

APPENDIX "D"

AUGUST 9, 2016 BOARD OF SUPERVISORS AGENDA

EFFECTIVE AUGUST 15, 2016**SECTION 100 - ALPHABETICAL POSITION LISTING**

JCN	FLSA	TITLE: ALPHABETICAL POSITION LISTING	BAND/RANGE	MONTHLY EQUIVALENT	FOOTNOTES	PROB PERD	UNIT	GRP
3167	A	Executive Secretary to the CAO	ADD 1680	3640 / 4656	^ TV	12	UNR	1

SECTION 100 - FOOTNOTES

- 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 / III – Conf | ▪ Executive Secretary – Conf | ▪ Senior Public Health Chemist |
| ▪ Administrative Assist I / II / III - Conf | ▪ <u>Executive Secretary to the CAO</u> | ▪ Senior Public Health Microbiologist |
| ▪ 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 / III – Conf | ▪ Water/Wastewater Technician |
| ▪ Entomologist | ▪ Senior Identification 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.

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

SECTION 200 - TABLES OF POSITIONS

0120 ADMINISTRATIVE OFFICE

JCN	TITLE	CURRENT		RECOMMENDED	
		NO. POS.	MAX. POS.	NO. POS.	MAX. POS.
5	3170 Executive Assistant to the CAO (move to grp 6)	1	1	0	0
6	3170 Executive Assistant to the CAO	0		1 *	
	3167 Executive Secretary to the CAO (allocate class)	0		1 *	
	3161 Administrative Assistant III - Confidential	1		1	
	3141 Administrative Assistant II - Confidential	1		1	
	3143 Administrative Assistant I - Confidential	1		1	
	3081 Office Assistant III - Confidential	1		1	
	3111 Office Assistant II - Confidential	1		1	
	3126 Office Assistant I - Confidential	1	1	1	2
TOTAL NUMBER OF POSITIONS IN AFFECTED GROUPS (+0/-0)			2		2
TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 0120			11		11

* 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.