

APPENDIX "B"

APRIL 25, 2023 BOARD OF SUPERVISORS AGENDA

EFFECTIVE MAY 1, 2023**SECTION 100 - ALPHABETICAL POSITION LISTING**

JCN	FLSA	TITLE: ALPHABETICAL POSITION LISTING	BAND/RANGE	MONTHLY EQUIVALENT	FOOTNOTES	PROB PERD	UNIT	GRP
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.

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

- 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.

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

- 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.

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

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

	<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 2880				171		171

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>
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

	<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>
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

	<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>
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

	<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>
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

	<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		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

	<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 - 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

	<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>
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

	<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>
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

	<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 - 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

	<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>
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

		CURRENT		RECOMMENDED	
JCN	TITLE	NO. POS.	MAX. POS.	NO. POS.	MAX. POS.
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	1	(Delete)	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