

APPENDIX "D"

OCTOBER 18, 2016 BOARD OF SUPERVISORS AGENDA

EFFECTIVE OCTOBER 24, 2016**SECTION 200 - TABLES OF POSITIONS****0120 ADMINISTRATIVE OFFICE**

| | <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> |
| 6 | 3170 | Executive Assistant to the CAO | 1 * | | 1 * | |
| | 3167 | Executive Secretary to the CAO | 1 * | | 1 * | |
| | 3161 | Administrative Assistant III - Confidential | 1 | | 1 | |
| | 3141 | Administrative Assistant II - Confidential | 1 | | 1 | |
| | 3143 | Administrative Assistant I - Confidential | 1 | | 1 | |
| | 3623 | Program Technician II - Confidential | 0 | | 1 | |
| | 3622 | Program Technician I - Confidential (allocate 1) | 0 | | 1 | |
| | 3081 | Office Assistant III - Confidential | 1 | | 1 | |
| | 3111 | Office Assistant II - Confidential | 1 | | 1 | |
| | 3126 | Office Assistant I - Confidential | 1 | 2 | 1 | 2 |
| TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+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.