

APPENDIX "B"

APRIL 25, 2023 BOARD OF SUPERVISORS AGENDA

EFFECTIVE MAY 1, 2023SECTION 100 - ALPHABETICAL POSITION LISTING

| <u>JCN</u> | <u>FLSA</u> | <u>TITLE: ALPHABETICAL POSITION LISTING</u> | <u>BAND/RANGE</u> | <u>MONTHLY EQUIVALENT</u> | <u>FOOTNOTES</u> | <u>PROB PERD</u> | <u>UNIT</u> | <u>GRP</u> |
|------------|-------------|---|-------------------|---------------------------|------------------|------------------|-------------|------------|
| 3166 | A | Executive Secretary – Conf | DELETE 1812 | 3926 / 4773 | ■ TVZc | 12 | UNR | 1 |

- T. Employees in the classifications listed below shall be eligible for call-back pay when all of the following conditions are met:
- The employee is unexpectedly ordered to return to work by his/her department head and does, in fact, return to work.
 - 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.
 - 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:

- Minimum of two (2) hours overtime; or
- 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
- Administrative Assistant I / II - Conf
- Building Maintenance Specialist
- Building Plans Engineer
- Crafts Maintenance Trainee
- Engineering Aide
- Entomologist
- ~~Executive Secretary – Conf~~
- Executive Secretary to the CAO
- Field Survey Supervisor
- Laboratory Intern
- Library Maintenance Supervisor
- Office Assistant I / II - Conf
- Senior Public Health Microbiologist
- Supervising Crime Scene Specialist
- Supervising DA Investigator
- Supervising Water/Wastewater Specialist
- Water/Wastewater Specialist I / II / III
- Water/Wastewater Technician

- V. Employees in the classifications listed below who are placed on stand-by shall be compensated for time on call at the rate of two dollars and 50/100 (\$2.50) 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
- Administrative Assistant I / II - Conf
- Crafts Maintenance Trainee
- Emergency Medical Services Specialist
- ~~Executive Secretary – Conf~~
- Executive Secretary to the CAO
- Office Assistant I / II - Conf
- Senior Emergency Medical Services Specialist
- Supervising Water/Wastewater Specialist
- Water/Wastewater Specialist I / II / III
- Water/Wastewater Technician

- Z. ~~All Executive Secretary – Confidential positions may be filled at the Administrative Assistant II – Confidential or Administrative Assistant I – Confidential level.~~

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
- Eligibility Worker I / II / III
- ~~Executive Secretary - Conf~~
- 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
- Supervising Office Assistant

SECTION 200 - TABLES OF POSITIONS

0420 ASSESSOR

0100 - Assessor

| <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> |
| 18 2209 | Executive Assistant | 1 | | 1 | |
| 3166 | Executive Secretary - Confidential (Delete) | 1 | | 0 | |
| 3070 | Supervising Office Assistant | 2 | | 2 | |
| 3080 | Office Assistant II | 12 | | 12 | |
| 3110 | Office Assistant I | 12 | 12 | 12 | 12 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 12 | | 12 |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 0420 | | | | 111 | 111 |

0710 COUNTY COUNSEL

| <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 2209 | Executive Assistant | 1 | | 1 | |
| 3166 | Executive Secretary - Conf (Reclass to Exec Asst) | 1 | 1 | 0 | 1 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 1 | | 1 |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 0710 | | | | 42 | 42 |

1010 HUMAN RESOURCES

| | <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> |
| 8 | 2209 | Executive Assistant | 1 | | 1 | |
| | 3166 | Executive Secretary - Confidential (Delete) | 1 | | 0 | |
| | 3161 | Administrative Assistant II - Confidential | 1 | | 1 | |
| | 3141 | Administrative Assistant I - Confidential | 1 | | 1 | |
| | 3134 | Sr Human Resources Technician - Confidential | 3 | | 3 | |
| | 2235 | Human Resources Technician III - Confidential | 9 | | 9 | |
| | 2236 | Human Resources Technician II - Confidential | 9 | | 9 | |
| | 2237 | Human Resources Technician I - Confidential | 9 | | 9 | |
| | 3081 | Office Assistant II - Confidential | 9 | | 9 | |
| | 3111 | Office Assistant I - Confidential | 9 | 9 | 9 | 9 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 9 | | 9 | |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 1010 | | | | 34 | | 34 |

2850 COUNTY CLERK – ELECTIONS

| | <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> |
| 9 | 2209 | Executive Assistant | 1 | | 1 | |
| | 3166 | Executive Secretary - Confidential (Delete) | 1 | | 0 | |
| | 3161 | Administrative Assistant II - Confidential | 1 | | 1 | |
| | 3141 | Administrative Assistant I - Confidential | 1 | 1 | 1 | 1 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 1 | | 1 | |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 2850 | | | | 33 | | 33 |

2860 DISTRICT ATTORNEY

| | <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> |
| 27 | 2209 | Executive Assistant | 1 | | 1 | |
| | 3166 | Executive Secretary - Conf (Reclass to Exec Asst) | 1 | 1 | 0 | 1 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 1 | | 1 | |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 2860 | | | | 216 | | 216 |

2880 PUBLIC DEFENDER

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|----------|------------|-------------|------------|
| | | NO. POS. | MAX. POS. | NO. POS. | MAX. POS. |
| 9 | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Confidential (Delete) | 1 | | 0 | |
| | 3161 Administrative Assistant II - Confidential | 1 | | 1 | |
| | 3141 Administrative Assistant I - Confidential | 1 | 1 | 1 | 1 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 1 | | 1 |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 2880 | | | 171 | | 171 |

3111 SHERIFF - CORONER - PUBLIC ADMINISTRATOR

1500 - Sheriff

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|----------|--------------|-------------|--------------|
| | | NO. POS. | MAX. POS. | NO. POS. | MAX. POS. |
| 21 | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Conf (Reclass to Exec Asst) | 1 | 1 | 0 | 1 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 1 | | 1 |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 31111500 | | | 1,276 | | 1,276 |

3430 PROBATION

0700 – Probation

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|----------|------------|-------------|------------|
| | | NO. POS. | MAX. POS. | NO. POS. | MAX. POS. |
| 12 | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Conf (Reclass to Exec Asst) | 1 | 1 | 0 | 1 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 1 | | 1 |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 34300700 | | | 348 | | 348 |

4010 DEPARTMENT OF AGRICULTURE

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|----------|-----------|-------------|-----------|
| | | NO. POS. | MAX. POS. | NO. POS. | MAX. POS. |
| 7 | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Conf (Reclass to Exec Asst) | 1 | | 0 | |
| | 3161 Administrative Assistant II - Confidential | 1 | | 1 | |
| | 3141 Administrative Assistant I - Confidential | 1 | 1 | 1 | 1 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 1 | | 1 |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 4010 | | | 95 | | 95 |

4510 PUBLIC WORKS AND PLANNING – ROADS

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|----------|------------|-------------|-----------|
| | | NO. POS. | MAX. POS. | NO. POS. | MAX. POS. |
| 24 | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Confidential (Delete) | 1 | | 0 | |
| | 3160 Administrative Assistant II | 3 | | 3 | |
| | 3140 Administrative Assistant I | 3 | | 3 | |
| | 3080 Office Assistant II | 5 | | 5 | |
| | 3110 Office Assistant I | 5 | 5 | 5 | 5 |
| NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 1 | 1 | |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 4510 | | | 277 | 277 | |

5110 DEPARTMENT OF CHILD SUPPORT SERVICES

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|----------|------------|-------------|-----------|
| | | NO. POS. | MAX. POS. | NO. POS. | MAX. POS. |
| 2 | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Conf (Reclass to Exec Asst) | 1 | | 0 | |
| | 3161 Administrative Assistant II - Confidential | 1 | | 1 | |
| | 3141 Administrative Assistant I - Confidential | 1 | 1 | 1 | 1 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 1 | 1 | |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 5110 | | | 308 | 308 | |

5610 DEPARTMENT OF SOCIAL SERVICES

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|----------|--------------|--------------|-----------|
| | | NO. POS. | MAX. POS. | NO. POS. | MAX. POS. |
| 8 | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Conf (Reclass to Exec Asst) | 1 | | 0 | |
| | 3161 Administrative Assistant II - Confidential | 2 | | 2 | |
| | 3141 Administrative Assistant I - Confidential | 2 | 2 | 2 | 2 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 2 | 2 | |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 5610 | | | 2,721 | 2,721 | |

5620 PUBLIC HEALTH

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|----------|------------|-------------|------------|
| | | NO. POS. | MAX. POS. | NO. POS. | MAX. POS. |
| 43 | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Confidential (Delete) | 1 | | 0 | |
| | 3161 Administrative Assistant II - Confidential | 2 | | 2 | |
| | 3141 Administrative Assistant I - Confidential | 2 | 2 | 2 | 2 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 2 | | 2 |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 5620 | | | 449 | | 449 |

5630 BEHAVIORAL HEALTH

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|----------|------------|-------------|------------|
| | | NO. POS. | MAX. POS. | NO. POS. | MAX. POS. |
| 26 | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Confidential (Delete) | 1 | | 0 | |
| | 3161 Administrative Assistant II - Confidential | 2 | | 2 | |
| | 3141 Administrative Assistant I - Confidential | 2 | 2 | 2 | 2 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 2 | | 2 |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 5630 | | | 752 | | 752 |

7511 LIBRARY MEASURE B

0100 - Extended Hours

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|----------|------------|-------------|------------|
| | | NO. POS. | MAX. POS. | NO. POS. | MAX. POS. |
| 8 | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Conf (Reclass to Exec Asst) | 1 | | 0 | |
| | 3161 Administrative Assistant II - Confidential | 2 | | 2 | |
| | 3141 Administrative Assistant I - Confidential | 2 | | 2 | |
| | 3623 Program Technician II - Confidential | 2 | | 2 | |
| | 3622 Program Technician I - Confidential | 2 | | 2 | |
| | 3621 Program Technician II | 1 | | 1 | |
| | 3620 Program Technician I | 1 | | 1 | |
| | 3081 Office Assistant II - Confidential | 3 | | 3 | |
| | 3111 Office Assistant I - Confidential | 3 | | 3 | |
| | 3080 Office Assistant II | 5 | | 5 | |
| | 3110 Office Assistant I | 5 | 5 | 5 | 5 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 5 | | 5 |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 75110100 | | | 318 | | 318 |

8905 INTERNAL SERVICES

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|-----------------|------------------|-----------------|------------------|
| | | <u>NO. POS.</u> | <u>MAX. POS.</u> | <u>NO. POS.</u> | <u>MAX. POS.</u> |
| 7 | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Confidential (Delete) | 1 | | 0 | |
| | 3240 Supervising Account Clerk | 1 | | 1 | |
| | 3260 Account Clerk II | 10 | | 10 | |
| | 3205 Account Clerk I | 10 | | 10 | |
| | 3543 Supervising Multimedia Technician | 1 | | 1 | |
| | 3542 Multimedia Technician II | 3 | | 3 | |
| | 3535 Multimedia Technician I | 3 | | 3 | |
| | 3161 Administrative Assistant II - Confidential | 1 | | 1 | |
| | 3141 Administrative Assistant I - Confidential | 1 | | 1 | |
| | 3160 Administrative Assistant II | 1 | | 1 | |
| | 3140 Administrative Assistant I | 1 | | 1 | |
| | 3623 Program Technician II - Confidential | 4 | | 4 | |
| | 3622 Program Technician I - Confidential | 4 | | 4 | |
| | 3621 Program Technician II | 8 | | 8 | |
| | 3620 Program Technician I | 8 | | 8 | |
| | 3081 Office Assistant II - Confidential | 4 | | 4 | |
| | 3111 Office Assistant I - Confidential | 4 | | 4 | |
| | 3080 Office Assistant II | 8 | | 8 | |
| | 3110 Office Assistant I | 8 | | 8 | |
| | 3037 Driver | 8 | 31 | 8 | 31 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 31 | | 31 |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 8905 | | | 159 | | 159 |

9200 RETIREMENT ASSOCIATION

| JCN | TITLE | CURRENT | | RECOMMENDED | |
|--|--|-----------------|------------------|-----------------|------------------|
| | | <u>NO. POS.</u> | <u>MAX. POS.</u> | <u>NO. POS.</u> | <u>MAX. POS.</u> |
| 4 | 2365 Retirement Investment Analyst III | 1 | | 1 | |
| | 2364 Retirement Investment Analyst II | 1 | | 1 | |
| | 2363 Retirement Investment Analyst I | 1 | | 1 | |
| | 2293 Staff Analyst III | 1 | | 1 | |
| | 2292 Staff Analyst II | 1 | | 1 | |
| | 2291 Staff Analyst I | 1 | | 1 | |
| | 2212 Business Systems Analyst III | 2 | | 2 | |
| | 2211 Business Systems Analyst II | 2 | | 2 | |
| | 2213 Business Systems Analyst I | 2 | | 2 | |
| | 3265 Principal Accountant | 1 | | 1 | |
| | 3262 Supervising Accountant | 1 | | 1 | |
| | 3255 Senior Accountant | 4 | | 4 | |
| | 3215 Accountant II | 4 | | 4 | |
| | 3210 Accountant I | 4 | | 4 | |
| | 2265 Professional Aide | 4 | | 4 | |
| | 2209 Executive Assistant | 1 | | 1 | |
| | 3166 Executive Secretary - Confidential (Delete) | 1 | | 0 | |
| | 3160 Administrative Assistant II | 1 | | 1 | |
| | 3140 Administrative Assistant I | 1 | | 1 | |
| | 6010 Supervising Retirement Specialist | 1 | | 1 | |
| | 3251 Senior Retirement Specialist | 7 | | 7 | |
| | 3250 Retirement Specialist II | 7 | | 7 | |
| | 3249 Retirement Specialist I | 7 | | 7 | |
| | 3278 Supervising Retirement Technician | 1 | | 1 | |
| | 3277 Retirement Technician III | 10 | | 10 | |
| | 3276 Retirement Technician II | 10 | | 10 | |
| | 3275 Retirement Technician I | 10 | | 10 | |
| | 3260 Account Clerk II | 2 | | 2 | |
| | 3205 Account Clerk I | 2 | | 2 | |
| | 3080 Office Assistant II | 5 | | 5 | |
| | 3110 Office Assistant I | 5 | 33 | 5 | 33 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0) | | | 33 | | 33 |
| TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 9200 | | | 37 | | 37 |