods 521 through 546), accrual is 12.00 hours per pay period or 39 days per year). Annual Leave accruals are subject to maximum accruals as outlined in Salary Resolution Section 611, Annual Leave Plans.

614.3 Accrual for Prior Service

An employee who reenters County service subsequent to layoff or military service shall be credited with continuous service time accumulated prior to separation for the limited purpose of determining the appropriate Annual Leave accrual rate.

A new Department Head (i.e., classification listed in Section 532.12), appointed on or after April 11, 2016, shall be credited with continuous service time accumulated from employment with a public entity immediately preceding employment with the County of Fresno for the limited purpose of determining the appropriate Annual Leave accrual rate.

No other prior service, such as may have preceded dismissal or resignation, shall apply.

614.4 Accrual - Permanent Part-Time Employees

An employee employed in permanent regular continuous part-time service (i.e., full-time equivalent [FTE] of less than 1.0), as specified in Salary Resolution Section 1200, Part-Time Employment, shall earn Annual Leave hours in direct proportion as such actual part-time service bears to regular full-time service (eighty [80] hours per pay period).

615 Annual Leave Use

615.1 Use of Annual Leave for Vacation

Use of Annual Leave for vacation shall be taken at such time or times during the payroll year as may be approved by the Department Head.

Annual Leave usage for vacation shall be so identified on the employee's Leave Request and Certification form and timesheet using the appropriate earn and work codes.

615.2 Use of Annual Leave for Sick Leave

615.2.1 Use of Annual Leave for sick leave may be used for illness, injury or healthcare appointment of an employee.

615.2.2 Employee Certification - Department Heads shall require that an employee who uses Annual Leave hours for sick leave complete a Leave Request and Certification form.

615.2.3 Timesheet - Use of Annual Leave shall be identified as such on the employee's timesheet using the appropriate earn and work codes.

615.2.4 Doctor's Statement (Ref. Personnel Rule 8 - Medical Examinations) - The Department Head shall, in any instance where deemed warranted, require that an employee submit a statement from a California licensed physician setting forth the specifics which necessitate the employee's absence for illness or injury purposes and shall have the right to require examination by County-appointed medical personnel at no expense to the employee, as specified in Personnel Rule 8024, Special Compulsory.

615.2.5 Department Head Responsibility - Department Heads have a responsibility to send an employee home or for medical attention when there is evidence that the employee is either too ill to work or presents a hazard to themselves, co-workers, or the public.

### 615.3 Use of Annual Leave I Hours

All Annual Leave I hours as of October 9, 1983, were frozen at their then-current dollar value and set aside into two (2) separate balances (hours balance and dollar value balance).

- a. An employee may, at their option, use hours from this balance at any time for vacation/sick leave.
- b. Hours used from this balance are paid at the employee's then-current rate of pay. The hours are deducted from the hours balance and the current dollar value is deducted from the remaining dollar value balance, if any. Hours without dollar value may still be used for vacation/sick leave or retirement credit as provided herein.

### 615.4 Designating the Balance(s) from which to use Accrued Annual Leave Hours

- a. On or after October 10, 1983, an employee may, at their option, use hours from the frozen balance of Annual Leave I or from the Annual Leave II balance which began accruing on October 10, 1983. The employee must designate the balance(s) from which to subtract the hours on their Leave Request and Certification form and timesheet.
- b. Employees in Annual Leave IV or V, at the time of conversion to these plans, were allowed to move accrued leave hours into a Time Off Bank consistent with the terms and conditions as set forth in Salary Resolution Section 620, Time Off Bank. The employee must designate the balance(s) from which to subtract the hours on their Leave Request and Certification form and timesheet.

## 616 Payment Upon Separation of Annual Leave

### 616.1 Payment of Remaining Annual Leave I Hours

Any hours of Annual Leave I remaining at termination or separation from County service are considered sick leave hours and may be used to extend credit for retirement purposes. At the employee's option, the remaining dollar value of Annual Leave I hours shall be paid in cash instead of using the remaining hours for retirement credit purposes.

### 616.2 Payment of Remaining Annual Leave II Hours

For an employee hired on or before October 9, 1983, a second Annual Leave balance was established beginning October 10, 1983. This balance may be accrued without limit, however, only hours up to one thousand one hundred (1,100) will be subject to cash payoff at the employee's then-current base hourly rate. Hours in excess of one thousand one hundred (1,100) may be accrued but shall be considered as sick leave hours at termination and may be used to extend credit for retirement purposes only. Retirement service credit will be calculated according to the procedures developed by the Fresno County Employees' Retirement Association.



### 616.3 Payment of Remaining Annual Leave III Hours

For an employee hired into Representation Units 1, 14, 35, and 38 on or after October 10, 1983, and as specified in the MOU, Annual Leave III may be accrued without limit; however, only hours up to four-hundred (400) will be subject to cash payoff at termination or separation according to the following formula:

- 616.3.1 Up to the first one hundred (100) hours of the employee's Annual Leave III balance at termination shall be fully paid in cash at the employee's then-current base hourly rate.
- 616.3.2 Annual Leave III hours, if any, between one hundred one (101) and four hundred (400) hours shall be converted to a cash payoff equivalent to a percentage of the remaining hours times the number of full years of actual service, times the employee's then-current base hourly rate. Such percentage shall be five percent (5%) for each year of continuous service, pursuant to Salary Resolution Section 410.2, Continuous Service, for the first ten (10) years and seven and one-half percent (7½%) for each remaining year, up to a maximum of one hundred percent (100%). Service will be calculated on a pro-rated basis to the nearest full pay period.
- 616.3.3 Hours between four hundred one (401) and two thousand four hundred eighty (2,480) may be accrued but have no cash value. These hours may be used for the purposes specified in Salary Resolution Section 615, Annual Leave Use, or if the employee is vested in the retirement system, unused hours between four hundred one (401) and two thousand four hundred eighty (2,480) remaining at termination shall be considered as sick leave hours and may be used to extend credit for retirement purposes only. Retirement service credit will be calculated according to the procedures developed by the Fresno County Employees' Retirement Association. Hours accumulated in excess of two thousand four hundred eighty (2,480) may be used only for purposes specified in Salary Resolution Section 615 above.

### 616.4 Payment of Remaining Annual Leave IV or V Hours

An employee terminating or separating, who was hired on or after October, 10, 1983, with remaining Annual Leave IV or V hours will be paid at one hundred percent (100%) of the employee's then-current base hourly rate.

### 616.5 Exception to Payment Upon Separation

- 616.5.1 Layoff - An employee who is laid off may defer Annual Leave payoff at the time of layoff in anticipation of being re-employed. Such deferral shall not extend for a period longer than two (2) calendar years from date of layoff. Payment shall be at rate and under the conditions specified in this Section (Section 616).

616.5.2 Non-Temporary Military Service - An employee who chooses to separate as a result of entering or being called to non-temporary military service (defined as ordered military duty greater than one hundred eighty [180] consecutive days) may defer Annual Leave payoff at the time of separation in anticipation of being re-employed. Such deferral shall not extend for a period longer than two (2) calendar years from date of separation to enter non-temporary military service. Payment shall be at the rate and under the conditions specified in this Section (Section 616).

616.5.3 Payoff on accrued Annual Leave I shall not be made to an employee who does not provide acceptable notice of resignation as defined in Personnel Rule 12010, Resignation.

616.6 Lump Sum Payments

An employee separating from County service who is entitled under this Section (Section 616) to a cash payoff for unused, accrued Annual Leave hours, shall receive such payment in a lump sum. All lump sum payments shall be made at the rate and subject to the conditions specified in this Section (Section 616).

616.7 Additional Service Credit at Retirement - Exception to Payment Upon Separation

Annual Leave payoff for an employee retiring and receiving additional service credit pursuant to Board resolution enacted by the Board of Supervisors invoking provisions of Government Code Section 31641.04 shall receive Annual Leave payoff, if any, as specified in the Board's resolution.

617 Workers' Compensation - Integration

617.1 In the event an employee is absent due to service-connected disability the employee may, at their option, use their accumulated Annual Leave, Vacation/Sick Leave, or Time Off Bank as defined in Salary Resolution Section 700, Vacation and Sick Leave Plan to such an extent as, when added to any temporary disability indemnity receivable by the employee under the Workers' Compensation provisions of the Labor Code, will enable the employee to receive full salary until their accumulated Leave is exhausted. In such event the employee's accumulated Leave will be charged only in proportion as the amount required to supplement compensation indemnity payments to enable the payment of full salary bears to the employee's regular full salary. An employee electing to receive full salary as aforesaid shall, as a condition thereof, endorse to the County the temporary disability indemnity checks received by the employee, and the County will in turn issue to the employee's warrants for their full salary with normal deductions for retirement, Social Security, taxes and authorized deductions.

Unless an employee notifies the Auditor-Controller/Treasurer-Tax Collector to the contrary sufficiently in advance of a payday as to enable the Auditor-Controller/Treasurer-Tax Collector to make the necessary changes in payroll procedures, it will be presumed in all cases that the employee is electing to receive full salary as hereinabove provided.

617.2 In the event an employee does not elect to receive full salary in lieu of temporary disability indemnity payments and so notifies the Auditor-Controller/Treasurer-Tax Collector or fails to endorse over to the County any indemnity checks received, the employee shall receive no part of the regular salary during the absence; and accumulated Annual Leave, if any, will not be charged.

618 Annual Leave Donations

618.4 Annual Leave Donations

Upon written request of an employee, and receipt of required forms, the Director of Human Resources may authorize the unconditional and irrevocable donation of up to 40 hours per payroll year of that employee's accumulated hours of Annual Leave, Vacation/Sick Leave (as defined in Section 700) to another employee. The 40 hour per payroll year maximum donation amount may be waived for catastrophic illnesses or injuries that have been approved for donation by the Director of Human Resources. Eligible employees may receive a maximum of 120 hours of donated hours per payroll year for any serious health condition or up to 800 hours of donated hours per catastrophic illness or injury as defined below.

618.4.1 Serious Health Condition

The donee must have a serious health condition or require time off work to care for a qualifying family member as defined by the Family Medical Leave Act (FMLA) or California Family Rights Act (CFRA).

618.4.2 Catastrophic Illness or Injury

The donee, the donee's spouse, domestic partner, child, parent, or dependent grandchild (legal guardianship required) must have a catastrophic illness or injury. A catastrophic illness/injury that is covered by this section differs from a serious health condition and is defined as an unexpected and/or unplanned life-threatening illness or injury. Examples of catastrophic illness/injury that meet the eligibility requirements for the catastrophic benefit are: invasive cancer, debilitating stroke or heart attack, major organ transplant, severe accident/injury. This provision may not be used for sporadic, short-term recurrences of chronic non-life-threatening conditions, or short-term recurring medical or therapeutic treatments. This section requires certification, signed by a California Licensed Physician, through the completion of the "County of Fresno Catastrophic Illness of Injury Certification Form" and approval of the Director of Human Resources.

In each of the above situations, the donee must have exhausted or is about to exhaust all of their Annual Leave or prior sick leave. In addition, a County of Fresno Annual Leave Donation Program Medical Certification Form shall be required prior to approving and processing an Annual Leave, Vacation or Sick Leave Donation request. The donation of a donor's accumulated hours will only be approved if after the donation a minimum balance of 120 accumulated hours is maintained by the donor.

Requests for Annual Leave, Vacation or Sick Leave Donations shall be processed in accordance with procedures specified by the Director of Human Resources and, when granted, the Annual Leave, Vacation or Sick Leave hours transferred shall be deducted from the donor's account and shall thereafter be treated the same as though it had been earned by the donee. The Director of Human Resources shall allocate the donated hours to the donee's account on a pay period basis to cover the period of disability.

## 619 Use of Annual Leave for Training Purposes

This section only applies to employees in Representation Unit 14.

Employees may voluntarily cash out each payroll year a maximum of eighty (80) accrued Annual Leave hours to use for attendance at work-related training sessions, seminars, conferences, workshops, and to purchase work related items pre-approved by the department head. Management and unrepresented employees may also cash out Annual Leave for payment of dues or fees to maintain professional licensure required as a condition of County employment. In order to cash-out annual leave, all the following conditions will apply:

1. Departmental funds are not available for the employee to use, in whole or in part, as determined by the department head. (Unit 7 employees excluded.)
2. Approval for attendance has been granted the employee by the department head or designee.
3. Sufficient advance notice of cash-out authorization has been given the Auditor-Controller/Treasurer, as determined by the Auditor-Controller/Treasurer.
4. Annual Leave hours will be paid to the employee on the earliest pay warrant practicable, and will be paid at the employee's biweekly salary at the time of cash out, not including any applicable shift differential.

On or after October 10, 1983, employees may, at their option, cash out hours from the frozen balance of old annual leave or from the new annual leave balance which begins accruing October 10, 1983, or from annual leave II.

5. Annual leave hours cashed-out may be used to finance expenses incurred in connection with a training session such as professional memberships, registration fees, materials, travel, lodging and meal expenses. In addition, annual leave hours may be cashed-out to purchase work related books, periodicals, computer programs, computer equipment, and materials. Annual leave cash-out requests on work-related items must be pre-approved by the department head.

## 620 Time Off Bank

### 620.1 Initial Establishment of Time Off Bank

At the time of conversion to the Annual Leave IV and V plans, an employee with a balance of more than one hundred twenty (120) hours of Annual Leave III or combined Vacation/Sick Leave Plan hours had an option to transfer any hours in excess of one hundred twenty (120) hours to a separate Time Off Bank (TOB). This designation was a one-time only election and was irrevocable upon execution.

## 620.2 Time Off Bank Usage

Time Off Bank may be used for either vacation/sick leave purposes, integration with Workers' Compensation, or donations consistent with Salary Resolution Sections 615, Annual Leave Use, 617, Workers' Compensation - Integration, and 618, Annual Leave Donations.

## 620.3 Unused Time Off Bank Upon Separation

Time Off Bank has no cash value. Upon separation from County employment, any remaining TOB hours will be converted to retirement service credit only.

## 621 Bereavement Leave

The following applies to all management, unrepresented, and represented employees unless otherwise agreed to in applicable MOU.

- 621.1 Each employee occupying a full-time, permanent position shall be eligible for paid Bereavement Leave up to twenty-four (24) working hours per bereavement for the death of a qualifying relative. Employees who work less than 80% of a full-time position shall be eligible for up to twelve (12) hours of paid Bereavement Leave per bereavement for the death of a qualifying relative. All leave must be requested, approved and completed within six months of the qualifying relative's death.
- 621.2 A qualifying relative shall be defined as the employee's: legally recognized spouse, mother, step-mother, father, step-father, brother, step-brother, sister, step-sister, child, step-child (including California Health and Safety Code, Section 102950), grandmother, step-grandmother, grandfather, step-grandfather, grandchild, or step-grandchild. Also qualifying shall be an employee's corresponding relative through their legally recognized spouse: spouse's mother, spouse's father, spouse's brother, spouse's sister, spouse's child, (including California Health and Safety Code, Section 102950), spouse's grandmother, spouse's grandfather, or spouse's grandchild.
- 621.3 Employees granted Bereavement Leave shall only be paid for any work hours regularly scheduled but not worked. For example, an employee who regularly has Fridays off is not eligible to use Bereavement Leave on a Friday.
- 621.4 Employees must maintain active payroll status to be eligible for Bereavement Leave. Active payroll status is defined as receiving any type of pay from the County (e.g. Annual Leave, Sick Leave, Vacation). If an employee is not receiving any pay from the County, they are deemed to be on inactive payroll status and not eligible for Bereavement Leave (e.g. unpaid leave of absence). Employees may substitute Bereavement Leave for available Annual Leave when integrating with State Disability Insurance.
- 621.5 Employees may request use of Annual Leave when the employee desires additional time off for bereavement-related purposes. Approval by the Department of total Bereavement Leave hours permitted (including any additional Annual Leave requested) will be based on operational need.
- 621.6 Employees taking Bereavement Leave shall submit a written statement under penalty of perjury on the Leave Request and Certification Form stating the name of the deceased, date of death, place of death, and relationship to the employee.

**SECTION 700 - VACATION/SICK LEAVE PLAN**

710 Vacation/Sick Leave

Vacation/Sick Leave is a form of paid time off that is accrued on a pay period basis which may be used for vacation/sick leave, as may be approved by Department Heads, consistent with the Salary Resolution, Personnel Rules, Memoranda of Understanding (MOU), and departmental policies and procedures. Employees shall be paid at their then-current rate of pay for all vacation/sick leave hours used during the term of their employment.

711 Vacation/Sick Leave Plans

The following Vacation/Sick Leave Plans apply to all employees in Representation Units 1, 14, 35 and 38 hired on or after December 14, 1998. For all other employees, refer to Salary Resolution Section 600, Paid Annual Leave and Bereavement Leaves.

711.1 Vacation/Sick Leave I (formerly known as Vacation/Sick Leave 2002) - applies to all employees in Representation Units 1 and 38 hired initially into the County on or after December 14, 1998 (regardless of initial hire classification), and employees who promote into Representation Units 14 and 35 via a promotional process, and were initially hired on or after December 14, 1998.

711.2 Vacation/Sick Leave II (formerly known as Vacation/Sick Leave 1999) - applies to all employees in Representation Units 14 and 35 who are initially hired into the County in Representation Units 14 and 35, from an Open recruitment, on or after December 14, 1998.

712 Vacation Accrual

712.1 Accrual Computation

An employee shall accrue vacation hours at the rates set forth below for each pay period or major fraction thereof, computed on the basis of working hours of actual service, as defined in Salary Resolution Section 410.3, Actual Service, and shall be eligible to use the pay period following such accrual.

712.2 Accrual Rates

712.2.1 Vacation/Sick Leave I - The following are vacation accrual rates for employees covered by Vacation/Sick Leave I based on pay periods of total County actual service. Rates are shown in hours per pay period and the approximate number of days accrued per year or twenty-six (26) pay periods.

<u>Pay Periods</u>	<u>Years of Service</u>	<u>Accrual Rate Per Pay Period</u>	<u>Approximate No. of Days Per Year</u>	<u>Maximum Accrual</u>
0 - 78	0 - 3	3.70 hours	12	260
79 - 260	3 - 10	4.62 hours	15	280
261 - 390	10 - 15	6.15 hours	20	300
391 - 520	15 - 20	6.77 hours	22	320
521+	20+	see below *		320

\* Beginning with the five hundred twenty-first (521st) pay period, accrual shall be at the rate of an additional 0.15 hours per pay period (i.e., approximately four [4] additional hours per year) for each additional twenty-six (26) pay periods of continuous service (e.g., accrual for pay periods 521 through 546 is 6.92 hours per pay period or 22½ days per year).

712.2.2 Vacation/Sick Leave II - The following are vacation accrual rates for employees covered by Vacation/Sick Leave II based on pay periods of total County actual service. Rates are shown in hours per pay period and the approximate number of days accrued per year or each twenty-six (26) pay periods.

<u>Pay Periods</u>	<u>Years of Service</u>	<u>Accrual Rate Per Pay Period</u>	<u>Approximate No. of Days Per Year</u>	<u>Maximum Accrual</u>
0 - 78	0 - 3	3.08 hours	10	280
79 - 312	3 - 12	4.62 hours	15	280
313 - 520	12 - 20	6.15 hours	20	280
521+	21+	see below *		280

\* Additional 0.15 hours per pay period per each additional twenty six (26) pay periods of services as described in Section 712.2.1 above.

712.3 Accrual for Prior Service

An employee who re-enters County service subsequent to layoff shall be credited with continuous service time, as defined in Salary Resolution Section 410.2, Continuous Service, accumulated prior to separation for the limited purpose of determining the appropriate vacation accrual rate.

An employee who re-enters County service subsequent to military service shall be placed at the accrual rate treating the employee as if they had not been on military service.

No other prior service, such as may have preceded dismissal or resignation, shall apply.

712.4 Accrual - Permanent Part-Time Employees

An employee employed in permanent regular continuous part-time service (i.e., full-time equivalent [FTE] of less than 1.0), as specified in Salary Resolution Section 1200, Part-Time Employment, shall earn vacation hours in direct proportion as such actual part-time service bears to regular full-time service (eighty [80] hours per pay period).

713 Vacation Use

713.1 Use of vacation hours shall be taken at such time or times during the payroll year as may be approved by the Department Head. Vacation usage shall be so identified on the employee's Leave Request and Certification form and timesheet using the appropriate earn and work codes.

713.2 An employee covered by Vacation/Sick Leave I will only be permitted to use vacation hours beginning with the second (2<sup>nd</sup>) pay period of employment. An employee covered by Vacation/Sick Leave II will only be permitted to use vacation hours beginning with the fourteenth (14<sup>th</sup>) pay period of employment.

713.3 It is the policy of the County that an employee be permitted to use vacation hours to the maximum extent consistent with operational needs. An employee with three (3) full years (78 pay periods) of service shall be permitted to use two (2) weeks of Vacation Leave per year subject to the approval of the Department Head, provided the employee has sufficient vacation hours.

713.3.1 A permanent part-time employee shall be permitted to use Vacation Leave on a similar proportional basis, provided the employee has sufficient vacation hours.

713.3.2 An employee will be permitted to use vacation hours in place of Sick Leave hours when such hours are exhausted. Such use of vacation hours shall be recorded as Sick Leave.

#### 714 Payment Upon Separation of Vacation Hours

##### 714.1 Payment of Remaining Vacation Hours

Any remaining hours of accrued Vacation Leave will be paid in cash at the time of separation at the employee's then-current base hourly rate.

##### 714.2 Exception to Payment Upon Separation

714.2.1 Layoff - An employee who is laid off may defer Vacation Leave payoff at the time of layoff in anticipation of being re-employed. Such deferral shall not extend for a period longer than two (2) calendar years from date of layoff.

714.2.2 Non-Temporary Military Service - An employee who chooses to separate as a result of entering or being called to non-temporary military service (defined as ordered military duty greater than one hundred eighty [180] consecutive days) may defer Vacation Leave payoff at the time of separation in anticipation of being re-employed. Such deferral shall not extend for a period longer than two (2) calendar years from date of separation to enter non-temporary military service.

##### 714.3 Lump Sum Payment

An employee with any remaining hours of accrued vacation time shall receive such payment in a lump sum.

##### 714.4 Additional Service Credit at Retirement - Exception to Payment Upon Separation

Vacation hours payoff for an employee retiring and receiving additional service credit pursuant to Board resolution enacted by the Board of Supervisors invoking provisions of Government Code Section 31641.04 shall receive vacation payoff, if any, as specified in the Board's resolution.

#### 715 Sick Leave

##### 715.1 Accrual Computation

An employee shall accrue Sick Leave hours at the rates set forth below for each pay period or major fraction thereof, computed on the basis of working hours of actual service, as defined in Salary Resolution Section 410.3, Actual Service, and shall be eligible to use the pay period following such accrual.

##### 715.2 Accrual Rates

715.2.1 An employee in Vacation/Sick Leave I shall accrue Sick Leave hours at the rate of four (4) hours per pay period.



715.2.2 An employee in Vacation/Sick Leave II shall accrue Sick Leave hours at the following accrual rates based on pay periods of total County actual service. Rates are shown in hours per pay period and the approximate number of days accrued per year or each twenty-six (26) pay periods.

<u>Pay Periods</u>	<u>Years of Service</u>	<u>Accrual Rate Per Pay Period</u>	<u>Approximate No. of Days Per Year</u>
0 - 78	0 - 3	2.46 hours	8
79+	3+	4.00 hours	13

715.3 Accrual Maximum

There is unlimited accrual of Sick Leave.

715.4 Accrual - Permanent Part-Time Employees

An employee employed in permanent regular continuous part-time service (i.e., full-time equivalent [FTE] of less than 1.0), as specified in Salary Resolution Section 1200, Part-Time Employment, shall earn Sick Leave hours in direct proportion as such actual part-time service bears to regular full-time service (eighty [80] hours per pay period).

715.5 Sick Leave Use

715.5.1 Sick Leave may be used as follows:

- a. An illness or injury of an employee or family member (including such illness or injury as established by law; i.e. FMLA and CFRA).
- b. Any FMLA and/or CFRA qualifying leave (e.g. to stay home with a child either newly born or newly placed with the employee for adoption or foster care).
- c. Healthcare appointment of an employee or family member.
- d. Physical incapacity for the purpose of work caused or contributed to by pregnancy or the recovery therefrom.
- e. Consistent with Workers' Compensation, as defined in Salary Resolution Section 617, Workers' Compensation - Integration, and disability plan integration where applicable.

715.5.2 Employee Certification - Department Heads shall require that an employee who uses Vacation/Sick Leave hours for sick leave complete a Leave Request and Certification form.

715.5.3 Timesheet - Use of Vacation/Sick Leave shall be identified as such on the employee's timesheet using the appropriate earn and work codes.

715.5.4 Doctor's Statements (Ref. Personnel Rule 8 - Medical Examinations) - The Department Head shall, in any instance where deemed warranted, require that an employee submit a statement from a California-licensed physician setting forth the specifics which necessitate the employee's absence for illness or injury purposes and shall have the right to require examination by

County-appointed medical personnel at no expense to the employee, as specified in Personnel Rule 8024, Special Compulsory.

715.5.5 Department Head Responsibility - Department Heads have a responsibility to send an employee home or for medical attention when there is evidence that the employee is either too ill to work or presents a hazard to themselves, co-workers, or the public.

715.6 Pay Off

There shall be no cash value for accumulated Sick Leave hours. Unused Sick Leave may be used to extend credit for retirement purposes only. Retirement service credit will be calculated according to the procedures developed by the Fresno County Employees' Retirement Association.

715.7 Workers' Compensation - Integration

An employee covered under the Vacation/Sick Leave program shall be eligible to participate in the Workers' Compensation - Integration program as provided in Salary Resolution Section 617, Workers' Compensation - Integration.

715.8 Vacation/Sick Leave Donations (Representation Unit 14)

Upon written request by an employee, the Director of Human Resources shall authorize the unconditional and irrevocable donation of all or any part of that employee's accumulated hours of Vacation or Sick Leave to another employee. In order to qualify for donations of Annual Leave/Vacation or Sick Leave, the recipient (donee) of donated hours must meet one of the qualifying situations listed below:

- a) The donee must have suffered major personal physical/mental disability (i.e. as established by FMLA or CFRA); or
- b) The donee requires time off work to attend a relative who is seriously ill. Relative shall mean the employee's husband, wife, parent, brother, sister, child, grandparent, or grandchild; or
- c) The donee requires time off work to recuperate from emotional stress caused by death of a defined relative.

In each of the above situations, the donee must have exhausted or is about to exhaust all of their Vacation and Sick Leave hours. In addition, a physician statement or other appropriate documentation may be required by the Director of Human Resources prior to approving and processing the request for donation.

Requests for Annual Leave/Vacation and Sick Leave donations shall be processed in accordance with procedures specified by the Director of Human Resources and, when granted, the hours transferred shall be deducted from the donor's account and shall thereafter be treated the same as though it had been earned as Sick Leave by the donee. The Director of Human Resources shall allocate the donated hours to the donee's account on a pay period basis to cover the period of disability.

## 715.9 Vacation/Sick Leave Donations (Representation Units 1 and 35)

Upon written request of an employee, and receipt of required forms, the Director of Human Resources may authorize the unconditional and irrevocable donation of up to 40 hours per payroll year of that employee's accumulated hours of Vacation/Sick Leave, Annual Leave (as defined in Section 600) to another employee. The 40 hour per payroll year maximum donation amount may be waived for catastrophic illnesses or injuries that have been approved for donation by the Director of Human Resources. Eligible employees may receive a maximum of 120 hours of donated hours per payroll year for any serious health condition (as defined below) or up to 800 hours of donated hours per catastrophic illness or injury for the employee, their spouse, the employee's dependent child or dependent grandchild (as defined below).

### 715.9.1 Serious Health Condition

- a. The donee must have a serious health condition as defined by the Family Medical Leave Act (FMLA); or
- b. The donee requires time off work to care for their spouse, parent, dependent child, dependent grandchild (legal guardianship required) or registered domestic partner, with a serious health condition as defined by FMLA.

### 715.9.2 Catastrophic Illness or Injury (Employee, Spouse, Dependent Child or Dependent Grandchild)

The employee, their spouse, or the employee's dependent child or dependent grandchild (legal guardianship required) must have a catastrophic illness or injury as defined below. A catastrophic illness or injury differs from a serious health condition as defined below.

- a. Employee - A catastrophic illness/injury that is covered by this section is defined as an unexpected and/or unplanned illness or injury, that is not chronic in nature, that would likely result in an imminent threat to loss of life and/or limb and that requires immediate medical intervention (treatment, surgery and/or rehabilitation) and that temporarily prevents the employee from working while he/she receives said medical care/treatment. Examples of catastrophic illness/injury that meet the eligibility requirements for the catastrophic benefit in Fresno County are: invasive cancer, debilitating stroke or heart attack, major organ transplant, severe accident/injury. This section requires certification by a treating physician and approval by the Director of Human Resources.

- b. Spouse, Dependent Child or Dependent Grandchild - The donee's spouse, dependent child or dependent grandchild must have a catastrophic illness or injury that is verifiable, incapacitating, and life threatening and is so serious in nature as to require extensive, long-term medical treatment, prolonged hospitalization, or an extended recovery period and requires the employee to be present to care for the family member. This provision may not be used for sporadic, short-term recurrences of chronic, non-life threatening conditions, or short-term conditions due to contagious diseases, or short-term recurring medical or therapeutic treatments. All requests must include a "County of Fresno Catastrophic Illness of Injury Certification form" signed by a California Licensed Physician and must be approved by the Director of Human Resources.

In each of the above situations, the donee must have exhausted or is about to exhaust all of their Vacation and Sick leave hours. In addition, a County of Fresno Annual Leave Donation Program Medical Certification Form shall be required by the Director of Human Resources prior to approving and processing a Vacation or Sick Leave Donation request.

Requests for Annual Leave/Vacation and Sick Leave donations shall be processed in accordance with procedures specified by the Director of Human Resources and, when granted, the hours transferred shall be deducted from the donor's account and shall thereafter be treated the same as though it had been earned as Sick Leave by the donee. The Director of Human Resources shall allocate the donated hours to the donee's account on a pay period basis to cover the period of disability.

#### 716 Prior Sick Leave

An employee hired prior to October 3, 1975, who continues to maintain Sick Leave hours may use Sick Leave in lieu of Annual Leave for illness purposes as specified in Salary Resolution Section 600, Paid Annual and Bereavement Leaves. There is no cash value upon separation. Unused prior Sick Leave may be used to extend credit for retirement purposes only. Retirement service credit will be calculated according to the procedures developed by the Fresno County Employees' Retirement Association.

## **SECTION 800 - OVERTIME**

### 810 Policy

It is the policy of the County of Fresno that overtime work is to be discouraged; that each Department Head organize the work of his department so that full-time employees shall normally work not more than eight hours in any workday or over 80 hours in any biweekly pay period; that overtime work be held to a minimum consistent with the efficient performance of necessary functions; and that overtime work be used only for emergencies or when temporarily using a regular employee in excess of the normal workday can be shown to be more economical than using extra help. When in the judgment of the Department Head overtime work is required of regular and extra-help employees, records will be kept of the time worked and compensation in cash or compensatory time off provided pursuant to the provisions of this section.

### 811 Overtime Defined

811.1 Overtime is authorized work performed by an employee in excess of eight (8) hours a day or over forty (40) hours in a workweek. A day is defined as the period between 12:01 a.m. to midnight.

Under Section 7(k) of the FLSA, the work period for designated Unit 1 law enforcement personnel and Unit 2 security personnel, as defined therein, is established as a fourteen (14) day work period (see Salary Resolution Section 511). Consequently, the maximum non-overtime hours for FLSA purposes alone are established at eighty-six (86) hours for the fourteen (14) day work period. FLSA overtime liability will be incurred for hours worked beyond the eighty-sixth (86th) hour. This FLSA overtime requirement does not preclude designated Unit 1 and Unit 2 members from any other overtime payments provided by Memoranda of Understanding provisions or paragraph one above.

811.1.1 Consistent with other provisions of Salary Resolution Section 800 - Overtime, overtime shall also include all authorized continuous hours worked over eight (8) hours in a day which extend an employee's shift into a new day. A day is defined as 12:01 a.m. to midnight. Hours worked immediately preceding a shift that extends into a new day would also be considered overtime. This provision shall include additional hours worked before or at the end of an employee's shift, but shall not include hours worked for an additional, consecutive shift worked on a new day. Overtime paid in this setting shall not be included in any overtime/ double-time computation for regularly assigned work hours on the new day.

811.2 Deleted 5/16/22 (SR 22-034)

811.3 For purposes of determining overtime worked, refer to Salary Resolution Section 511 for the normal workweek definition. A day is defined as the period between 12:01 a.m. to midnight.

811.4 Overtime must be specifically authorized (and in writing when practicable) by the Department Head or subordinates empowered by the Department Head to authorize such work.

812 Compensation for Overtime

Overtime work shall be reported to the Auditor-Controller/Treasurer-Tax Collector by each department head.

812.1 Designated Employees

- 812.1.1 Except as specified in the Memoranda of Understanding, and reflected in Salary Resolution Sections 812.12, 812.13 and 812.14 herein, employees, including incumbents in extra-help positions, in classifications designated by the Director of Human Resources and approved in the Salary Resolution by Board of Supervisors' action, shall receive compensation in cash at the rate of one and one-half (1½) the employee's regular rate of pay for overtime worked as defined by the provisions of the FLSA and this Section. For those employees covered by FLSA, the regular rate of pay shall be as defined by FLSA.
- 812.1.2 Designated unrepresented employees, excluding all extra-help employees, shall receive compensation in cash at the rate of two (2) times the employee's hourly rate of pay for overtime worked beginning on the eighth (8th) consecutive day worked and continuing until such time as two (2) consecutive days off are received.
- 812.1.3 Agricultural/Standards Specialist I/II/III and Supervising may accrue up to a maximum of eighty (80) hours at any given time in Compensatory Time Off. Anything over the maximum accrued balance herein specified will be paid in cash automatically.
- 812.1.4 Where indicated in Memoranda of Understanding, and for unrepresented classifications, with the exception of the classifications noted in Salary Resolution Section 812.1.3 above, an employee eligible to receive overtime and in a permanent position in a department designated below may accrue Compensatory Time Off (CTO) up to a maximum of twenty-four (24) hours.

Departments where CTO accrual is permissible:

Agriculture  
Behavioral Health  
County Clerk  
County Counsel  
District Attorney  
Human Resources  
Internal Services  
Library  
Public Health  
Public Works & Planning  
Sheriff  
Social Services

- 812.1.5 Use of all CTO balances shall be at a time mutually agreed upon by the employee and department head, or his/her representative.

812.1.6 Employees may request to be paid in cash at anytime for accrued CTO. Employees shall be paid in cash upon separation for any remaining balance. Accrued hours may be paid off annually in cash at a time selected by the department head, at his/her discretion.

Payments of accrued CTO hours shall be calculated using the employee's regular rate of pay at the time the employee receives such payment. Additionally, prior to any promotion or departmental transfer, employees must either cash out or use all accrued CTO and Holiday Time Off balances.

812.2 Administrative Time Off

Notwithstanding provisions of this section, a Department Head may in their sole discretion on a case-by-case basis reward extraordinary hours of service by an employee not entitled to overtime compensation by allowing Administrative Time Off (ATO) in an amount deemed fair by the Department Head. The granting of ATO shall be recorded on timesheets, but it shall not accumulate or be earned as a matter of right. It is not intended as hour-for-hour compensation for extra hours of service, but rather is a departmental prerogative permitting limited recognition of extra hours. Department Heads shall not be eligible for ATO, unless otherwise approved by the County Administrative Officer in advance of such usage and shall be recorded on timesheets. The County Administrative Officer and County Counsel shall not be eligible for ATO, unless otherwise approved by the Chair of the Board of Supervisors in advance of such usage and shall be recorded on timesheets. The granting or failure to grant ATO is not appealable or grievable. In addition, Department Heads/appointing authorities must first consider the mandatory leave usage requirements set forth within the Salary Resolution prior to or in conjunction with the granting of ATO.

Notwithstanding any provision to the contrary, the County Administrative Officer may in an emergency authorize overtime at the regular rate of pay for exempt or non-designated employees. Overtime authorization under this paragraph shall be reported in writing to the Board of Supervisors within thirty (30) days, together with the facts constituting the emergency.

813 Exemptions

Overtime shall not be allowed and the provisions of this section shall not apply to:

813.1 Deleted 10/31/11 (SR 11-045)

813.2 Work performed in the course of a normal work shift consisting of more than eight (8) hours a day established with the approval of the Director of Human Resources.

## **SECTION 900 - HOLIDAYS**

### 910 Defined

Whenever the dates listed below fall within the normal workweek of Monday through Friday, they shall be considered holidays for all County employees, and all employees occupying permanent positions shall be entitled to take the same, up to a maximum of eight (8) hours, without deduction in pay therefor. Employees are eligible for holiday pay only if they are at work or on an approved annual or sick leave on their last assigned shift immediately before or after a holiday. Employees claiming annual leave for illness purposes or sick leave on their last assigned shift immediately before or after the holiday may be required by the department head with reasonable cause to provide a statement from a California licensed physician setting forth the specifics which necessitate the employee's absence for illness or injury purposes in order to be eligible for holiday pay.

Except as specified in Section 911, whenever the dates listed below fall on either a Saturday or Sunday they shall not be considered as holidays for County employee benefit purposes regardless of whether or not the employee actually works on that day.

Whenever employees, including incumbents in extra-help positions, working in classifications eligible for overtime are required to work on a holiday as defined herein, the time so worked shall be paid as overtime. Holiday hours to be paid as overtime shall include all consecutive shift hours worked when a major portion (greater than 50%) of the shift is worked on the holiday. Holiday overtime shall be limited to a single consecutive shift worked on the holiday. Those employees in permanent positions shall also receive an additional credit of holiday hours equal to the hours actually worked, not to exceed eight (8) hours of holiday credit.

Holiday overtime and holiday credit are not included as FLSA overtime in the FLSA work period. Therefore, holiday overtime and holiday credit can be received in cash or compensatory time off as set forth below.

1. January 1 (New Year's Day)
2. Third Monday in January (Martin Luther King, Jr.'s Birthday)
3. Third Monday in February (Washington - Lincoln Day)
4. March 31 (Cesar Chavez' Birthday)
5. Last Monday in May (Memorial Day)
6. July 4 (Independence Day)
7. First Monday in September (Labor Day)
8. November 11 (Veteran's Day)
9. Fourth Thursday in November (Thanksgiving Day)
10. Friday following Thanksgiving
11. December 25 (Christmas)
12. Every Monday following a Sunday which falls on January 1, March 31, July 4, November 11, or December 25.
13. Every Friday when such Friday immediately precedes January 1, March 31, July 4, November 11, or December 25.



911 Holidays Celebrated on Action Days

Notwithstanding the above, only the actual days upon which January 1, March 31, July 4, November 11, and December 25 fall shall be considered paid holidays for the following:

1. Units 1, 2, 3, 4, and 7 employees working in a section which routinely remains open seven (7) days a week.
2. Units 1, 2, 3, 4, and 7 employees working in Monday through Friday work units shall continue to celebrate January 1, March 31, July 4, November 11, and December 25 as provided in Section 910.

912 Compensatory Time Off for Holiday Time

Employees eligible for the continued accrual of CTO for holiday time are those in Unit 35 classifications. An employee in the above-mentioned unit can accrue CTO for holiday time, to be included in the maximum eighty (80) hour balance and subject to any payoff provisions specified in their MOU.

Where indicated in Memoranda of Understanding or Sideletter Agreement, and with the exception of Unit 35 classifications and unrepresented classifications, an employee in classifications designated as eligible for overtime and in a permanent position in a department designated in Salary Resolution Section 812.1.4 may accrue CTO for the additional credit of holiday hours, as specified in Salary Resolution Section 910 above, up to a maximum of twenty-four (24) hours.

An employee may request to be paid in cash at anytime for accrued hours as specified in Salary Resolution Section 812.1.6. Use of CTO shall be at a time mutually agreed upon by the employee and Department Head, or the Department Head's representative. Compensatory time off hours may be paid off annually in cash at a time selected by the Department Head at their discretion.

913 Holiday Accrual - Employees Occupying Permanent Part-Time Positions

Employees occupying permanently allocated positions who work 80% or more of a full-time position shall be credited with eight hours of holiday pay; those employees who work less than 80% of a full-time position shall be credited with four hours of holiday pay.

914 Holiday Accrual - Flexible Workweek

Employees in permanent positions who are working a flexible workweek, such as the four-day workweek, ten hours per day, shall be credited with a maximum of eight hours of holiday time earned for holidays worked and with a maximum of eight hours holiday time credited for a holiday off. If the employee's regular schedule includes hours in excess of eight per day, a holiday off shall either be supplemented by Annual Leave, or other accrued paid time or by unpaid leave.

915 Holidays Falling on Days Off

Except as herein provided to the contrary, an employee shall be credited with up to eight hours of holiday time for a holiday falling on his or her regular day off.

916 Administrative Units Which Remain Open on Holidays

Departments or sections thereof which by reason of the nature of the service provided either cannot close on holidays or are required to operate seven days per week shall require the requisite number of employees to work on holidays which are defined in Section 910 above. Employees who are required to work on holidays shall be compensated as specified in the foregoing paragraphs.

## **SECTION 1000 - MISCELLANEOUS PROVISIONS**

### 1010 Residence

On occasions the County has residences available for rental. Whenever an employee resides at an institution or other place of employment at the request of the employing Department Head, a deduction therefor shall be made from the employee's compensation according to a Biweekly Rent calculated at 50% of the Fair-Market Monthly Rent. These transactions will be reported in accordance with IRS regulations. Fair-Market Rent will apply to employees and private parties residing at the location where the department derives no operational benefit. Fair-Market Rent will be calculated at the time of rental and reviewed every three years and adjusted as necessary.

### 1011 Casual Meals

Casual meals may be provided for employees of the several County institutions which normally furnish meals for patients, when in the opinion of the Department Head it is in the best interest of the County to provide such casual meals. Furthermore, meals may be furnished to those employees who, as a condition of employment, must eat said meals with the patients or prisoners whom they are supervising, at no cost to them. Otherwise, the rate for these meals shall be \$1.60 per meal, except that the Department Heads concerned may, with the approval of the Auditor-Controller/Treasurer, establish itemized charges for the various portions of the meals which are served to County employees under provisions of this section.

### 1012 Guest Meals

Casual meals may be provided for guests of the several County institutions which are capable of furnishing meals for employees when, in the opinion of the director of the institution, the furnishing of such guests' meals will not interfere with the services rendered by the institution. Meals so furnished will be charged for at the rates prescribed within this section.

### 1013 Notary Public Commission

For those employees required to secure a Notary Public Commission to be used in the performance of their job duties, the procedure is as follows:

#### 1013.1 Notary Public Applications

1013.11 Employees will request an application from the Secretary of State, Notary Public Division, P.O. Box 2071, Sacramento, CA 95810. Phone (916) 445-6507.

1013.12 Application information returned by State will include an application form, examination, two fingerprint cards, a booklet entitled "Laws of California Related to Notaries Public," and a return envelope.

1013.13 The examination must be taken in the presence of a Notary Public.

1013.14 Fingerprints may be taken at the Fresno County Sheriff's Department for a \$2.00 fee which is payable by the employee. This \$2.00 fee may be waived if the employee presents to the Sheriff a letter from his/her Department Head stating that the employee will be acting for and on behalf of the County in his/her capacity as a Notary Public.

- 1013.15 Completed application, examination, and both fingerprint cards shall be returned to the Secretary of State in the envelope provided. Employee's Department Head shall prepare a letter to the Secretary of State, at the address noted in Section 2911.1, requesting that the \$15.00 application fee be waived for their employee pursuant to Section 8202.5 of the Government Code as the Notary Public will be acting for and on behalf of the County.
- 1013.16 Under normal circumstances, commission will be mailed within 30 days after a properly completed application has been received by the Secretary of State. Notary Public appointments are for a period of four years commencing the date specified in the commission. An Oath of Office form will also be sent to the employee along with the commission.
- 1013.17 Each notary public is required to have and use a seal. This may be in the form of a rubber stamp and shall be obtained by the employee at his/her expense.

1013.2 Notary Bond

The employee must file a \$10,000 Notary Bond with the County Clerk within 30 calendar days of the effective date of commission. This bond shall be obtained through the Risk Management Division. Employee should contact the Risk Management Division as soon as possible after their commission is returned from the Secretary of State to allow sufficient time to secure the required bonding.

1013.3 Filing With County Clerk

- 1013.31 Employee must file the \$10,000 Notary Bond, Oath of Office, and Notary Public Commission with the County Clerk's Office within 30 calendar days from the beginning of the term prescribed in the commission.
- 1013.32 Employee's Department Head shall prepare a letter to the Secretary of State, at the address noted in Section 2911.1, requesting that the \$11.00 filing fee be waived for their employee pursuant to Section 8202.5 of the Government Code as the Notary Public will be acting for and on behalf of the County.

## **SECTION 1100 - EXTRA HELP**

It is the policy of the Board of Supervisors that the use of extra-help (i.e. temporary) employees should be of limited duration as specified in the County of Fresno Personnel Rules and Salary Resolution and consistent with Board of Supervisors' Administrative Policies. Extra-help appointments should not be used as a first response to staffing requirements, should not supplant work regularly performed by permanent employees, and should only be used to meet the critical, seasonal, or temporary work needs of departments on a limited basis.

### 1110 Authorization

#### 1110.1 County Administrative Officer Approval Required

The County Administrative Officer (CAO) may authorize departments to temporarily employ extra-help employees, subject to applicable provisions of the Board of Supervisors' Administrative Policies, Personnel Rules and Salary Resolution.

#### 1110.2 Department of Public Works

The Department of Public Works may employ extra help in cases of extreme emergency to prevent loss of life or damage to property, providing the Department Head will seek the Board of Supervisors' approval at his earliest opportunity.

#### 1110.3 District Attorney - Sheriff

The District Attorney and Sheriff may make such temporary employments in the detection, prevention and prosecution of crimes and criminal cases and in civil actions and proceedings in which the County is interested as is provided for by Section 29601, Section 29402 and Section 29432 of the Government Code of the State of California.

### 1111 Selection and Appointment

1111.1 The recruitment and selection processes for the appointment of any extra-help employees must be as specified within Personnel Rule 4 - Selection Process.

1111.2 All appointments to extra-help positions are within the unclassified service; employees cannot attain civil service status and may be released without recourse at any time by the Department Head as specified in Personnel Rule 2 - Status.

1111.3 As specified in Board of Supervisors' Administrative Policy Number 73 - Rehire Procedures for Extra-Help Employees, Department Heads shall refrain from hiring former County of Fresno employees who did not leave County service in good standing. This will include the following individuals:

- a. Employees who failed to provide two weeks' notice prior to their resignation, except where a shorter notice was accepted by the employee's Department Head at the time of resignation;
- b. Employees who resigned or retired from County service in lieu of discipline;
- c. Employees who were dismissed from County service; and
- d. Employees who compiled an unsatisfactory work record while in their previous employment with the County.

1111.4 Appointments shall be at the entry level classification of any applicable classification series, unless otherwise authorized by the Director of Human Resources.

## 1112 Compensation

1112.1 Persons employed on an extra-help basis shall be compensated at an hourly rate for actual hours worked. The hourly rate shall be set and remain at the first (1<sup>st</sup>) step of the salary range of the pertinent job classification or the hiring rate for any extra-help employees hired into a classification within the Senior Management Compensation Plan, unless otherwise provided within Salary Resolution Section 100 - Alphabetical Position Listing or approved by the Director of Human Resources.

Extra-help employees are not eligible for salary step advancements.

1112.2 Extra-help employees whose classifications are listed in Salary Resolution Section 100, in addition to their hourly rate of pay, are only eligible for the following compensation provisions:

- a. Fair Labor Standards Act (FLSA) Overtime (non-exempt classifications).
- b. County Overtime - Over eight (8) hours in a day or forty (40) hours in a work week (and as specified in Salary Resolution Section 811.1.1) for eligible classifications.
- c. Shift Premium and Facility Differential - Persons employed on an extra-help basis, including those represented by SEIU - Local 521, shall be compensated for shift premium and facility differential at the same rate and on the same terms and conditions as their counterpart in the permanently allocated classification.
- d. Holiday Worked - Time and one-half (1½) for hours worked on a recognized County holiday for classifications eligible for overtime as specified in Salary Resolution Section 900 - Holidays.

## 1113 Employment Limitations

Usage of any individual on an extra-help basis shall be of minimal duration to meet operational needs and, with the exception of "seasonal" extra-help appointments or appointments into pre-authorized classifications as specified below, is limited to the following employment limitations:

- a. Maximum of twenty-eight (28) hours worked per week, including overtime hours; and
- b. Maximum of nine hundred sixty (960) hours worked per calendar year.

## 1114 Exceptions to Employment Limitations

### 1114.1 Seasonal Extra-Help Employment

1114.1.1 Classifications - The following classifications listed in Salary Resolution Section 100 - Alphabetical Position Listing are considered seasonal:

- Agricultural Technician - Seasonal
- Elections Outreach Coordinator
- Elections Worker

- Seasonal Parks Worker
- Other employees hired as extra-help into other classifications on a seasonal basis that meet the Patient Protection and Affordable Care Act (ACA) seasonal criteria as authorized by the Director of Human Resources

1114.1.2 As defined by the ACA, seasonal employment is limited to six (6) months per calendar year. There are no employment limitations on maximum weekly or annual hours specified in Section 1113, unless the seasonal employee is a retiree from the Fresno County Employees Retirement Association (FCERA), wherein the maximum nine hundred sixty (960) hour calendar year limitation is governed by State Law.

1114.2 Pre-Authorized Extra-Help Classifications

1114.2.1 Classifications – The following classifications are pre-authorized as being exempt from the employment limitations:

- Forensic Autopsy Technician
- Juvenile Correctional Officer I
- Reserve Officer
- Security Officer
- Sheriff's Forensic Laboratory Technician
- Special District Attorney Investigator
- Special Probation Investigator
- Special Sheriff's Investigator

1114.2.2 Departments may work employees in these pre-authorized classifications as needed based on operations. There are no employment limitations on maximum weekly or annual hours specified in Section 1113, unless the seasonal employee is a FCERA retiree, wherein the maximum nine hundred sixty (960) hour calendar year limitation is governed by State Law. An individual employee's ACA status is determined at time of appointment.

1115 Waiver Process to Board of Supervisors for Employment Limitations

1115.1 The Department Head shall present an agenda item for consent calendar for any extra-help waivers, excluding Seasonal or Pre-Authorized Extra-Help employees, of either:

- a. More than twenty-eight (28) hours per week; and/or
- b. More than nine hundred sixty (960) hours per year (no exception allowed for FCERA retirees)

1115.2 Agenda Item must be approved prior to hiring or if circumstances change after hiring necessitating need for a waiver due to operational needs.

1116 Credit for Extra-Help Employment

As specified in the Personnel Rules and Salary Resolution, time worked on an extra-help basis in the same job classification and in the same department may receive credit for such extra-help time as follows:

1. Consideration for transition to a permanent position as specified in Personnel Rule 4, Section 4310 - Suspension of Competition; and
2. Establishment of an anniversary date for salary step advancement eligibility as specified in Salary Resolution, Section 410.2 - Continuous Service; and
3. Completion of an immediately subsequent probationary period as specified in Personnel Rule 5 - Probationary Periods, Section 5011 - Employment from Extra-Help; and
4. Computation of seniority credit for layoff as specified in Personnel Rule 12, Section 12044 - Seniority Computation for Layoff Purposes.

1117 Separations

- 1117.1 Department Heads may separate any extra-help employee from County service without recourse at any time as specified in Personnel Rule 2 - Status.
- 1117.2 In order to be considered to have left County service in good standing, an extra-help employee must adhere to the provisions as stated in Section 1111.3 above, Personnel Rule 12010 - Resignation, and Board of Supervisors' Administrative Policy Number 73.



## **SECTION 1200 - PART-TIME EMPLOYMENT**

### 1210 Definition

Except as otherwise provided herein, a daily or biweekly work schedule of less than the number of hours or days of full-time employment shall be considered part-time employment, and the actual compensation therefor shall be determined by the relation that the actual number of hours or days of service bears to the total pay period with due regard to the salary rates within the salary range prescribed for the class to which each position is allocated and to which rate the employee has been advanced on the basis of service and seniority. These provisions will not apply to an employee who is engaged in his professional capacity on a call basis or on a consultant basis to be available when needed; and a special rate of pay will be established to be included in the departmental budget which shall be considered as full remuneration for the employee regardless of the number of hours worked.

### 1211 Filling Full-Time Positions With Part-Time Employees

Whenever sufficient regular full-time employees cannot be obtained to fill any position or positions designated by this Resolution as full-time, the appointing authority may employ persons therefor upon a part-time basis; provided that the total employment in such classification in any department shall not exceed the total employment in the terms of employee hours therefor by this Resolution and further provided that at the time of employment the appointing authority shall notify in writing the Department of Human Resources, the Auditor-Controller/Treasurer and the County Administrative Officer of such employment and the basis therefor.

**SECTION 1300 - BOARDS, COMMISSIONS, COMMITTEES AND ELECTION OFFICERS**

1310 Quasi Judicial Boards and Commissions

Members of the boards and commissions listed in this section shall be compensated at the rate provided herein on a per diem basis for attendance of board or commission meetings or subcommittee hearings.

<u>TITLE</u>	<u>NUMBER OF POSITIONS</u>	<u>PER DIEM</u>	<u>MONTHLY MAXIMUM</u>	<u>CHARGED TO BUDGET UNIT</u>
Assessment Appeals Board	3	\$100.00	None	0110
Board of Review Member	9	\$ 25.00	\$ 50.00	5216
Civil Service Commission	5	\$ 150.00	\$900.00*	1010
Juvenile Justice Commission	15	\$ 25.00	\$ 25.00	3430
LAFCO Member or Alternates when serving on Commission	8	\$ 25.00	\$ 50.00	4370
Planning Commissioner	9	\$ 75.00	\$300.00	4020
Retirement Board Public Member	4	\$ 100.00	\$500.00	9200
Retirement Board Retired Member	1	\$ 100.00	\$500.00	9200
Solid Waste Appeals Board Member	3	\$ 25.00	\$ 50.00	5216
Water Well Appeals Board Member	7	\$ 25.00	\$ 50.00	5216

For purposes of this section, any fraction of a day in excess of one hour spent in a meeting shall be considered one day of service; any fraction of a day consisting of one hour or less in a meeting shall be considered one-half day of service. Only one day or one-half day of service will be compensated during any calendar day and the total compensation during any calendar month shall not exceed the stated maximum.

Members of the above shall be reimbursed for their mileage at the current County mileage rate for their attendance at meetings authorized in this section, meetings of subcommittees and while traveling about the County on official business of said board or commission.

\* Based upon Commission workload, the Director of Human Resources has the authority to approve additional Civil Service Commission hearings beyond the six (6) allowed in any month, not to exceed the annual limit of seventy-two (72).

1310.1 Juvenile Justice Commission

Pursuant to Welfare and Institutions Code Section 231, Juvenile Justice Commissioners may be reimbursed for their actual and necessary expenses or on a per diem basis, but not both. Juvenile Justice Commissioners may, therefore, choose on an individual month-to-month basis, to be compensated either on the per diem basis of \$25.00 per meeting or claim their actual and necessary expenses of attending meetings.

1310.2 Assessment Appeals Board and Assessment Hearing Officer

Pursuant to Board Resolution dated March 29, 1977, each member (regular and alternate) of the Board, and the Hearing Officer, shall be compensated \$100 per day for each day of service and \$50 per day for each half day. One to four hours of service shall constitute a half-day.

1310.3 Advisory Boards

Members of the Boards and Commissions listed in this section shall be paid their actual and necessary expenses of attending meetings thereof, including but not limited to mileage at the County rate, parking, bus or taxi fare, or babysitting fees.

<u>TITLE</u>	<u>NUMBER OF POSITIONS</u>	<u>MAXIMUM NUMBER OF REIMBURSABLE MEETINGS PER MONTH</u>	<u>CHARGED TO BUDGET UNIT</u>
Affirmative Action Committee Public Member	6	2	1010
Airport Land Use Commission	7	2	4360
Alcoholism Advisory Board	15	2	5213
Board of Parole Commissioners Public Member	1	1	3410
Adult Detention Facilities Advisory Committee	9	2	2540
Community Development Advisory Committee Member	31	2	7205
Delinquency Prevention Commission	15	2	3430
Fish and Game Advisory Committee Member	5	2	4350

TITLE	NUMBER OF POSITIONS	MAXIMUM NUMBER OF REIMBURSABLE MEETINGS PER MONTH	CHARGED TO BUDGET UNIT
Fresno County Advisory Committee on Drug Abuse Member	20	2	5213
Fresno County Mental Health Advisory Board Member	14	2	5213
Historical Landmarks Advisory Committee	17	2	7515
Human Resources Advisory Committee	15	48 per year	5810
Citizen's Review Panel	11		7511
Recreation Commission	5	1	4360
Social Services Advisory Board, Public Member	15	2	5810
Hazardous Waste Advisory (Countywide) Committee Member	16	2	9022
VMC Advisory Board, Public Member	14	1	9005
Water Advisory Committee	15	2	5510
504 Advisory Committee	2 (public)	2	1010

1310.4 Meetings of Other Groups

Except as otherwise provided in Section 1310.1, members of the boards and commissions listed in Sections 1310, 1310.1, 1310.2 and 1310.3 may be authorized to receive reimbursement for their actual and necessary expenses incurred in attending meetings of other groups inside or outside of the County, when prior authorization by the Department Head having budgetary responsibility for such board or commission has been received on the proper travel request form and has been included in the "Travel Detail" form approved by the County Administrative Office as part of the budget process.

1310.5 County Employees

Except for travel outside the County under Section 1310.4, the provisions of Sections 1310, 1310.1, 1310.2, 1310.3 shall not be applicable to County employee members of boards and commissions.

1313 Election Deputies

The County Clerk is hereby allowed such deputies as shall be necessary for the purpose of registering electors at a compensation of twenty (20) cents for each elector legally registered by them.

1314 Election Officers (Election Workers and Precinct Inspectors and Clerks)

Election Workers shall be compensated at an hourly rate equal to the current minimum hourly wage established by the Fair Labor Standards Act. Time worked that is less than one (1) hour shall be credited in increments of one-tenth (1/10) of an hour (6 minutes). Hours worked by the above-mentioned employees must be specifically authorized by the County Clerk or subordinates empowered by him/her to authorize such work.

Precinct Inspectors shall be compensated at a flat rate of One Hundred Seventy-Five and No/100 Dollars (\$175.00) per day plus mileage in excess of twenty (20) miles. Precinct Clerks shall be compensated at a flat rate of One Hundred Fifty and No/100 Dollars (\$150.00) per day plus mileage in excess of twenty (20) miles. Precinct Inspectors and Clerks shall complete all requirements of their position including two (2) hours training, preparing, opening, and closing the polls, and delivering official ballots to designated site.

1315 Deleted 10/31/11 (SR 11-045)

**SECTION 1400 - LEGAL BASIS FOR EMPLOYMENT**

1410 The officers, boards, commissions, assistants, deputies, clerks, attaches, and other persons named in this Resolution shall be elected or appointed, hold their respective positions and be promoted, transferred, laid off, reduced or discharged according to the provisions of the Charter of the County of Fresno, the Ordinance adopted thereunder by the Board of Supervisors, and the Personnel Rules adopted by the Board of Supervisors; and the provisions of said Charter, ordinance adopted by the Board of Supervisors and the rules of the Civil Service Commission are hereby incorporated and made a part of this Resolution as if fully set forth herein.

**SECTION 1500 - VALIDITY**

If any section, subsection, paragraph, sentence, clause or phrase of this Resolution is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Supervisors of the County of Fresno hereby declares that it would have passed and does hereby enact this Resolution and each section, subsection, paragraph, sentence, clause and phrase hereof, irrespective of the fact that any one (1) or more sections, subsections, paragraphs, sentences, clauses, or phrases be declared invalid or unconstitutional.