

BEHAVIORAL HEALTH



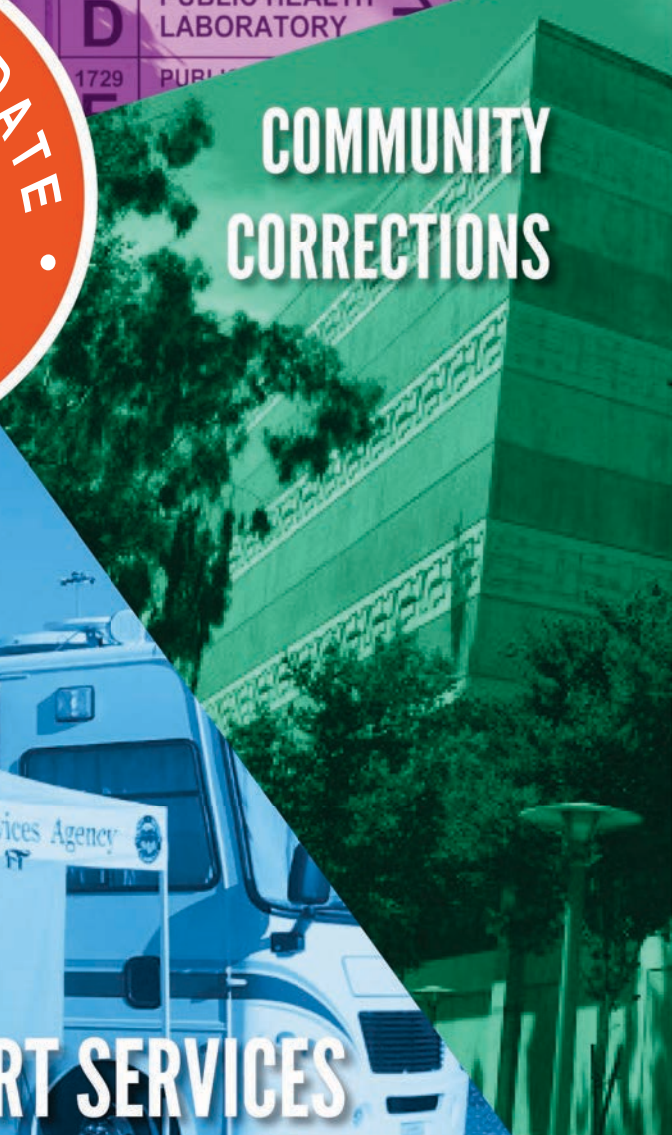
HEALTHCARE



HOUSING



COMMUNITY CORRECTIONS



BENEFITS & SUPPORT SERVICES

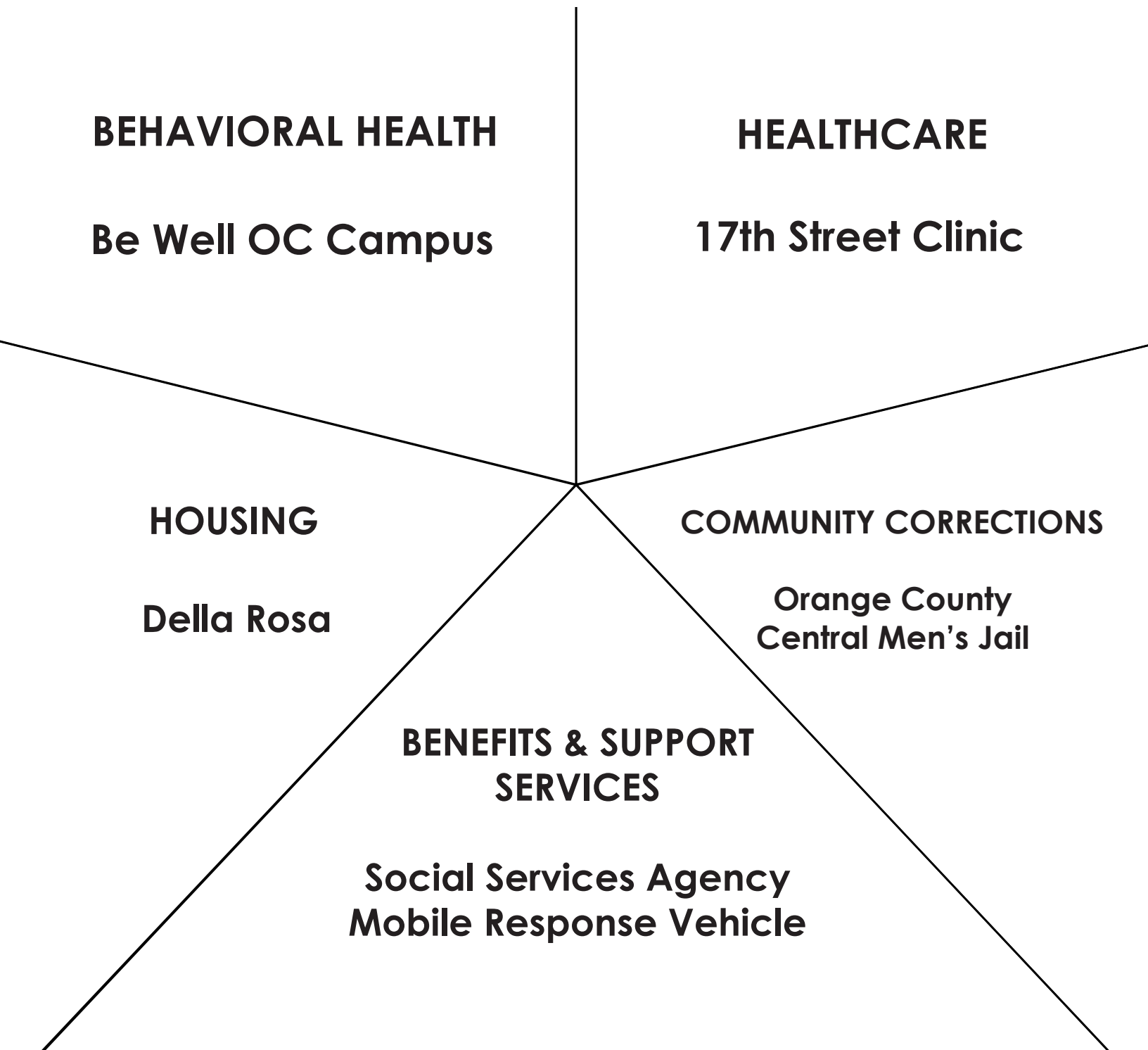


Acknowledgement:

Cover images courtesy of Orange County Departments

The Integrated Services Strategy is an outcome of the Stepping Up Initiative and is a collaborative success strategy focused on implementing enhanced care coordination. Under Integrated Services, the Orange County 2025 Vision includes five Systems of Care. These systems provide care and resources to the County's most vulnerable residents.

Integrated Services 2025 Vision Report



FY 2021-22 APRIL BUDGET UPDATE

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BUDGET ISSUES

The County Executive Office (CEO) evaluated Departments' Second Available Financing and the most recent Expense and Revenue projections in order to address current year projected appropriations overruns and various other departmental issues. As a result, the CEO recommends the following actions to modify the County's budget.

Projected Appropriations Shortfalls

The following departments anticipate appropriations and/or Net County Cost overruns:

Budget Control	Appropriations	Net County Cost
Clerk of the Board (011)	\$ 485,000	\$ 190,000
OC Community Resources (012)	1,404,551	0
County Counsel (025)	1,155,000	140,000
District Attorney-Public Administrator (026)	1,784,717	0
CEO Real Estate (035)	10,000	0
IT Support Services (037)	661,055	0
Sheriff-Coroner (060)	6,447,748	0
Grand Total	\$ 11,948,071	\$ 330,000

In order to address the current year appropriations overrun of \$11,948,071 and the NCC overrun of \$330,000, CEO recommends the following:

Clerk of the Board (Fund 100, Department 011, Budget Control 011)

- In Clerk of the Board, Budget Control 011, increase services and supplies by \$190,000 offset by a corresponding increase to Net County Cost (NCC) for unanticipated training and services and supplies costs.
- In Clerk of the Board, Budget Control 011, increase services and supplies by \$295,000 offset by an equivalent establishment of transfers in from Countywide Capital Projects Non-General Fund 15D, to reconcile with Board approved action from March 8, 2022, ASR S38G, for Board Hearing Room equipment costs.

In Countywide Capital Projects Non-General Fund 15D, establish transfers out of \$295,000 to Clerk of the Board, Budget Control 011, offset by a corresponding decrease to services and supplies for Board Hearing Room equipment costs.

OC Community Resources (Fund 100, Department 012, Budget Control 012)

- In OC Community Resources (OCCR), Budget Control 012, increase services and supplies by \$1,404,551 offset by an increase in American Rescue Plan Act (ARPA) revenue of \$904,551 to fund the Veteran's Services Automated Appointment System

and an increase of \$500,000 in other charges for services revenue to realign appropriations and revenue with staff time spent on non-general funded programs.

County Counsel (Fund 100, Department 025, Budget Control 025)

- In County Counsel, Budget Control 025, increase salaries and benefits by \$225,000, increase services and supplies by \$775,000 and decrease intrafund transfers by \$155,000 offset by an increase in ARPA revenue of \$231,586, an increase of \$783,414 in charges for services and an increase of \$140,000 in NCC for unbudgeted outside counsel legal expenses for COVID-19 and marine oil spill related cases. The ARPA funds were previously approved by the Board (ASR 21-001048), but were not budgeted. The ARPA funds will reimburse staff time spent providing COVID-19 guidance to Departments.

District Attorney-Public Administrator (Fund 100, Department 026, Budget Control 026)

- In District Attorney-Public Administrator (DA-PA), Budget Control 026, increase services and supplies by \$1,784,717 offset by an equivalent increase in Proposition 172 Public Safety Sales Tax revenue for the DA-PA's case file scanning project.

CEO Real Estate (Fund 100, Department 017, Budget Control 035)

- In CEO Real Estate, Budget Control 035, increase services and supplies by \$10,000, offset by an equivalent establishment of transfers in from Real Estate Development Program, Fund 135, for one-time external legal counsel fees for multiple Real Estate projects.

In Real Estate Development Program, Fund 135, establish transfers out of \$10,000 to CEO Real Estate, Budget Control 035, offset by a corresponding decrease to services and supplies for one-time external legal counsel fees.

OCIT Shared Services (Fund 100, Department 017, Budget Control 037)

- In OCIT Shared Services, Budget Control 037, decrease intrafund transfers by \$661,055 offset by a corresponding increase to charges for services to Non-General Fund departments.

Sheriff-Coroner (Fund 100, Department 060, Budget Control 060)

- In Sheriff-Coroner, Budget Control 060, increase salaries and benefits by \$4,180,077, services and supplies by \$3,097,120, intrafund transfers by \$1,029,449 and establish transfers out to Countywide Capital Projects Non-General Fund 15D, of \$100,000 and Excess Public Safety Sales Tax, Fund 14J, of \$100,000 offset by a net increase of \$6,447,748 in Proposition 172 Public Safety Sales Tax revenue to meet current year operational needs.

In Excess Public Safety Sales Tax, Fund 14J, establish transfers in from Sheriff-Coroner, Budget Control 060, of \$100,000 offset by a corresponding increase in fund balance restricted to meet future operational needs.

In Countywide Capital Projects Non-General Fund, Fund 15D, establish transfers in from Sheriff-Coroner, Budget Control 060, of \$100,000 offset by a corresponding increase in special items appropriations for funding of future capital projects/strategic priorities.

The Sheriff-Coroner transfers in/out are estimates and actual amounts transferred at year-end are contingent upon Budget Control 060 actual expenditures and revenue receipts.

Miscellaneous (Fund 100, Department 017, Budget Control 004)

- In Miscellaneous, Budget Control 004, decrease appropriations for contingencies by \$330,000 offset by a corresponding decrease to NCC to fund Clerk of the Board (\$190,000) and County Counsel (\$140,000) NCC shortfalls.

Other Issues

Assessor (Department 002)

Assessor (Fund 100, Department 002, Budget Control 002)

- In Assessor, Budget Control 002, authorize the purchase of eight computer storage systems to enhance Assessment Tax System security and business continuity. Increase equipment by \$467,864 offset by an equivalent decrease to salaries and employee benefits.

County Executive Office (Department 017)

Miscellaneous (Fund 100, Department 017, Budget Control 004)

- In Miscellaneous, Budget Control 004, establish transfers out of \$127,289,628 to General Fund Level Transactions, Budget Control 100, offset by a corresponding increase to Federal Disaster Relief revenue to recognize Federal Emergency Management Agency (FEMA) COVID-19 reimbursements and replenish General Fund Reserves.

In General Fund Level Transactions, Budget Control 100, establish transfers in of \$127,289,628 from Miscellaneous, Budget Control 004, offset by a corresponding decrease to Net County Cost to recognize FEMA reimbursements and authorize Auditor-Controller to replenish General Fund Reserves at year-end up to a maximum of \$127,289,628, as identified by the County Budget Office (CBO).

- In Miscellaneous, Budget Control 004, increase judgments and damages by \$5,000,000, offset by an equivalent decrease to contingency appropriations for an anticipated liability settlement(s).
- Approve the reorganization of the Office of Care Coordination from Health Care Agency to County Executive Office, effective July 1, 2022, in accordance with County Administrative Procedure 0112-04 for Organizational Changes. The position transfers and budget adjustments associated with the reorganization will be included in the FY 2022-23 Recommended Budget.
- Authorize the County Executive Officer or designee to execute or amend non-financial, documents and/or changes related to the current Office of Care Coordination associated service contracts.

Health Care Agency (Department 042)

Health Care Agency (Fund 100, Department 042, Budget Control 042)

- In Health Care Agency (HCA), Budget Control 042, authorize Auditor-Controller to establish transfers out to Countywide Capital Projects Non-General Fund 15D, by **up to \$4,000,000** offset by current year appropriations savings in HCA, as identified by the CBO, for funding of future capital projects/strategic priorities. The use of projected appropriations savings in HCA will not result in service or program reductions.

In Countywide Capital Projects Non-General Fund 15D, authorize Auditor-Controller to establish transfers in from HCA, Budget Control 042, by **up to \$4,000,000** offset by an equivalent increase in special items appropriations, as identified by the CBO, for funding of future capital projects/strategic priorities.

Sheriff-Coroner (Department 060)

Sheriff-Coroner (Fund 100, Department 060, Budget Control 060)

- In Sheriff-Coroner, Budget Control 060, authorize Auditor-Controller to increase transfers out to Countywide Capital Projects Non-General Fund 15D, by **up to \$30,000,000** offset by an increase in revenues in excess of budget and current year appropriations savings in Sheriff-Coroner, as identified by the CBO, to fund future capital projects/strategic priorities. The use of projected appropriations savings and revenues higher than budget in Sheriff-Coroner will not result in service or program reductions.

In Countywide Capital Projects Non-General Fund 15D, authorize Auditor-Controller to increase transfers in from Sheriff-Coroner, Budget Control 060, by **up to**

\$30,000,000 offset by an equivalent increase in special items appropriations, as identified by the CBO, for funding of future capital projects/strategic priorities.

Social Services Agency (Department 063)

Social Services Agency (Fund 100, Department 063, Budget Control 063)

- In Social Services Agency (SSA), Budget Control 063, establish transfers out to Santa Ana Regional Center Lease Conveyance, Fund 102, of \$2,702,386 offset by increases to State Public Assistance Administration revenue of \$1,400,543 and to Federal Public Assistance Administration revenue of \$1,301,843 to establish reserves in accordance with Governmental Accounting Standards Board (GASB) lease requirements.

In Santa Ana Regional Center Lease Conveyance, Fund 102, establish transfers in from SSA, Budget Control 063, of \$2,702,386 offset by an equivalent increase to fund balance assigned to establish reserves for GASB 87 capital leases.

In 2005 the Board approved establishment of the Santa Ana Regional Center Lease Conveyance, Fund 102, for the purpose of capturing the positive cash inflow from the reimbursement of rental/space costs from federal/state funding in the early years of the lease conveyance and to cover the negative cash outflow from the later years of the lease conveyance. The new Governmental Accounting Standards Board (GASB) Statement No. 87, provides guidance for lease contracts for nonfinancial assets. As a result, Social Services Agency (SSA) requests Board approval to change Fund 102 as follows:

Component	Current	New
Title	Santa Ana Regional Centre Lease Conveyance	Social Services Agency (SSA) Leased Facilities
AFNS Title/Short Name	SARC Lease Conveyance Agremnt	SSA Leasd Fclts
Legal Authority	Board of Supervisors Minute Order – dated 2/15/05	Board of Supervisors Minute Order – dated 4/26/22
Nature of Revenue Sources	Positive cash flow produced in the early years of the lease—97% Federal and State, and 3% County General funds	Positive cash flow from reimbursement of rental/space costs in early years of various leased facilities – Federal/State /County General Fund
Nature of Financing Uses	To cover negative cash flow produced in the later years of the lease	To cover negative cash outflows produced in the later years of various leases

OC Public Works (Department 080)

OC Flood – Santa Ana River Mainstem/Prado Dam Capital Project (Fund 404, Department 080, Budget Control 404)

Calculated net proceeds from the sale of the Greenspot property in Highland are \$29,028,544. OC Flood - Santa Ana River Mainstem/Prado Dam Capital Project, Fund 404, will retain \$11,480,425 of the proceeds to recover direct costs related to entitlement, operations and maintenance, planning and litigation. The remainder after OC Flood direct costs is \$17,548,118 to be distributed is as follows:

Recipient	Percentage	Allocation
State of California	70.00%	\$ 12,283,683
San Bernardino County	7.03%	1,233,633
Riverside County	5.27%	924,786
OC Flood (Fund 404) & CEO Real Estate (Fund 135) split 50/50	17.7%	3,106,016
Total		\$ 17,548,118

- In OC Flood – Santa Ana River Mainstem/Prado Dam Capital Project, Fund 404, the following budget adjustments recognize the sales proceeds and establish or adjust appropriations, as needed:

Description	Revenue	Appropriations
Other Financing Sources	\$ 29,028,544	
Land		\$ 13,033,433
Contributions to Non-County Government Entities		14,442,102
Transfer Out to CEO Real Estate (Fund 135)		1,553,009
Total	\$ 29,028,544	\$ 29,028,544

Authorize the Auditor-Controller to pay the proceeds to the relevant recipients upon receipt of a Payment Request Form from OC Public Works in accordance with prior Board approved action from October 5, 2021 (ASR 21-000806). Should the Department of Water Resources (DWR) adjust the amount of the net proceeds to be returned to the State, direct Auditor-Controller to pay DWR, Local Sponsors, Fund 135 and Fund 404 the percentage allocation of the revised net proceeds (70%, 7.03%, 5.27% and 17.7% respectively).

In Real Estate Development Projects, Fund 135, establish transfers in from OC Flood – Santa Ana River Mainstem/Prado Dam Capital Project, Fund 404, of approximately \$1,553,009, offset by a corresponding increase in special items appropriations to recognize the sales proceeds of the Greenspot property in Highland.

- Approve the reorganization of the Maintenance and Facility Development Divisions from John Wayne Airport to OC Public Works, effective July 1, 2022, in accordance with County Administrative Procedure 0112-04 for Organizational Changes. The position transfers and budget adjustments associated with the reorganization will be included in the FY 2022-23 Recommended Budget.
- Authorize the OC Public Works Director or designee to execute or amend non-financial, documents and/or changes related to the current Maintenance and Facilities Development Divisions associated service contracts.

District Attorney-Public Administrator (Department 026)

District Attorney-Public Administrator (Fund 100, Department 026, Budget Control 026)

- In District Attorney-Public Administrator (DA-PA), Budget Control 026, add one Deputy District Attorney IV (2336AY) position effective upon Board approval, for cross-deputization with the U.S. Attorney's Office (USAO) in furthering efforts toward the investigation and prosecution of crimes related to fentanyl trafficking. DA-PA will absorb the current year costs of the position within the existing appropriations.

American Rescue Plan Act (ARPA)

The following tables describe the allocation and CEO recommended uses of the County's \$308.4 million **first tranche** ARPA funds received in FY 2020-21 and \$308.4 million **second tranche** ARPA funds expected to be received in FY 2021-22:

Board Approved Use of First Tranche	Amount (\$)
Revenue Loss (of \$326.5M Year 1 calculated Revenue Loss)	276,738,312
Meal Gap Program	10,000,000
Economic Support to Arts-Related and Non-profits	5,000,000
Countywide Emergency Paid Sick Leave	13,904,178
Workers' Compensation	2,777,982
Total Board Approved Use of First Tranche	308,420,472
Board Approved Use of First Tranche Revenue Loss	Amount (\$)
Departments FY 20-21 COVID-19 Response	8,968,846
FY 21-22 Restore Augmentations	39,905,210
Departments FY 21-22 COVID-19 Response	21,239,754
Departments FY 22-23 COVID-19 Response	4,100,281
Veterans Cemetery	20,000,000
Supportive Services/Landlord Incentives-Emergency Housing Vouchers	9,214,861
Bridge Digital Divide-Tech Solutions for Seniors	2,454,800
Restore Voluntary Incentive Program Deleted Positions	3,954,401
HCA EMS, AOC, Warehouse, Public Health Lab	75,000,000
Be Well 2	40,000,000
OCIT: Remote Workspace Delivery – Virtual Desktop Infrastructure	1,930,000
OCIT: Virtual Private Network (VPN) Solution Expansion	445,000
OC Hunger Alliance (Emergency food to address immediate needs and food & water storage equipment to aid in event of a disaster or emergency)	5,000,000
OC Human Relations Council (enhancement and expansion of anti-hate work)	1,000,000
The Illumination Foundation (Temporary isolation shelter services)	3,759,054
FY 21-22 Mid-Year/FY 22-23 Budget/Strategic Priorities/Workers' Compensation	14,766,105
District Priorities/Projects (\$5M per District)	25,000,000
Total Board Approved Use of First Tranche Revenue Loss	276,738,312
CEO Recommended Use of Second Tranche	Amount (\$)
Year 1 (\$50M) and Year 2 (\$273M) Revenue Loss	306,512,719
FY 22-23 Workers' Compensation	1,907,753
Total CEO Recommended Use of Second Tranche	308,420,472
CEO Recommended Use of Second Tranche Revenue Loss	Amount (\$)
FY 22-23/Future Years COVID-19 Response	110,000,000
Future Budgets/OC CARES/Strategic Priorities	57,512,719
Juvenile Campus	60,000,000
Housing (Match Requirements/Landlord Incentives)	27,000,000
OC CARES/Coordinated Case Management/Homelessness	27,000,000
District Priorities/Projects (\$5M per District)	25,000,000
Total CEO Recommended Use of Second Tranche Revenue Loss	306,512,719

Recommended Actions

1. Direct the Auditor-Controller to revise appropriations, revenues, transfers in/out, reserves and obligated fund balances as detailed in the *Budget Adjustment Summary* in accordance with Government Code Sections 29130, 29125 and 25252. **(Requires four-fifths vote)**
2. Direct the Auditor Controller to modify the Fund 102 title and function as follows in accordance with new Governmental Accounting Standards Board (GASB) lease requirements and make other related transactions:

Component	Current	New
Title	Santa Ana Regional Centre Lease Conveyance	Social Services Agency (SSA) Leased Facilities
AFNS Title/Short Name	SARC Lease Conveyance Agremnt	SSA Leasd Fclts
Legal Authority	Board of Supervisors Minute Order – dated 2/15/05	Board of Supervisors Minute Order – dated 4/26/22
Nature of Revenue Sources	Positive cash flow produced in the early years of the lease— 97% Federal and State, and 3% County General funds	Positive cash flow from reimbursement of rental/space costs in early years of various leased facilities – Federal/State /County General Fund
Nature of Financing Uses	To cover negative cash flow produced in the later years of the lease	To cover negative cash outflows produced in the later years of various leases

3. Approve the addition or revision of events to the FY 2021-22 County Event Calendar, as set forth in Attachment C, and per Government Code Section 26227, find that the events therein will serve a public purpose of the County of Orange and will meet the social needs of the population of the County including, but not limited to, the areas of health, law enforcement, public safety, rehabilitation, welfare, education, legal services and the needs of physically, mentally and financially handicapped persons and aged persons; that County staff and resources may be used in furtherance of such events; and that County staff may solicit donations of funds and services for such events.
4. Authorize Auditor-Controller to make the following payments from OC Flood – Santa Ana River Mainstem/Prado Dam Capital Project Fund (404-080-404-3100) to allocate the sales proceeds of the Greenspot property: 70% or \$12,283,683 to the State of California; 7.03% or \$1,233,633 to San Bernardino County and 5.27%

or \$924,786 to Riverside County upon receipt of a Payment Request Form from OC Public Works. Should the Department of Water Resources adjust the amount of the net proceeds, direct Auditor-Controller to make the payments based on the Board-approved percentage allocation.

5. Approve the County Executive Office and Health Care Agency reorganization for the Office of Care Coordination, effective July 1, 2022, in accordance with County Administrative Procedure 0112-04 for Organizational Changes.
6. Authorize the County Executive Officer or designee to execute or amend non-financial, documents and/or changes related to the current Office of Care Coordination associated service contracts.
7. Approve the OC Public Works and John Wayne Airport reorganization for the Maintenance and Facility Development Divisions, effective July 1, 2022, in accordance with County Administrative Procedure 0112-04 for Organizational Changes.
8. Authorize the OC Public Works Director or designee to execute or amend non-financial, documents and/or changes related to the current Maintenance and Facilities Development Divisions associated service contracts.
9. Approve the County Executive Office recommended uses of American Rescue Plan Act funds, as detailed in the Budget Issues section.
10. Direct County Executive Office Human Resource Services to amend the master position control, subject to final classification review, and add one Deputy Attorney IV (Title Code 2336AY), for the Office of the District Attorney – Public Administrator, Budget Control 026, effective upon Board of Supervisors approval.

Note: Recommended Actions eleven through fourteen, related to position maintenance studies, begin on page 15 of this document.

15. Approve use of \$2 million from First District's allocation of American Rescue Plan Act funding, for nutrition gap program services and authorize the OC Community Resources Director or designee to execute amendment to extend contract with Viet America Society (MA-012-21011525) in an amount not to exceed \$2 million effective June 1, 2022 through May 31, 2023, for a revised cumulative total amount not to exceed \$4 million.

FY 2021-22 April Budget Update - Adjustments Summary

Budget Control Name	Fund	Dept Code	Budget Control	Budget Unit	Rev Source	Object	Balance Sheet Acct	Dept Rev Source	Dept Obj Code	Dept Bal Sheet Code	Appropriations	Revenue	Inc/Dec Reserves	Net County Cost
Projected Appropriations Shortfalls														
Increase Appropriations and NCC for Training and Services & Supplies Costs														
Clerk of the Board	100	011	011	011-2001		0742			0000		10,000	0	0	10,000
Clerk of the Board	100	011	011	011-2001		1900			0000		150,000	0	0	150,000
Clerk of the Board	100	011	011	011-2001		2140			0000		20,000	0	0	20,000
Clerk of the Board	100	011	011	011-2001		2602			0000		10,000	0	0	10,000
Increase Appropriations and Transfers In for Board Hearing Room Equipment Moving Costs														
Clerk of the Board	100	011	011	011-2001		1900			0000		295,000	0	0	
Clerk of the Board	100	011	011	011-2001	7811			T15D			0	295,000	0	
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PH33		1840			0000		(295,000)	0	0	
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PH33		4800			T011		295,000	0	0	
Increase Appropriations and Transfers In for Board Hearing Room Equipment Moving Costs														
											295,000	295,000	0	0
Increase Appropriations and Revenue for a Veterans Services														
OC Community Resources	100	012	012	012-1100		1900			0000		500,000	0	0	
OC Community Resources	100	012	012	012-2700		1900			0000		904,551	0	0	
OC Community Resources	100	012	012	012-2700	7060			0000			0	904,551	0	
OC Community Resources	100	012	012	012-1100	7590			0000			0	500,000	0	
											1,404,551	1,404,551	0	0
Increase Appropriations and Revenue for a Veterans Services														
Increase Appropriations and Revenue for a Veterans Services														
County Counsel	100	025	025	025-2000		0101			0000		75,000	0	0	75,000
County Counsel	100	025	025	025-2000		0200			0000		90,000	0	0	90,000
County Counsel	100	025	025	025-2000		0306			0000		20,000	0	0	20,000
County Counsel	100	025	025	025-2000		0401			0000		40,000	0	0	40,000
County Counsel	100	025	025	025-2000		1900			0000		775,000	0	0	775,000
County Counsel	100	025	025	025-2000		5100			CC88		(595,000)	0	0	(595,000)
County Counsel	100	025	025	025-2000		5100			PW29		75,000	0	0	75,000
County Counsel	100	025	025	025-3000		5100			PW14		100,000	0	0	100,000
County Counsel	100	025	025	025-3000		5100			PW28		310,000	0	0	310,000
County Counsel	100	025	025	025-3000		5100			SS15		130,000	0	0	130,000
County Counsel	100	025	025	025-5000		5100			CC88		50,000	0	0	50,000
County Counsel	100	025	025	025-5000		5100			PA10		85,000	0	0	85,000
County Counsel	100	025	025	025-4000	7060			0000			0	231,586	0	(231,586)

FY 2021-22 April Budget Update - Adjustments Summary

Budget Control Name	Fund	Dept Code	Budget Control	Budget Unit	Rev Source	Object	Balance Sheet Acct	Dept Rev Source	Dept Obj Code	Dept Bal Sheet Code	Appropriations	Revenue	Inc/Dec Reserves	Net County Cost
Increase Appropriations, Revenues and NCC for Outside Counsel Legal Expenses (continued)														
County Counsel	100	025	025	025-2000	7360			CC88			0	300,000	0	(300,000)
County Counsel	100	025	025	025-3000	7360			CC88			0	200,000	0	(200,000)
County Counsel	100	025	025	025-3000	7360			CR10			0	83,414	0	(83,414)
County Counsel	100	025	025	025-3000	7360			PW18			0	200,000	0	(200,000)
Increase Appropriations, Revenues and NCC for Outside Counsel Legal Expenses											1,155,000	1,015,000	0	140,000
Increase Appropriations and Revenue for the DA-PA's Case File Scanning Project														
District Attorney - Public Administrator	100	026	026	026-7000		1900			0000		1,784,717	0	0	
District Attorney - Public Administrator	100	026	026	026-7000	6700			0000			0	1,784,717	0	
Increase Appropriations and Revenue for the DA-PA's Case File Scanning Project											1,784,717	1,784,717	0	0
Increase Appropriations and Transfers In for One-time External Legal Counsel Fees														
CEO Real Estate	100	017	035	035-6100		1900			0000		10,000	0	0	
CEO Real Estate	100	017	035	035-6100	7811			T135			0	10,000	0	
Real Estate Development Program	135	017	135	135-6100		1900			0000		(10,000)	0	0	
Real Estate Development Program	135	017	135	135-6100		4800			T035		10,000	0	0	
Increase Appropriations and Transfers In for One-time External Legal Counsel Fees											10,000	10,000	0	0
Allocation of OCIT Billings from Expenditures to Revenues														
OCIT Shared Services	100	017	037	037-3400		5100			C063		661,055	0	0	
OCIT Shared Services	100	017	037	037-3400	7590			Q289			0	191,055	0	
OCIT Shared Services	100	017	037	037-3400	7590			Q293			0	200,000	0	
OCIT Shared Services	100	017	037	037-3400	7590			Q151			0	270,000	0	
Allocation of OCIT Billings from Expenditures to Revenues											661,055	661,055	0	0
Increase Appropriations and Revenue to Meet Current Year Operational Needs														
Sheriff-Coroner	100	060	060	060-9900		0101			0000		4,180,077	0	0	
Sheriff-Coroner	100	060	060	060-9900		1900			0000		3,097,120	0	0	
Sheriff-Coroner	100	060	060	060-9900		4801			T14J		100,000	0	0	
Sheriff-Coroner	100	060	060	060-9900		4801			T15D		100,000	0	0	
Sheriff-Coroner	100	060	060	060-9900		5100			0000		(1,029,449)	0	0	
Sheriff-Coroner	100	060	060	060-9900	6700			0050			0	6,447,748	0	
Excess Public Safety Sales Tax	14J	017	14J	14J-5500	7810			T060			0	100,000	0	
Excess Public Safety Sales Tax	14J	017	14J	14J-5500			9720			0000	0	0	100,000	
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PK20		5000			0000		100,000	0	0	

FY 2021-22 April Budget Update - Adjustments Summary

Budget Control Name	Fund	Dept Code	Budget Control	Budget Unit	Rev Source	Object	Balance Sheet Acct	Dept Rev Source	Dept Obj Code	Dept Bal Sheet Code	Appropriations	Revenue	Inc/Dec Reserves	Net County Cost
Increase Appropriations and Revenue to Meet Current Year Operational Needs (continued)														
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-P0GF	7810			T060			0	100,000	0	
Increase Appropriations and Revenue to Meet Current Year Operational Needs														
6,547,748														
100,000														
0														
General Fund Balancing														
Miscellaneous	100	017	004	004-5500		5200			0000		(190,000)	0	0	(190,000)
Miscellaneous	100	017	004	004-5500		5200			0000		(140,000)	0	0	(140,000)
General Fund Balancing														
(330,000)														
0														
Other Issues														
Computer Storage Systems Purchase														
Assessor	100	002	002	002-6050		4040					467,864	0	0	
Assessor	100	002	002	002-3100		0101					(467,864)	0	0	
Computer Storage Systems Purchase														
0														
0														
Transfer FEMA Revenue to General Fund for Reserve Replenishment														
Miscellaneous	100	017	004	004-5510		4800			T100		127,289,628	0	0	
Miscellaneous	100	017	004	004-5510	7060			FEMA			0	127,289,628	0	
County General Fund-Level Transactions	100	001	100	100-0100	7810			T004			0	127,289,628	0	(127,289,628)
Transfer FEMA Revenue to General Fund for Reserve Replenishment														
127,289,628														
254,579,256														
0														
127,289,628)														
Increase Appropriations for an Anticipated Liability Settlement														
Miscellaneous	100	017	004	004-5500		3500			L020		5,000,000	0	0	
Miscellaneous	100	017	004	004-5500		5200			0000		(5,000,000)	0	0	
Increase Appropriations for an Anticipated Liability Settlement														
0														
0														
Establish Transfer Out to Fund 102 for Capital Leases Reserves														
Social Services Agency	100	063	063	063-4110		4801			T102		2,702,386	0	0	
Social Services Agency	100	063	063	063-4110	6770			0004			0	1,400,543	0	
Social Services Agency	100	063	063	063-4110	6980			0004			0	1,301,843	0	
Santa Ana Regional Center Lease Conveyance	102	063	102	102-4140	7810			T063			0	2,702,386	0	
Santa Ana Regional Center Lease Conveyance	102	063	102	102-4140			9720			0000	0	0	2,702,386	
Establish Transfer Out to Fund 102 for Capital Leases Reserves														
2,702,386														
5,404,772														
0														

FY 2021-22 April Budget Update - Adjustments Summary

Budget Control Name	Fund	Dept Code	Budget Control	Budget Unit	Rev Source	Object	Balance Sheet Acct	Dept Rev Source	Dept Obj Code	Dept Bal Sheet Code	Appropriations	Revenue	Inc/Dec Reserves	Net County Cost
Increase Appropriations and Recognize the Sales Proceeds of the Greenspot Property in Highland														
OC Flood - Capital	404	080	404	404-5180		3100			0000		12,283,683	0	0	
OC Flood - Capital	404	080	404	404-5180		3100			0000		1,233,633	0	0	
OC Flood - Capital	404	080	404	404-5180		3100			0000		924,786	0	0	
OC Flood - Capital	404	080	404	404-L000		4100			0000		13,033,433	0	0	
OC Flood - Capital	404	080	404	404-5180	7855	4801			T135		1,553,009	0	0	
OC Flood - Capital	404	080	404	404-5180	7855			0000			0	29,028,544	0	
Real Estate Development Program	135	017	135	135-6100		5000			0000		1,553,009	0	0	
Real Estate Development Program	135	017	135	135-6100	7814			T404			0	1,553,009	0	
Increase Appropriations and Recognize the Sales Proceeds of the Greenspot Property in Highland											30,581,553	30,581,553	0	0
GRAND TOTALS											172,291,638	302,383,652	2,802,386	(127,289,628)

**FY 2021-22 APRIL BUDGET UPDATE
POSITION CHANGE SUMMARY**

BUDGET CONTROL NAME & CODE	NO. OF POSNS	TITLE CODE	POSITION TITLE DESCRIPTION	FUNDING SOURCE	LIMITED TERM EXP DATE
POSITION ADDITIONS / DELETIONS					
PUBLIC PROTECTION					
DISTRICT ATTORNEY-PUBLIC ADMINISTRATOR - 026					
	1	2336AY	Deputy Attorney IV	Absorb within existing appropriations.	N/A
NET 026 POSITION CHANGES	1				
	1	TOTAL PUBLIC PROTECTION			
SUMMARY OF POSITION CHANGES					
TOTAL ALL ADDITIONS	1				
TOTAL ALL DELETIONS	0				
NET ADDITIONS & DELETIONS	1				



CLASSIFICATION MAINTENANCE STUDIES



RECOMMENDED ACTIONS – CLASSIFICATION MAINTENANCE STUDIES

11. Effective May 6, 2022, adjust pay grade and set recruiting step for Psychiatrist (Title Code 4550HP, Salary Range C-79).
12. Effective May 6, 2022, approve revised “C” Salary Schedule, included as Attachment D.
13. Effective May 6, 2022, approve revised title descriptions and classification specifications for Animal Care Officer Trainee (Title Code 5907GE), Animal Care Officer (Title Code 5905GE), Senior Animal Care Officer (Title Code 5909GE) and Supervising Animal Care Officer (Title Code 5913SM).
14. Effective May 6, 2022, approve and adopt the attached Side Letter Agreements between the County of Orange and the Orange County Employees Association, included as Attachment E.

BACKGROUND INFORMATION:

With Board approval of the current Memoranda of Understanding between the Orange County Employees Association (OCEA) and the County of Orange, along with requests by County departments, Human Resource Services (HRS) conducted multiple classification maintenance studies. Included for Board consideration and approval are recommended updates to the pay grade for the Psychiatrist classification and class specification revisions and associated side letters for the Animal Care Officer series.

The goal of the maintenance studies was to update the classification specifications, review the organizational structure of the occupational series, and evaluate the current salaries in relation to comparable public employer organizations. The maintenance study ensures that the job descriptions, working conditions, and minimum qualifications are accurate, and compensation is fair and competitive.

Maintenance Study Process

The maintenance study process involves analysis to identify the need to create, modify, or delete classifications, update or create job duties described in classification specifications, identify necessary changes to minimum qualifications and delineate the physical, environmental and mental characteristics of a classification. HRS reviews comparable classification specifications from local jurisdictions and collaborates with department management, subject matter experts and labor organizations to review and update existing classification specifications. Changes to classification specifications ensure that: the duties and levels of responsibility are current; the classification occupational series have the appropriate structure to meet departmental workload demands in an efficient manner; and minimum qualifications are at an appropriate level to attract candidates with the necessary skills, knowledge and abilities to perform the expected duties.

The market salary study and analysis consist of identifying comparators from surrounding public agencies to determine if current salaries are consistent with market salary averages. If it is determined that the minimum salary of a proposed pay grade is below the average within the market or is below the previously advertised minimum salary for the classification, an advanced recruiting step may be requested. HRS analyzes data from previous recruitments and internal employee separation reports and reviews current staffing levels to determine if current salaries affect employee recruitment and retention. In addition to identifying comparable salaries, comparators' current labor agreements are reviewed to identify and consider additional premium pay, allowances and future negotiated salary adjustments offered by comparators.

Psychiatrist

Positions in the Psychiatrist classification, assigned to Orange County Health Care Agency, perform highly specialized medical and psychiatric services in a community or correctional behavioral health setting; and plan, organize and direct the work of a clinic or organizational unit engaged in prevention, diagnosis and treatment of behavioral health problems.

HRS conducted a market salary survey and determined that the pay range for Psychiatrist was 4% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Mental Health Psychiatrist	\$ 25,808
County of San Bernardino	Behavioral Health Physician I	\$ 25,021
County of Riverside	Staff Psychiatrist II	\$ 24,258
County of San Diego	Psychiatrist	\$ 18,316
	Average Monthly Maximum Salary of Comparators	\$ 23,351
<i>County of Orange</i>	<i>Psychiatrist</i>	<i>\$ 22,450</i>
	Variance Under Market Average	4.0%

Following an assessment of the existing classification structure, HRS requests approval to adjust the pay grade to the “C” Salary Schedule and set the recruiting step for the Psychiatrist classification as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
4550HP	Psychiatrist	A1-94 (Step 12) \$22,450 - \$22,450	4550HP	Psychiatrist	C-79 (Step 9) \$22,753 - \$24,683

The current top pay grade of the “C” Salary Schedule is C-77. Therefore, HRS also requests a salary schedule revision to include two additional pay grades, C-78 and C-79 to accommodate the newly proposed salary range for the Psychiatrist classification.

The following table provides a position summary following approval of the proposed classification changes:

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
62	Psychiatrist	62	Psychiatrist	9.9%

If all positions are filled, Orange County Health Care Agency’s budget will absorb the approximate \$1,417,018 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Psychiatrist	\$1,417,018	52% - State 1% Federal 18% Other 29% - Net County Cost	\$404,420

Animal Care Officer Series

Positions in the Animal Care Officer classifications, assigned to OC Community Resources/ OC Animal Care, perform animal care services and promote compliance with specified local ordinances and state laws related to animal care through education and enforcement.

The Animal Care Officer series was studied, and salary increases provided, in the FY 2015-16 First Quarter Budget Report, approved on November 17, 2015. Therefore, this current study reviews and evaluates only the class specifications and title descriptions for the series.

Following an assessment of the job duties currently performed by the series, HRS requests approval to revise title descriptions and class specifications for the Animal Care Officer occupational series as follows:

Current Title Description	Proposed Title Description
Animal Control Officer Trainee	Animal Care Officer Trainee
Animal Control Officer	Animal Care Officer (ACO)
Senior Animal Control Officer	Senior Animal Care Officer (Sr. ACO)
Supervising Animal Control Officer	Supervising Animal Care Officer (Supvg. ACO)

The proposed changes will rename classes to more appropriate titles and update class specifications to better reflect the current duties performed and update minimum requirements.

HRS also recommends approval and adoption of Side Letter Agreements between the County and OCEA. The Side Letters allow employees to be exempt from the licensure/certification and special qualifications outlined in the revised class specifications and considered grandfathered under the terms of this Agreement which permit them to remain in their classification of Animal Care Officer (Title Code 5905GE), Senior Animal Care Officer (Title Code 5909GE) and Supervising Animal Care Officer (5913SM). The agreement is necessary to avoid potential future negative impacts to these employees resulting from the proposed changes to the Animal Care Officer classifications and background process.

The County notified OCEA of the proposed changes and received concurrence with the recommended classification specification revisions and associated side letter agreements. Assuming all 36 positions (ACO, Sr. ACO, Supvg. ACO) are filled and all incumbents successfully pass the background investigation and receive the lump sum as part of these agreements, the additional one-time cost to the Department will be approximately \$31,140.



COUNTY OF ORANGE

Established Date: 02/02/1993

Revision Date: 05/06/2022

ANIMAL CARE OFFICER TRAINEE

Bargaining Unit: GE General

Class Code:

5907GE

DEFINITION:

Under close supervision, learns how to perform animal care services and promote compliance with specified local and state laws related to animal care through education and enforcement, and to do other work as required.

The Animal Care Officer series includes the following:

Animal Care Officer Trainee (5907GE)

Animal Care Officer (5905GE)

Senior Animal Care Officer (5909GE)

Supervising Animal Care Officer (5913SM)

CLASS CHARACTERISTICS:

This is the entry/trainee level classification in the civilian Animal Care Officer occupational series. Trainees are required to learn animal care regulations and procedures using classroom study and practical guidance. During this training period, the Animal Care Officer Trainee is expected to learn how to deal with situations independently in the field. Animal Care Officer Trainees follow established policies, procedures and standard instructions, seeking assistance from lead or supervisory staff when the situation warrants. Work produced by the incumbent is reviewed regularly.

Trainees will perform a broader range of duties with increasing responsibility and independence as experience is gained. The Animal Care Officer Trainee classification is distinguished from the Animal Care Officer classification by the performance of less than the full range of duties assigned to the Animal Care Officer classification.

There is no permanent status in this classification. Incumbents who do not promote to Animal Care Officer by the completion of the probationary period will be subject to termination.

EXAMPLES OF DUTIES:

Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.

1. Receive instruction in the laws and procedures of animal care and ride along with experienced Animal Care Officers to learn the position.

2. Learn to patrol assigned areas in a vehicle, complete daily work assignments received during briefings or by other means, as well as handle situations requiring animal care services which arise and are observed during patrol duty.
3. Learn skills to educate and assist the public on animal matters such as: attempting to locate owners of stray animals to reunite them and ensure proper licensing and vaccination status of animals encountered; and issuing warnings and/or citations to animal owners or custodians found in violation of statutes and regulations concerned with animal care. Assist citizens with trapped or otherwise endangered animals and remove, rescue or impound such animals. Provide presentations to public and school groups regarding animal care and handling and common ailments and their treatment.
4. Learn to conduct investigations and complete reports detailing incidents/investigations involving: animal bites of humans and contacts between wild animals and domestic animals by interviewing all persons involved to obtain essential information concerning the incident, entering pertinent facts on animal bite reports, imposing quarantine and/or impounding animals when necessary; alleged animal cruelty or neglect, impounding animals when necessary, and assisting law enforcement agencies with their investigation of such crimes in order to support effective prosecution.
5. Learn to determine appropriate care for an injured or sick animal.
6. Learn to transport animals: pick up deceased animals from public and private property; impound animals from vehicles involved in accidents, from the residence of deceased persons and during arrests of persons owning animals; and impound dogs-at-large and other sick, stray or wild animals to ensure public safety.
7. Learn to maintain assigned equipment, vehicles, and workstation according to department expectations.
8. Learn to administer tranquilizing and/or euthanasia solutions safely and humanely to animals consistent with departmental policy, depending on assignment.
9. Learn to perform dispatch duties including receiving service calls from the public and communicating information to staff in the field.
10. Learn to collect payments (cash, credit or other approved methods); issue receipts and maintain records of transactions; and use county fuel cards for assigned vehicle.
11. May appear in court and give testimonial evidence regarding cases handled.
12. May aid other departmental sections performing duties as needed and related to the work of an Animal Care Officer.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Modern office practices and procedures
- Basic use of common computer programs such as Microsoft Office Suite
- Interpersonal communications in an office environment

Ability to

- Learn to understand, interpret and apply laws, rules, codes, ordinances, policies, regulations, procedures and/or directives
- Learn the physical and behavioral characteristics of domestic and wild animals
- Learn how to handle animals safely and humanely and related animal equipment consistent with departmental policy
- Clearly communicate verbally and in writing
- Exercise tact and good judgment
- Use independent judgment and work quickly with accuracy
- Work cooperatively with others
- Learn how to observe and interview for reporting
- Learn normal vehicle operation and report potential safety concerns, abnormalities and/or mechanical issues
- Safely drive County vehicles as needed, including large animal care trucks and vehicles towing livestock trailers or other trailers
- Operate standard office equipment
- Safely and humanely administer tranquilizing substances and/or euthanasia solutions to animals consistent with departmental policy and applicable law
- Wear departmental required uniform and protective equipment
- Use hand and power tools as well as other light equipment in a safe manner

Education and Experience

Option I

One (1) year of experience working as a Dispatch Services Operator with the County of Orange

Option II

Six (6) months of full-time work experience, or 1,040 hours of documented volunteer experience, working with animals in a setting which requires or demonstrates a knowledge of animal handling or care requirements

Option III

Six (6) months of experience working in the capacity of an Animal Care Officer, Animal Control Officer, Animal Services Officer, or a similar classification for a public agency or humane society organization

Option IV

Six (6) months of full-time experience, or 1,040 hours, working for a municipal government or non-profit agency in a position involving public contact, ensuring compliance with local ordinances and state laws, or involving handling animals

Education substitution for experience:

Option I

An associate degree or higher, from an accredited college or university, in any discipline may substitute for all the required experience.

Option II

Successful completion of a Veterinary Technology Program accredited by the American Veterinary Medical Association (AVMA) may substitute for all the required experience.

License/Certification

Must possess and maintain a current valid California Driver's License (Class C)

Incumbents must be able to obtain a certificate of successful completion for a California Police Officer Standards and Training (POST) Course, Penal Code §832 Laws of Arrest, within six (6) months of employment.

Some assignments may be required to successfully complete training in compliance with California Business and Professions Code §4827(d) in order to obtain a certificate to perform humane euthanasia in the state of California.

Some assignments may be required to successfully complete training in compliance with the California Code of Regulations §2039.5 in order to legally possess, utilize, and transport controlled substances for humane euthanasia and tranquilization in the state of California.

Special Requirements

Must pass a background investigation to the satisfaction of the County of Orange.

Incumbents must maintain the ability to legally possess, utilize, and transport controlled substances for humane euthanasia and tranquilization. Note: Some criminal convictions may preclude applicants from legally possessing, utilizing and transporting controlled substances.

In compliance with California Code of Regulations, Title 8, §5144, Respirator Protection, incumbents will be required to utilize a respirator for certain aspects of their job duties to protect against odors, harmful respiratory contaminants and/or particulates. Incumbents will need to be able to work in a moderate to heavy physical capacity while wearing the respirator. Incumbents will need to pass a respiratory equipment fit test with Orange County Employee Health Services to ensure proper sizing and protection.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength to pull, drag, lift and carry up to 75 pounds for 50 feet. Strength to handle, restrain, lead and maneuver large animals, including livestock, from one area to another or into a trailer for transport. Strength to capture, secure, handle and restrain a variety of animals which are often physically uncooperative and aggressive. Agility to walk, run and physically maneuver oneself to capture and avoid

being bitten, kicked or injured by various domestic and wild animals. Ability to stand for extended periods of time. Body mobility to walk and run on uneven ground, climb stairs, bend, twist, reach, kneel, squat and crawl to catch animals. Stamina to drive for extended periods of time. Manual dexterity to complete handwritten paperwork, use a computer and to use and manipulate the controls and buttons on an 800 MHz handheld radio. Vision sufficient to read standard text and fine print, a computer screen, see animals at a distance and to distinguish colors and body language. Hear and speak well enough to converse with others in person, over the phone and over an 800 MHz radio system. Hear well enough to hear the approach of an animal or sounds emitted by domestic and wild animals.

Mental stamina for problem solving and dealing with stressful situations. Mental fortitude to focus and perform job duties in the presence of stressors such as upset citizens, aggressive animals, injured animals, neglected animals, deceased animals or humane euthanasia.

In certain assignments, incumbents in this classification and the promotional classification of Animal Care Officer, are required to perform and assist with the humane euthanasia of sick or injured animals or animals unable to survive on their own.

Environmental and Working Conditions

Will be required to work with and around wild, domestic and exotic animals in an environment where animals are captured, housed, transported and maintained. Animals may be large, aggressive, injured, dangerous and/or venomous. Will be required to work in a standard office environment around office equipment. Will be required to work outside in all weather conditions in various locations in Orange County and surrounding areas. Will be required to enter buildings, residences, and other areas in the field when working. Will be required to work in dusty, loud and/or malodorous environments. Some environments may contain an abundance of animal excrement and/or other debris making movement difficult. May be exposed to various zoonotic diseases, noxious odors, animal blood, animal dander, blood-borne pathogens, feces and urine, fleas, ticks and mites, as well as injured, sick, dead and/or diseased animals. Will be required to work around commonly used pet chemicals such as flea medications and/or various types of soaps, cleansers and disinfectant agents. May work in and around crime scenes and areas of law enforcement activity. May be required to interact with various members of the public, including persons with criminal histories and dangerous propensities. May be required to work in areas experiencing, or threatened by, fire, mudslide or other disasters. This includes areas subject to evacuation orders when entry has been deemed safe for non-first responders by the Incident Commander overseeing the event or his or her designee. May be assigned rotating shifts (days, evenings, nights), weekends, holidays, and occasional mandatory overtime, as needed, as the work is performed for a 24-hour, 7 day per week facility and coverage is essential.



COUNTY OF ORANGE

Established Date: 03/1964

Revision Date: 05/06/2022

ANIMAL CARE OFFICER
Bargaining Unit: GE General

Class Code:
5905GE

DEFINITION:

Under general supervision, perform animal care services and promote compliance with specified local ordinances and state laws related to animal care through education and enforcement, and do other work as required.

The Animal Care Officer series includes the following:

Animal Care Officer Trainee (5907GE)

Animal Care Officer (5905GE)

Senior Animal Care Officer (5909GE)

Supervising Animal Care Officer (5913SM)

CLASS CHARACTERISTICS:

This is the journey level classification in the civilian Animal Care Officer occupational series. Incumbents are generally required to work independently in the field. Incumbents are expected to create a safe and compassionate environment for both humans and animals by building rapport through a community-based approach, engaging the public as well as external and internal stakeholders through customer service, education and the appropriate issuance of citations to promote compliance with local ordinances and state laws in support of animal welfare. Incumbents in the series work to reduce the suffering of animals by rescuing lost, sick, injured or neglected animals; and to promote public safety by educating the public on responsible pet ownership. Many of the duties are routine in nature; however, during incidents involving the health and safety of animals and/or humans, the Animal Care Officer must demonstrate sound judgment by quickly deciding whether the situation may be handled alone or if it will require assistance. Animal Care Officers follow established policies, procedures and standard instructions, seeking assistance from lead or supervisory staff when the situation warrants; some assignments may be primarily field-based in nature, while others may be primarily desk-based assignments.

The Animal Control Officer is distinguished from the Senior Animal Control Officer by the latter's responsibility to perform the more complex tasks of animal care services requiring greater skill, knowledge and leadership abilities.

EXAMPLES OF DUTIES:

Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.

1. Patrol assigned areas in a vehicle, completing daily work assignments received during briefings or by other means, as well as handling situations requiring animal care services which arise and are observed during patrol duty.
2. Safely handle, restrain, impound and/or transport sick, stray or wild animals of various sizes and temperaments while in the field or while on-site at the OC Animal Care Shelter facility.
3. Educate and assist the public on animal matters including animal care; animal licensing, laws, statutes and regulations; animal rescue, removal and impound; educational resources and presentations.
4. Conduct thorough investigations and complete reports detailing incidents/investigations involving animals.
5. Collect and transport live or deceased animals from public and private properties, vehicle accident sites and during arrests of persons owning animals. Impound dogs-at-large and other sick, stray or wild animals while ensuring public safety. Evaluate and determine appropriate care for any injured or sick animal, issue notices where appropriate and decide on next steps concerning wildlife rehabilitation whenever possible.
6. Safely and humanely administer tranquilizing and/or euthanasia solutions to animals consistent with departmental policy, depending on assignment.
7. Complete reports detailing daily actions, incidents and investigations, both hand-written and via various computer programs, including Chameleon and Microsoft Office Suite.
8. Assist law enforcement agencies with their investigation of animal-related crimes in order to support effective prosecution including appearance in court to give testimonial evidence regarding cases handled.
9. Communicate effectively and professionally in person and via two-way 800 MHZ radio utilizing codes/phonetic alphabet.
10. Ensure that assigned equipment is in clean and working condition, complete regular inspection reports and determine when service is necessary.
11. Collect payments (cash, credit or other approved methods); issue receipts and maintain records of transactions; and use county fuel cards for assigned vehicle.
12. May be assigned specialized assignments, administrative desk work related to animal care, or other assignments of similar work.

13. May temporarily or on a long-term basis assist other departmental sections performing duties as needed and related to the work of an Animal Care Officer.
14. May participate in the practical training of other staff on the performance of job duties in the same and lower classifications of the series, as well as other staff as appropriate.
15. May coordinate and direct volunteers depending on assignment.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Modern office practices and procedures
- Basic use of common computer programs such as Microsoft Office Suite
- Interpersonal communications in an office environment
- Physical and behavioral characteristics of domestic and wild animals
- Symptoms of common diseases in domestic and wild animals
- Legal liabilities with the enforcement of animal regulations and statutes

Ability to

- Understand, interpret and apply laws, rules, codes, ordinances, policies, regulations, procedures and/or directives
- Safely and humanely administer tranquilizing substances and/or euthanasia solutions to animals consistent with departmental policy and applicable law
- Clearly communicate verbally and in writing
- Exercise tact and good judgment
- Produce detailed-oriented, accurate and high-quality work
- Observe and interview for reporting
- Use independent judgment and work quickly with accuracy
- Work cooperatively with others
- Operate standard office equipment
- Safely drive County vehicles as needed, including large animal care trucks and vehicles towing livestock trailers or other trailers
- Recognize normal vehicle operation and report potential safety concerns, abnormalities and/or mechanical issues. Check oil and windshield washer fluid levels of assigned vehicles
- Wear departmental required uniform and protective equipment
- Use hand and power tools as well as other light equipment in a safe manner

Education and Experience

Option I

Six (6) months of experience working as an Animal Care Officer Trainee with the County of Orange

Option II

One (1) year of experience working in the capacity of an Animal Care Officer, Animal Control Officer, Animal Services Officer, or a similar classification for a public agency or humane society organization

Option III

Two (2) years of experience working for a municipal government or non-profit agency, in a position that deals with public contact, ensuring compliance with local ordinances and state laws, or involves the handling of animals

Education substitution for experience:***Option I***

A bachelor's degree or higher in any discipline may substitute for all the required experience.

Option II

Successful completion of a Veterinary Technology Program accredited by the American Veterinary Medical Association (AVMA) may substitute for all the required experience.

License/Certification

Must possess and maintain a current valid California Driver's License (Class C)

Incumbents must be able to obtain a certificate of successful completion for a California Police Officer Standards and Training (POST) Course, Penal Code §832 Laws of Arrest, within six (6) months of employment.

Some assignments may be required to successfully complete training in compliance with California Business and Professions Code §4827(d) in order to obtain a certificate to perform humane euthanasia in the state of California.

Some assignments may be required to successfully complete training in compliance with the California Code of Regulations §2039.5 in order to legally possess, utilize and transport controlled substances for humane euthanasia and tranquilization in the state of California.

Special Requirements

Must pass a background investigation to the satisfaction of the County of Orange.

Incumbents must maintain the ability to legally possess, utilize, and transport controlled substances for humane euthanasia and tranquilization. Note: Some criminal convictions may preclude applicants from legally possessing, utilizing and transporting controlled substances.

In compliance with California Code of Regulations, Title 8, §5144, Respirator Protection, incumbents will be required to utilize a respirator for certain aspects of their job duties to protect against odors, harmful respiratory contaminants and/or particulates. Incumbents will need to be able to work in a moderate to heavy physical capacity while wearing the respirator. Incumbents will need to pass a respiratory equipment fit test with Orange County Employee Health Services to ensure proper sizing and protection.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength to pull, drag, lift and carry up to 75 pounds for 50 feet. Strength to handle, restrain, lead and maneuver large animals, including livestock, from one area to another or into a trailer for transport. Strength to capture, secure, handle and restrain a variety of animals which are often physically uncooperative and aggressive. Agility to walk, run and physically maneuver oneself to capture and avoid being bitten, kicked or injured by various domestic and wild animals. Ability to stand for extended periods of time. Body mobility to walk and run on uneven ground, climb stairs, bend, twist, reach, kneel, squat and crawl to catch animals.

Stamina to drive for extended periods of time. Manual dexterity to complete handwritten paperwork, use a computer and to use and manipulate the controls and buttons on an 800 MHz handheld radio. Vision sufficient to read standard text and fine print, a computer screen, see animals at a distance and to distinguish colors and body language. Hear and speak well enough to converse with others in person, over the phone and over an 800 MHz radio system. Hear well enough to hear the approach of an animal or sounds emitted by domestic and wild animals.

Mental stamina for problem solving and dealing with stressful situations. Mental fortitude to focus and perform job duties in the presence of stressors such as upset citizens, aggressive animals, injured animals, neglected animals, deceased animals or humane euthanasia. In certain assignments, incumbents, in this classification, are required to perform and assist with the humane euthanasia of sick or injured animals or animals which are unable to survive on their own.

Environmental and Working Conditions

Will be required to work with and around wild, domestic and exotic animals in an environment where animals are captured, housed, transported and maintained. Animals may be large, aggressive, injured, dangerous and/or venomous. Will be required to work in a standard office environment around office equipment. Will be required to work outside in all weather conditions in various locations in Orange County and surrounding areas. Will be required to enter buildings, residences, and other areas in the field when working. Will be required to work in dusty, loud and/or malodorous environments. Some environments may contain an abundance of animal excrement and/or other debris making movement difficult. May be exposed to various zoonotic diseases, noxious odors, animal blood, animal dander, blood-borne pathogens, feces and urine, fleas, ticks mites, as well as injured, sick, dead and/or diseased animals. Will be required to work around commonly used pet chemicals such as flea medications and/or various types of soaps, cleansers and disinfectant agents. May work in and around crime scenes and areas of law enforcement activity. May be required to interact with various members of the public, including persons with criminal histories and dangerous propensities. May be required to work in areas experiencing, or threatened by, fire, mudslide or other disasters. This includes areas subject to evacuation orders when entry has been deemed safe for non-first responders by the Incident Commander overseeing the event or his or her designee. May be assigned rotating shifts (days, evenings, nights), weekends, holidays, and occasional mandatory overtime, as needed, as the work is performed for a 24-hour, 7 day per week facility and coverage is essential.



COUNTY OF ORANGE

Established Date: 03/12/1974

Revision Date: 05/06/2022

SENIOR ANIMAL CARE OFFICER

Bargaining Unit: GE General

Class Code:

5909GE

DEFINITION:

Under general supervision, the incumbent performs more complex tasks of animal care services, promotes compliance with specified local ordinances and state laws related to animal care through education and enforcement and other work as required.

The Animal Care Officer series includes the following:

Animal Care Officer Trainee (5907GE)

Animal Care Officer (5905GE)

Senior Animal Care Officer (5909GE)

Supervising Animal Care Officer (5913SM)

CLASS CHARACTERISTICS:

This is the advanced journey level classification in the civilian Animal Care Officer occupational series. Senior Animal Care Officers receive the more difficult work assignments involving unique and unusual animal situations which require more experienced attention due to investigative needs or complexity of the work involved. Incumbents are expected to create a safe and compassionate environment for both humans and animals by building rapport through a community-based approach, engaging the public as well as external and internal stakeholders through customer service, education and the appropriate issuance of citations to promote compliance with local ordinances and state laws in support of animal welfare. Incumbents in the series work to reduce the suffering of animals by rescuing lost, sick, injured, or neglected animals; and to promote public safety by educating the public on responsible pet ownership.

The Senior Animal Control Officer is distinguished from the Supervising Animal Care Officer in that the latter is a full-time supervisor and is responsible for the full range of supervisory duties. Incumbents will only assume a supervisory role in the absence of the Supervising Animal Control Officer.

EXAMPLES OF DUTIES:

Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.

1. Oversee and assist in complex animal service requests requiring special skills and knowledge regarding the control and handling of animals.

2. Assist less experienced officers, or other department staff, in the performance of duties and determine priority of actions for animal care services. This may include review of staff reports and other written materials prior to submission.
3. Interpret ordinances, laws, regulations and department policies in the completion of own work and the work of others.
4. Complete injury and illness packets for staff and document vehicle collisions involving County vehicles, in the absence of a supervisor or when otherwise needed.
5. Inspect departmental equipment and vehicles for damage and wear.
6. Assist with training needs and evaluate opportunities for training improvement, training materials or exercises as needed.
7. Coordinate interrelated activities with agency employees, County departments and external agencies.
8. Work cooperatively with law enforcement when joint action is required.
9. Provide public presentations related to animal issues and responsible pet ownership as well as act in a lead role in educational programs.
10. Safely and humanely administer tranquilizing and/or euthanasia solutions to animals consistent with departmental policy, depending on assignment.
11. Collect payments (cash, credit or other approved methods); issue receipts and maintain records of transactions; and use county fuel cards for assigned vehicle.
12. May appear in court and give evidence or testimony in connection with cases handled.
13. May assist other departmental sections in temporary or long-term assignments performing duties as needed and related to the work of an Animal Care Officer.
14. May oversee a shift of Animal Care-related staff, serving as the shift supervisor, in the absence of a Supervising Animal Care Officer.
15. May lead daily briefings and assign and prioritize work to staff as needed.
16. May coordinate and direct volunteers depending on assignment.

MINIMUM QUALIFICATIONS:

Knowledge of

- Legal liabilities of those concerned with enforcement of animal regulations and statutes
- Interpersonal communications in an office environment necessary to direct and lead staff
- Physical and behavioral characteristics of domestic and wild animals

- Symptoms of common diseases in domestic and wild animals
- Modern office practices and procedures
- Basic use of common computer programs such as Microsoft Office Suite

Ability to

- Understand, interpret and apply laws, rules, codes, ordinances, policies, regulations, procedures and/or directives in unusual or unexpected situations
- Demonstrate effective leadership skills in a variety of situations
- Communicate effectively and deescalate tense or time sensitive situations with the public in a manner that conveys confidence and promotes trust
- Use independent judgment and work quickly with accuracy in sensitive, critical, or complex situations
- Safely and humanely administer tranquilizing substances and/or euthanasia solutions to animals consistent with departmental policy and applicable law
- Safely drive County vehicles as needed, including large animal care trucks and vehicles towing livestock trailers or other trailers
- Produce detailed-oriented, accurate and high-quality work
- Wear departmental required uniform and protective equipment
- Recognize normal vehicle operation and report potential safety concerns, abnormalities and/or mechanical issues
- Use hand and power tools as well as other light equipment in a safe manner

Education and Experience

Option I

Two (2) years of experience working as an Animal Care Officer with the County of Orange

Option II

Three (3) years of experience working in the capacity of an Animal Care Officer, Animal Control Officer, Animal Services Officer or a similar classification for a public agency or humane society organization

Option III

Four (4) years of experience working for a municipal government or non-profit agency in a position that deals with public contact, ensuring compliance with local ordinances and state laws, or involves the handling of animals.

Education substitution for experience:

Option I

A bachelor's degree or higher, from an accredited college or university, in animal science, criminal justice, public administration, zoology, communications, psychology or a related field may substitute for two (2) years of the required experience.

Option II

A bachelor's degree or higher, from an accredited college or university, in an unrelated field may substitute for one (1) year of required experience.

Option III

Successful completion of a Veterinary Technology Program accredited by the American Veterinary Medical Association (AVMA) may substitute for all the required experience.

License/Certification

Must possess and maintain a current valid California Driver's License (Class C).

Must be able to obtain a certificate of successful completion for a California Police Officer Standards and Training (POST) Course, Penal Code 832 Laws of Arrest, within six (6) months of employment.

Incumbents are required to successfully complete training in compliance with California Business and Professions Code §4827(d) in order to obtain a certificate to perform humane euthanasia in the state of California, within six (6) months of employment.

Incumbents are required to successfully complete training in compliance with the California Code of Regulations §2039.5 in order to legally transport and utilize controlled substances for humane euthanasia and tranquilization in the state of California, within six (6) months of employment.

Special Requirements

Must pass a background investigation to the satisfaction of the County of Orange.

Incumbents must maintain the ability to legally possess, utilize and transport controlled substances for humane euthanasia and tranquilization. Note: Some criminal convictions may preclude applicants from legally possessing, utilizing and transporting controlled substances.

In compliance with California Code of Regulations, Title 8, §5144, Respirator Protection, incumbents will be required to utilize a respirator for certain aspects of their job duties to protect against odors, harmful respiratory contaminants or particulates. Incumbents will need to be able to work in a moderate to heavy physical capacity while wearing the respirator. Incumbents will need to pass a respiratory equipment fit test with Orange County Employee Health Services to ensure proper sizing and protection.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength to pull, drag, lift and carry up to 75 pounds for 50 feet. Strength to handle, restrain, lead and maneuver large animals, including livestock, from one area to another or into a trailer for transport. Strength to capture, secure, handle and restrain a variety of animals which are often physically uncooperative and aggressive. Agility to walk, run and physically maneuver oneself to capture and avoid being bitten, kicked or injured by various domestic and wild animals. Ability to stand for extended periods of time. Body mobility to walk and run on uneven ground, climb stairs, bend, twist, reach, kneel, squat and crawl to catch animals. Stamina to drive for extended periods of time. Manual dexterity to complete handwritten paperwork, use a computer and to use and manipulate the controls and buttons on an 800 MHz handheld radio. Vision sufficient to read standard text and fine print, a computer screen, see animals at a distance and to distinguish colors and body language. Hear and speak well enough to converse with

others in person, over the phone and over an 800 MHz radio system. Hear well enough to hear the approach of an animal or sounds emitted by domestic and wild animals.

Mental stamina for problem solving and dealing with stressful situations. Mental fortitude to focus and perform job duties in the presence of stressors such as upset citizens, aggressive animals, injured animals, neglected animals, deceased animals or humane euthanasia. Incumbents are required to perform and assist with the humane euthanasia of sick or injured animals; or animals unable to survive on their own.

Environmental and Working Conditions

Will be required to work with and around wild, domestic and exotic animals in an environment where animals are captured, housed, transported and maintained. Animals may be large, aggressive, injured, dangerous and/or venomous. Will be required to work in a standard office environment around office equipment. Will be required to work outside in all weather conditions in various locations in Orange County and surrounding areas. Will be required to enter buildings, residences and other areas in the field when working. Will be required to work in dusty, loud and/or malodorous environments. Some environments may contain an abundance of animal excrement and/or other debris making movement difficult. May be exposed to various zoonotic diseases, noxious odors, animal blood, animal dander, blood-borne pathogens, feces and urine, fleas, ticks and mites, as well as injured, sick, dead and/or diseased animals. Will be required to work around commonly used pet chemicals such as flea medications and/or various types of soaps, cleansers and disinfectant agents. May work in and around crime scenes and areas of law enforcement activity. May be required to interact with various members of the public, including persons with criminal histories and dangerous propensities. May be required to work in areas experiencing, or threatened by, fire, mudslide or other disasters. This includes areas subject to evacuation orders when entry has been deemed safe for non-first responders by the Incident Commander overseeing the event or his or her designee. May be assigned rotating shifts (days, evenings, nights), weekends, holidays and occasional mandatory overtime, as needed, as the work is performed for a 24-hour, 7 day a week facility and coverage is essential.



COUNTY OF ORANGE

Established Date: 03/12/1974

Revision Date: 05/06/2022

SUPERVISING ANIMAL CARE OFFICER
Bargaining Unit: SM Supervisory Management

Class Code:
5913SM

DEFINITION:

Under direction, plans and supervises the work of Animal Control Assistants, Animal Care Officer Trainees Animal Care Officers, Senior Animal Care Officers and other staff as needed; promotes compliance with specified local ordinances and state laws related to animal care through education and enforcement; provides operational and administrative support to program management; and performs other work as required.

The Animal Care Officer series includes the following:

Animal Care Officer Trainee (5907GE)

Animal Care Officer (5905GE)

Senior Animal Care Officer (5909GE)

Supervising Animal Care Officer (5913SM)

CLASS CHARACTERISTICS:

The Supervising Animal Care Officer is the supervisory level classification in the civilian Animal Care Officer occupational series. Supervising Animal Care Officers oversee a shift of staff supporting the delivery of animal care services to the public. This includes the assignment and prioritization of work, as well as the implementation of performance management measures as appropriate. Supervising Animal Care Officers are generally assigned areas of focus related to a specific animal care services function or program, in addition to supervisory duties and ancillary administrative tasks over which they will bear responsibility. Some assignments may require regular field work while others are largely administrative in nature. Supervising Animal Care Officers are expected to perform the duties listed within all lower classifications of the Animal Care Officer occupational series as needed.

Incumbents are expected to create a safe and compassionate environment for both humans and animals by building rapport through a community-based approach, engaging the public as well as external and internal stakeholders through customer service, education and the appropriate issuance of citations to promote compliance with local ordinances and state laws in support of animal welfare. Incumbents in the series work to reduce the suffering of animals by rescuing lost, sick, injured, or neglected animals; and to promote public safety by educating the public on responsible pet ownership.

The Supervising Animal Control Officer is distinguished from the Senior Animal Care Officer in that the latter is not a full-time supervisor and is not responsible for the full range of supervisory duties.

EXAMPLES OF DUTIES:

Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.

1. Oversee the day-to-day operation of animal services and serve as the shift supervisor as needed.
2. Assist the Field Services Manager in monitoring the performance of assigned programs through analysis of information to maintain appropriate staffing levels, balance competing call priorities and procure necessary equipment.
3. Supervise, train, and assign work effectively to a group of Senior Animal Care Officers, Animal Care Officers and/or other assigned staff.
4. Evaluate employee performance, coach subordinate staff, encourage skill development and, when appropriate, participate in disciplinary process.
5. Provide recommendations by interpreting ordinances, laws, regulations and department policies as necessary. Provide technical assistance in the resolution of highly complex animal care issues.
6. Assist management in the planning and development of animal care programs and activities, including identification of animal care objectives and the preparation of policies and procedures.
7. Review staff reports and other written materials for appropriate content and subsequent actions.
8. Investigate allegations by the public of misconduct by subordinate staff.
9. Complete injury and illness packets for staff and document vehicle collisions involving OC Animal Care vehicles.
10. Inspect departmental equipment and vehicles for damage and wear, auditing/tracking equipment usage as is needed.
11. Work cooperatively and coordinate interrelated activities and resources with other agency employees, County departments and external agencies.
12. Provide public presentations related to animal issues and responsible pet ownership.
13. Safely and humanely administer tranquilizing and/or euthanasia solutions to animals consistent with departmental policy, depending on assignment.
14. Collect payments (cash, credit or other approved methods); issue receipts and maintain records of transactions; and use county fuel cards for assigned vehicle.
15. May appear in court and give evidence or testimony in connection with cases handled by the department.

16. May assist other departmental sections in temporary or long-term assignments performing duties as needed and related to the work of an Animal Care Officer.
17. May coordinate and direct volunteers depending on assignment.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and techniques of supervision, leadership and coaching for high performance
- Interpersonal communications in an office environment necessary to effectively direct and lead staff
- Legal liabilities of those concerned with enforcement of animal regulations and statutes
- Physical and behavioral characteristics of domestic and wild animals
- Symptoms of common diseases in domestic and wild animals
- Modern office practices and procedures
- Basic use of common computer programs such as Microsoft Office Suite

Ability to

- Effectively train and coach employees for optimal performance
- Deliver informal and formal discipline when necessary
- Understand, interpret and apply laws, rules, codes, ordinances, policies, regulations, procedures and/or directives in unusual or unexpected situations
- Communicate effectively and deescalate tense or time-sensitive situations with the public in a manner that conveys confidence and promotes trust
- Safely and humanely handle animals while utilizing related animal equipment consistent with departmental policy
- Safely drive County vehicles as needed, including large animal care trucks and vehicles towing livestock trailers or other trailers
- Use independent judgment and work quickly with accuracy for sensitive, critical, or complex situations
- Produce detail-oriented, accurate and high-quality work
- Represent the agency when working with other public and law enforcement agencies, private agencies and members of the public
- Recognize normal vehicle operation and report potential safety concerns, abnormalities and/or mechanical issues
- Safely and humanely administer tranquilizing substances and/or euthanasia solutions to animals consistent with departmental policy and applicable law
- Wear departmental required uniform and protective equipment
- Use hand and power tools as well as other light equipment in a safe manner

Education and Experience

Option I

One (1) year of experience working as a Senior Animal Care Officer with the County of Orange

Option II

Three (3) years of full-time experience working as an Animal Care Officer with the County of Orange

Option III

Four (4) years of full-time experience working in the capacity of an Animal Care Officer, Animal Control Officer, Animal Services Officer, or a similar classification for a public agency or humane society organization

Option IV

Five (5) years of full-time experience working for a municipal government or non-profit agency, in a position that deals with public contact, ensuring compliance with local ordinances and state laws or involves the handling of animals

Education substitution for experience:

Option I

A bachelor's degree or higher, from an accredited college or university, in animal science, criminal justice, public administration, zoology, communications, psychology or a related field may substitute for two (2) years of the required experience.

Option II

A bachelor's degree or higher, from an accredited college or university, in an unrelated field may substitute for one (1) year of required experience.

Option III

Successful completion of a Veterinary Technology Program accredited by the American Veterinary Medical Association (AVMA) may substitute for two (2) years of the required experience.

License/Certification

Must possess and maintain a current valid California Driver's License (Class C).

Must be able to obtain a certificate of successful completion for a California Police Officer Standards and Training (POST) Course, Penal Code 832 Laws of Arrest, within six (6) months of employment.

Incumbents are required to successfully complete training in compliance with California Business and Professions Code §4827(d) in order to obtain a certificate to perform humane euthanasia in the state of California, within six (6) months of employment.

Incumbents are required to successfully complete training in compliance with the California Code of Regulations §2039.5 in order to legally transport and utilize controlled substances for humane euthanasia and tranquilization in the state of California, within six (6) months of employment.

Special Requirements

Must pass a background investigation to the satisfaction of the County of Orange.

Incumbents must maintain the ability to legally possess, utilize, and transport controlled substances for humane euthanasia and tranquilization. Note: Some criminal convictions may preclude applicants from legally possessing, utilizing and transporting controlled substances.

In compliance with California Code of Regulations, Title 8, §5144, Respirator Protection, incumbents will be required to utilize a respirator for certain aspects of their job duties to protect against odors, harmful respiratory contaminants or particulates. Incumbents will need to be able to work in a moderate to heavy physical capacity while wearing the respirator. Incumbents will need to pass a respiratory equipment fit test with Orange County Employee Health Services to ensure proper sizing and protection.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength to pull, drag, lift and carry up to 75 pounds for 50 feet. Strength to handle, restrain, lead and maneuver large animals, including livestock, from one area to another or into a trailer for transport. Strength to capture, secure, handle and restrain a variety of animals which are often physically uncooperative and aggressive. Agility to walk, run and physically maneuver oneself to capture and avoid being bitten, kicked or injured by various domestic and wild animals. Ability to stand for extended periods of time. Body mobility to walk and run on uneven ground, climb stairs, bend, twist, reach, kneel, squat and crawl to catch animals. Stamina to drive for extended periods of time. Manual dexterity to complete handwritten paperwork, use a computer and to use and manipulate the controls and buttons on an 800 MHz handheld radio. Vision sufficient to read standard text and fine print, a computer screen, see animals at a distance and to distinguish colors and body language. Hear and speak well enough to converse with others in person, over the phone and over an 800 MHz radio system. Hear well enough to hear the approach of an animal or sounds emitted by domestic and wild animals.

Mental stamina for problem solving and dealing with stressful situations. Mental fortitude to focus and perform job duties in the presence of stressors such as upset citizens, aggressive animals, injured animals, neglected animals, deceased animals or humane euthanasia. Incumbents are required to perform and assist with the humane euthanasia of sick or injured animals; or animals which are unable to survive on their own.

Environmental and Working Conditions

Will be required to work with and around wild, domestic and exotic animals in an environment where animals are captured, housed, transported and maintained. Animals may be large, aggressive, injured, dangerous and/or venomous. Will be required to work in a standard office environment around office equipment. Will be required to work outside in all weather conditions in various locations in Orange County and surrounding areas. Will be required to enter buildings, residences, and other areas in the field when working. Will be required to work in dusty, loud and/or malodorous environments. Some environments may contain an abundance of animal excrement and/or other debris making movement difficult. May be exposed to various zoonotic diseases, noxious odors, animal blood, animal dander, blood-

borne pathogens, feces and urine, fleas, ticks and mites, as well as injured, sick, dead and/or diseased animals. Will be required to work around commonly used pet chemicals such as flea medications and/or various types of soaps, cleansers and disinfectant agents. May work in and around crime scenes and areas of law enforcement activity. May be required to interact with various members of the public, including persons with criminal histories and dangerous propensities. May be required to work in areas experiencing, or threatened by, fire, mudslide or other disasters. This includes areas subject to evacuation orders when entry has been deemed safe for non-first responders by the Incident Commander overseeing the event or his or her designee. May be assigned rotating shifts (days, evenings, nights), weekends, holidays, and occasional mandatory overtime, as needed, as the work is performed for a 24-hour, 7 day a week facility and coverage is essential.





COUNTY OF ORANGE

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