

APPENDIX "D"

OCTOBER 22, 2024 BOARD OF SUPERVISORS AGENDA

EFFECTIVE OCTOBER 28, 2024

SECTION 100 - ALPHABETICAL POSITION LISTING

JCN	FLSA	CLASSIFICATION	TITLE		BIWEEKLY STEP 1	BIWEEKLY TOP STEP	# of STEPS	FOOT- NOTES	PROB PERD	UNIT	MED GRP
4140	*E	Forensic Services Coordinator	DELETE		4206	/ 5368	6		12	MGT	1
4122	*A	Offender Programs Manager	DELETE		3809	/ 4860	6		12	SMG	4
2317	*E	Sheriff's Admin Svs Director	DELETE		4631	/ 5910	6		12	SMG	1
4120	P	Supervising Criminalist	REINSTATE		3809	/ 4806	6	S,T	12	UNR	4

SECTION 100 - FOOTNOTES

- 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 Criminalist
 - 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.

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| ▪ Account Clerk I / II - Conf | ▪ Executive Secretary to the CAO | ▪ <u>Supervising Criminalist</u> |
| ▪ 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 | ▪ Supervising Crime Scene Specialist | |

SECTION 200 - TABLES OF POSITIONS

3111 SHERIFF - CORONER - PUBLIC ADMINISTRATOR

1500 - Sheriff

	<u>JCN</u>	<u>TITLE</u>		<u>CURRENT</u>		<u>RECOMMENDED</u>	
				<u>NO. POS.</u>	<u>MAX. POS.</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
2	4008	Undersheriff		1		1	
	4007	Assistant Sheriff		3		3	
	4075	Sheriff's Captain	(Add 1)	5		6	
	2317	Sheriff's Administrative Svs Director	(Delete 1)	1		0	
	4080	Sheriff's Lieutenant		18		18	
	4085	Sheriff's Sergeant		49		49	
	4059	Deputy Sheriff IV		98		98	
	4055	Deputy Sheriff III		433		434	
	4053	Deputy Sheriff II		433		434	
	4050	Deputy Sheriff I - Court Services		433		434	
	4051	Deputy Sheriff Recruit	(Add 1)	433	433	434	434
3	4074	Correctional Lieutenant		9		9	
	4073	Correctional Sergeant	(Add 1)	47		48	
	4048	Senior Correctional Officer		64		64	
	4047	Correctional Officer II		527		527	
	4045	Correctional Officer I		527		527	
	4043	Correctional Officer Trainee		527	575	527	576
4	4140	Forensic Services Coordinator	(Delete 1)	1	1	0	0
9	4126	Inmate Services Director		1		1	
	4122	Offender Programs Manager	(Delete 1)	1	2	0	1
6	4120	Supervising Criminalist	(Add 1)	0		1	
	4123	Criminalist Specialist		8		10	
	4121	Criminalist II		8		10	
	4119	Criminalist I	(Add 1)	8	8	10	10
23	4178	Supervising Process Server		1		1	
	4177	Process Server	(Delete 2)	6	6	4	4
12	2394	Departmental Business Manager		1		1	
	2343	Financial Analyst III		2		3	
	2342	Financial Analyst II		2		3	
	2341	Financial Analyst I	(Add 1)	2		3	
	3265	Principal Accountant		1		1	
	3262	Supervising Accountant		1		1	
	3255	Senior Accountant		6		6	
	3215	Accountant II		6		6	
	3210	Accountant I		6		6	
	3243	Accountant Trainee		6		6	
	3240	Supervising Account Clerk		3		3	
	3260	Account Clerk II		23		24	
	3205	Account Clerk I		23	23	24	24

1500 - Sheriff (Cont'd)

	<u>JCN</u>	<u>TITLE</u>	<u>CURRENT</u>		<u>RECOMMENDED</u>	
			<u>NO. POS.</u>	<u>MAX. POS.</u>	<u>NO. POS.</u>	<u>MAX. POS.</u>
28	3624	Supervising Program Technician - Confidential	1		1	
	3625	Supervising Program Technician	4		4	
	3623	Program Technician II - Confidential	7		7	
	3622	Program Technician I - Confidential	7		7	
	3621	Program Technician II	43		47	
	3620	Program Technician I (Add 4)	43		47	
	3080	Office Assistant II	66		65	
	3110	Office Assistant I (Delete 5)	66	66	65	65
TOTAL NUMBER OF POSITIONS IN AFFECTED GROUPS (+10/-10)			1,114		1,114	
TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 31111500				1,275		1,275
TOTAL NUMBER OF ALLOCATED COUNTY POSITIONS (+10/-10)			8,414		8,414	