

# APPENDIX "B"

## AUGUST 21, 2018 BOARD OF SUPERVISORS AGENDA

### EFFECTIVE AUGUST 27, 2018

#### SECTION 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>
3005	*E	Administrative Support Coordinator	2138	4632 / 5925	^ c	12	MGT	1

#### SECTION 100 - FOOTNOTES

- 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 / III
- Administrative Assistant I / II / III
- Administrative Assistant I / II / III - Conf
- Administrative Support Coordinator
- ~~Chief Office Assistant~~
- Driver
- Eligibility Worker I / II / III
- Executive Secretary - Conf
- Job Specialist I / II / III
- Office Assistant I / II / III
- 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 I / II
- Supervising Office Assistant
- Systems & Procedures Analyst I/II/III

#### SECTION 200 - TABLES OF POSITIONS

#### 5610 DEPARTMENT OF SOCIAL SERVICES

<u>JCN</u>	<u>TITLE</u>	<u>CURRENT NO. POS.</u>	<u>MAX. POS.</u>	<u>RECOMMENDED NO. POS.</u>	<u>MAX. POS.</u>
6 3005	Administrative Support Coordinator	0		1	
3010	Chief Office Assistant (reclass to Admin Support Coord)	1		0	
3070	Supervising Office Assistant	43		43	
3080	Office Assistant III	519		519	
3110	Office Assistant II	519		519	
3125	Office Assistant I	519	519	519	519
<b>TOTAL NUMBER OF POSITIONS IN AFFECTED GROUP (+0/-0)</b>			<b>519</b>		<b>519</b>
<b>TOTAL NUMBER OF POSITIONS IN BUDGET UNIT 5610</b>			<b>2,643</b>		<b>2,643</b>

### EFFECTIVE JANUARY 14, 2019

(9 steps to 5 steps)

#### SECTION 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>
3005	*E	Administrative Support Coordinator	2250	4875 / 5925	■ c	12	MGT	1