

CLASSIFICATION MAINTENANCE STUDIES

RECOMMENDED ACTIONS – CLASSIFICATION MAINTENANCE STUDIES

5. Effective October 7, 2022, approve revised title descriptions and classification specifications, and adjust pay grades for Building Inspector (Title Code 5322GE, Salary Range C-35), Senior Building Inspector (Title Code 5324GE, Salary Range C-39), and Supervising Building Inspector (Title Code 5328SM, Salary Range C-44); and delete classifications Building Inspector I (Title Code 5320GE) and Building Inspector III (Title Code 5323GE).
6. Effective October 7, 2022, approve revised title descriptions and classification specifications, and adjust pay grades for Junior Engineering Assistant (Title Code 1805GE, Salary Range C-36), Civil Engineering Associate (Title Code 1810GE, Salary Range C-41), Civil Engineer (Title Code 1815GE, Salary Range C-48), and Senior Civil Engineer (Title Code 1819SM, Salary Range C-53).
7. Effective October 7, 2022, approve revised classification specification and adjust pay grade for Code Enforcement Officer (Title Code: 6201GE, Salary Range C-32).
8. Effective October 7, 2022, approve revised title descriptions and classification specifications, and adjust pay grades for Construction Inspector (Title Code 5360GE, Salary Range C-33), Senior Construction Inspector (Title Code 5361GE, Salary Range C-37) and Supervising Construction Inspector (Title Code 5362SM, Salary Range C-42).
9. Effective October 7, 2022, approve revised classification specifications and adjust pay grades for Assistant Environmental Health Specialist (Title Code 5105HP, Salary Range C-26), Environmental Health Specialist I (Title Code 5108HP, Salary Range C-32), Environmental Health Specialist II (Title Code 5110HP, Salary Range C-35), and Environmental Health Specialist III (Title Code 5116HP, Salary Range C-37).
10. Effective October 7, 2022, approve revised title descriptions and classification specifications, and adjust pay grades for Environmental Health Technician I (Title Code 5102GE, Salary Range C-13), and Environmental Health Technician II (Title Code 5103GE, Salary Range C-17).
11. Effective October 7, 2022, approve revised title descriptions and classification specifications, and adjust pay grades for Group Counselor, Nights (Title Code 7423GE, Salary Range A5-40), Group Counselor Trainee (Title Code 7424GE, Salary Range A5-40), Group Counselor I (Title Code 7425GE, Salary Range A5-44), Group Counselor II (Title Code 7426GE, Salary Range A5-48); and delete classification Group Counselor Trainee II (Title Code 7427GE).

12. Effective October 7, 2022, approve revised title descriptions and classification specifications, and adjust pay grades for Press Operator Assistant (Title Code 1126OS, Salary Range T-12), Press Operator (Title Code 1110OS, Salary Range T-19), and Senior Press Operator (Title Code 1111OS, Salary Range T-21).

BACKGROUND INFORMATION:

With Board approval of the current Memoranda of Understanding between the Orange County Employees Association (OCEA), Teamsters Local 952 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 classification specifications, title descriptions and salaries of the Building Inspector Series, Civil Engineer Series, Code Enforcement Officer classification, Construction Inspector Series, Environmental Health Specialist Series, Environmental Health Technician Series, Group Counselor Series, and Press Operator 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.

Building Inspector Series

Positions in the Building Inspector series, assigned to Orange County Public Works, conduct detailed field inspections and check construction and site plans for a variety of structures and sites being constructed, altered or repaired to ensure compliance to State and County codes and ordinances. These positions investigate code violations; inspect oil fields and oil wells, signs, and relocated buildings; and plan check the electrical, plumbing, and mechanical components of structures and site plans.

HRS conducted a market salary survey and determined that the pay range for Building Inspector IV (journey level) was 9.35% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Monthly Pay
City of Los Angeles	Building Mechanical Inspector	\$9,145
County of Los Angeles	Building Inspector II	\$9,128
City of Irvine	Senior Building Inspector	\$9,019
City of Santa Ana	Combination Building Inspector	\$7,989
City of Anaheim	Building Inspector II	\$7,616
City of Long Beach	Combination Building Inspector	\$7,506
County of San Diego	Building Inspector II	\$7,375
County of Riverside	Building Inspector II	\$7,118
County of San Bernardino	Building Inspector II	\$6,815
City of San Diego	Combination Inspector II	\$6,814
County of Ventura	Building Inspector II	\$6,665
	Average Monthly Maximum Salary of Comparators	\$7,744
County of Orange	Building Inspector IV	\$8,543
	Variance Over Market Average	9.35%

Following an assessment of the existing classification structure, HRS requests approval to revise the class specifications, update title descriptions, delete obsolete classes within

the series, and adjust the pay grades to the “C” Salary Schedule for the Building Inspector occupational series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
5320GE	Building Inspector I	A3-58 \$5,410 - \$7,285	Delete Classification		
5322GE	Building Inspector II	A3-60 \$5,713 - \$7,694	5322GE	Building Inspector	C-35 \$5,744 - \$7,743
5323GE	Building Inspector III	A3-62 \$6,022 - \$8,107	Delete Classification		
5324GE	Building Inspector IV	A3-64 \$6,342 - \$8,544	5324GE	Senior Building Inspector	C-39 \$6,403 - \$8,627
5328SM	Supervising Building Inspector	A3-69 \$7,285 - \$9,793	5328SM	Supervising Building Inspector	C-44 \$7,334 - \$9,883

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	
0	Building Inspector II	0	Building Inspector	0.6%
11	Building Inspector IV	11	Senior Building Inspector	1.0%
2	Supervising Building Inspector	2	Supervising Building Inspector	0.9%

If all positions are filled, Orange County Public Works’ budget will absorb the approximate \$15,149 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Senior Building Inspector	\$12,088	100% - Fees/Charges	\$0
Supervising Building Inspector	\$3,061	100% - Fees/Charges	\$0
Total	\$15,149	Total	\$0

Civil Engineer Series

Positions in the Civil Engineer series, assigned to OC Public Works, OC Waste & Recycling, OC Community Resources, and OC Health Care Agency, perform a variety of field and office professional civil engineering work; plan, design and review the construction of public works, traffic, and transportation projects; and perform structural engineering analysis of building plans for major structures and other specialized technical studies.

HRS conducted a market salary survey and determined that the pay range for Civil Engineering Assistant (journey level) was 0.28% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Monthly Pay
City of Los Angeles	Civil Engineering Associate II	\$9,739
City of Long Beach	Civil Engineering Associate	\$9,312
County of Riverside	Assistant Civil Engineer	\$9,028
County of Ventura	Engineer II	\$8,596
City of Irvine	Assistant Engineer	\$7,999
County of San Bernardino	Engineer I	\$7,873
	Average Monthly Maximum Salary of Comparators	\$8,758
County of Orange	Civil Engineering Assistant	\$8,783
	Variance Over Market Average	0.28%

Following an assessment of the existing classification structure, HRS requests approval to revise title descriptions and class specifications, and adjust the pay grades to the “C” Salary Schedule for the Civil Engineering occupational series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1805GE	Junior Civil Engineer	A3-61 \$6,900 - \$7,895 (Recruiting Step 7)	1805GE	Junior Engineering Assistant	C-36 \$6,947 - \$7,956 (Recruiting Step 7)

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1810GE	Civil Engineering Assistant	A3-65 \$7,694 - \$8,783 (Recruiting Step 7)	1810GE	Civil Engineering Associate	C-41 \$7,743 - \$9,110 (Recruiting Step 6)
1815GE	Civil Engineer	A3-73 \$9,530 - \$10,918 (Recruiting Step 7)	1815GE	Civil Engineer	C-48 \$9,618 - \$11,015 (Recruiting Step 7)
1819SM	Senior Civil Engineer	A3-78 \$10,918 - \$12,518 (Recruiting Step 7)	1819SM	Senior Civil Engineer	C-53 \$11,015 - \$12,619 (Recruiting Step 7)

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	
0	Junior Civil Engineer	0	Junior Engineering Assistant	0.77%
11	Civil Engineering Assistant	11	Civil Engineering Associate	3.73%
49	Civil Engineer	49	Civil Engineer	0.89%
22	Senior Civil Engineer	22	Senior Civil Engineer	0.80%

If all positions are filled, the departments will absorb the approximate \$219,984 annual cost of implementing the proposed changes as follows:

Agency	Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
OCPW	Junior Engineering Assistant	\$2,959	100% - Other	\$0
	Civil Engineering Associate	\$74,638	100% - Other	\$0
	Civil Engineer	\$66,966	93% - Other 7% - Fees or Charges	\$0

Agency	Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
OCPW	Senior Civil Engineer	\$25,723	94% - Other 6% - Fees or Charges	\$0
OCCR	Civil Engineer	\$1,673	100% - Other	\$0
	Senior Civil Engineer	\$1,733	100% - Other	\$0
OCWR	Civil Engineering Associate	\$26,520	100% - Other	\$0
	Civil Engineer	\$9,646	100% - Other	\$0
	Senior Civil Engineer	\$8,393	100% - Other	\$0
HCA	Senior Civil Engineer	\$1,733	100% - Fees or Charges	\$0
	Total	\$219,984	Total	\$0

Code Enforcement Officer

Code Enforcement Officers, assigned to Orange County Public Works, investigate and enforce ordinances, codes and related regulations pertaining to land use/zoning, nuisance, property maintenance, and building and grading violations. These positions also investigate and prepare written reports on complaints and issue warnings and citations.

HRS conducted a market salary survey and determined that the pay range for Code Enforcement Officer was 3.29% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Monthly Pay
City of Irvine	Senior Code Enforcement Officer	\$7,961
City of Santa Ana	Code Enforcement Officer	\$7,837
County of Ventura	Code Compliance Officer II	\$7,489
City of Anaheim	Code Enforcement Officer II	\$6,805
County of San Bernardino	Code Enforcement Officer II	\$6,699
County of San Diego	Code Enforcement Officer	\$6,592
County of Riverside	Code Enforcement Officer II	\$6,503
	Average Monthly Maximum Salary of Comparators	\$7,127
County of Orange	Code Enforcement Officer	\$6,900
	Variance Under Market Average	3.29%

Following an assessment of the existing classification structure, HRS requests approval to revise the class specification and adjust the pay grade to the “C” Salary Schedule for the Code Enforcement Officer as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
6201GE	Code Enforcement Officer	A3-56 \$5,122 - \$6,900	6201GE	Code Enforcement Officer	C-32 \$5,295 - 7,138

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	
5	Code Enforcement Officer	5	Code Enforcement Officer	3.5%

If all positions are filled, Orange County Public Works’ budget will absorb the approximate \$19,165 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Code Enforcement Officer	\$19,165	60% - Net County Cost 40% - Fees/Charges	\$11,499

Construction Inspector Series

Positions in the Construction Inspector series, assigned to Orange County Public Works, inspect construction work performed by contractors under contract by the County to construct public works maintenance and capital improvement projects. These positions inspect developer or permit projects, asphalt paving, reinforced concrete, masonry, structural steel construction, landscaping, piping systems, traffic control devices, and earthwork.

HRS conducted a market salary survey and determined that the pay range for Senior Construction Inspector (journey level) was 3.41% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Monthly Pay
City of Los Angeles	Construction Inspector	\$9,145
City of Irvine	Senior Construction Inspector	\$9,019
County of Riverside	Construction Inspector II	\$8,574
County of Los Angeles	Construction Inspector	\$7,854
City of Santa Ana	Construction Inspector	\$7,761
City of Long Beach	Construction Inspector I	\$7,506
City of Anaheim	Construction Inspector II	\$7,237
County of San Bernardino	Building Construction Inspector	\$7,153
County of San Diego	Construction Inspector	\$7,055

Organization	Title Description	Maximum Monthly Pay
County of Ventura	Public Works Inspector III	\$7,000
	Average Monthly Maximum Salary of Comparators	\$7,830
County of Orange	Senior Construction Inspector	\$8,107
	Variance Over Market Average	3.41%

Following an assessment of the existing classification structure, HRS requests approval to revise the class specifications and adjust the pay grades to the “C” Salary Schedule for the Construction Inspector occupational series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
5360GE	Construction Inspector	A3-58 \$5,410 - \$7,285	5360GE	Construction Inspector	C-33 \$5,439 - \$7,334
5361GE	Senior Construction Inspector	A3-62 \$6,022 - \$8,107	5361GE	Senior Construction Inspector	C-37 \$6,065 - \$8,172
5362SM	Supervising Construction Inspector	A3-66 \$6,724 - \$9,034	5362SM	Supervising Construction Inspector	C-42 \$6,947 - \$9,358

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	
4	Construction Inspector	4	Construction Inspector	0.7%
23	Senior Construction Inspector	23	Senior Construction Inspector	0.8%
6	Supervising Construction Inspector	6	Supervising Construction Inspector	3.6%

If all positions are filled, Orange County Public Works' budget will absorb the approximate \$62,371 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Construction Inspector	\$2,659	100% - Fees/Charges	\$0
Senior Construction Inspector	\$22,561	100% - Fees/Charges	\$0
Supervising Construction Inspector	\$37,151	100% - Fees/Charges	\$0
Total	\$62,371	Total	\$0

Environmental Health Specialist Series

Positions in the Environmental Health Specialist series, assigned to the Health Care Agency, perform inspections and investigations to enforce environmental health laws and regulations. These positions provide education to assist businesses and communities and enforce the regulations on various programs aimed at protecting the health and safety of Orange County residents and visitors from harmful conditions in the environment.

HRS conducted a market salary survey and determined that the pay range for Environmental Health Specialist III (advanced journey) was 2.2% 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 Ventura	Environmental Health Specialist III	\$8,332
County of San Bernardino	Environmental Health Specialist III	\$8,148
County of San Diego	Environmental Health Specialist III	\$8,109
County of Los Angeles	Environmental Health Specialist IV	\$8,109
County of Riverside	Environmental Health Specialist III	\$7,953
	Average Monthly Maximum Salary of Comparators	\$8,130
County of Orange	<i>Environmental Health Specialist III</i>	\$7,956
	Variance Under Market Average	2.2%

Following an assessment of the existing classification structure, HRS requests approval to revise the class specifications and adjust the pay grades as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
5105HP	Assistant Environmental Health Specialist	C-26 \$4,500 - \$6,065	5105HP	Assistant Environmental Health Specialist	C-26 \$4,500 - \$6,065
5108HP	Environmental Health Specialist I	C-32 \$5,295 - \$7,138	5108HP	Environmental Health Specialist I	C-32 \$5,295 - \$7,138
5110HP	Environmental Health Specialist II	C-34 \$5,590 - \$7,537	5110HP	Environmental Health Specialist II	C-35 \$5,744 - \$7,743
5116HP	Environmental Health Specialist III	C-36 \$5,902 - \$7,956	5116HP	Environmental Health Specialist III	C-37 \$6,065 - \$8,173
5119SM	Supervising Environmental Health Specialist	C-41 \$6,760 - \$9,110	5119SM	Supervising Environmental Health Specialist	C-41 \$6,760 - \$9,110

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	
0	Assistant Environmental Health Specialist	0	Assistant Environmental Health Specialist	0%
17	Environmental Health Specialist I	17	Environmental Health Specialist I	0%
64	Environmental Health Specialist II	64	Environmental Health Specialist II	2.7%
15	Environmental Health Specialist III	15	Environmental Health Specialist III	2.7%
13	Supervising Environmental Health Specialist	13	Supervising Environmental Health Specialist	0%

If all positions are filled, Health Care Agency's budget will absorb the approximate \$187,748 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Assistant Environmental Health Specialist	0	100% - Fees/Charges	0%
Environmental Health Specialist I	0	100% - Fees/Charges	0%
Environmental Health Specialist II	\$134,263	100% - Fees/Charges	0%
Environmental Health Specialist III	\$53,485	100% - Fees/Charges	0%
Supervising Environmental Health Specialist	0	100% - Fees/Charges	0%
Total	\$187,748	Total	\$0

Environmental Health Technician Series

Positions in the Environmental Health Technician series, assigned to the Health Care Agency, assist Environmental Health staff in conducting environmental and hazardous materials inspections, investigations, and provide program support aimed at protecting the health and safety of Orange County residents and visitors.

HRS conducted a market salary survey and determined that the pay range for Senior Environmental Health Aid (advanced journey) was 2.6% 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 Riverside	Environmental Health Technician II	\$5,174
County of San Bernardino	Environmental Health Technician II	\$5,119
County of Los Angeles	Environmental Health Technician	\$4,668
County of San Diego	Environmental Health Technician	\$4,501
County of Ventura	Health Technician II	\$3,611
	Average Monthly Maximum Salary of Comparators	\$4,614
County of Orange	Senior Environmental Health Aid	\$4,496
	Variance Under Market Average	2.6%

Following an assessment of the existing classification structure, HRS requests approval to revise title descriptions and class specifications and adjust the pay grades to the “C” Salary Schedule as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
5102GE	Environmental Health Aid	A3-37 \$3,146 - \$4,160	5102GE	Environmental Health Technician I	C-13 \$3,250 – 4,264 (Recruiting Step 2)
5103GE	Senior Environmental Health Aid	A3-40 \$3,385 - \$4,496	5103GE	Environmental Health Technician II	C-17 \$3,526 - \$4,751

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	
0	Environmental Health Aid	0	Environmental Technician I	2.5%
2	Senior Environmental Health Aid	2	Environmental Technician II	5.7%

If all positions are filled, Health Care Agency's budget will absorb the approximate \$7,944 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Environmental Health Aid	0	100% - Fees/Charges	0%
Senior Environmental Health Aid	\$7,944	100% - Fees/Charges	0%
Total	\$7,944	Total	\$0

Group Counselor Series

Positions in the Group Counselor series, assigned to the Social Services Agency, provide daily care, supervision and counseling within established procedural guidelines, to children temporarily housed at the Orangewood Children and Family Center (OCFC). The Licensed Group Home is regulated by the State of California. Positions in this series are assigned to the Social Services Agency.

HRS conducted a market salary survey and was able to identify just one surrounding public sector organization as a comparator, County of San Diego. The following table displays a comparison of salaries for the County of San Diego's equivalent classification to Group Counselor I (journey level):

Organization	Title Description	Maximum Monthly Pay
County of San Diego	Residential Care Worker I	\$3,838
	Average Monthly Maximum Salary of Comparators	\$3,838
County of Orange	Group Counselor I	\$5,115
	Variance Over Market Average	24.97%

Following an assessment of the existing classification structure, HRS requests approval to revise the class specifications, update one title description, delete an obsolete class within the series, and adjust the pay grade for one classification in the Group Counselor occupational series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
7423GE	Group Counselor, Nights	A5-37 \$3,380 - \$4,257	7423GE	Group Counselor, Nights	A5-40 \$3,467 - \$4,607
7424GE	Group Counselor Trainee I	A5-40 \$3,467 - \$4,607	7424GE	Group Counselor Trainee	A5-40 \$3,467 - \$4,607
7427GE	Group Counselor Trainee II	A5-42 \$3,633 - \$4,860	Delete Classification		
7425GE	Group Counselor I	A5-44 \$4,014 - \$5,115	7425GE	Group Counselor I	A5-44 \$4,014 - \$5,115
7426GE	Group Counselor II	A5-48 \$4,257 - \$5,687	7426GE	Group Counselor II	A5-48 \$4,257 - \$5,687

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	
27	Group Counselor, Nights	27	Group Counselor, Nights	8.2%
18	Group Counselor Trainee I	18	Group Counselor Trainee	0%
42	Group Counselor I	42	Group Counselor I	0%
34	Group Counselor II	34	Group Counselor II	0%

If all positions are filled, Social Services Agency's budget will absorb the approximate \$105,831 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Group Counselor Nights	\$105,831	38% - Net County Cost 28% - Fed 34% - State	\$40,216

Press Operator Series

Positions in the Press Operator series, assigned to Registrar of Voters, operate a variety of offset and digital printing equipment to reproduce a variety of colored digitalized, typed, and illustrated materials.

HRS conducted a market salary survey and determined that the pay range for Press Operator (journey level) was 7.14% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Monthly Pay
City of Irvine	Duplicating Technician	\$5,848
County of Los Angeles	Printer II	\$5,089
County of Riverside	Printing Technology Specialist II	\$4,811
City of Santa Ana	Reprographic Equipment Operator	\$4,787
City of Long Beach	Offset Press Operator I	\$4,728
County of Riverside	Offset Equipment Operator	\$4,584
County of San Bernardino	Reproduction Equipment Operator I	\$4,110
City of San Diego	Offset Press Operator	\$3,839
	Average Monthly Maximum Salary of Comparators	\$4,724
County of Orange	Offset Press Operator	\$5,087
	Variance Over Market Average	7.14%

Following an assessment of the existing classification structure and to maintain internal equity, HRS requests approval to revise title descriptions and class specifications, and adjust the pay grades to the "T" Salary Schedule for the Press Operator occupational series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1126OS	Bindery Technician	B1-38 \$3,120 - \$4,118	1126OS	Press Operator Assistant	T-12 \$3,432 - \$4,267 (Recruiting Step 4)

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1110OS	Offset Press Operator	B1-46 \$3,796 - \$5,087	1110OS	Press Operator	T-19 \$3,827 - \$5,162
1111OS	Offset Press Operator Leadworker	B1-48 \$4,016 - \$5,361	1111OS	Senior Press Operator	T-21 \$4,042 - \$5,448

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	
4	Bindery Technician	4	Press Operator Assistant	3.6%
6	Offset Press Operator	6	Press Operator	1.5%
1	Offset Press Operator Leadworker	1	Senior Press Operator	1.6%

If all positions are filled, the Registrar of Voters' budget will absorb the approximate \$18,779 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Press Operator Assistant	\$9,532	100% Fees	\$0
Press Operator	\$7,741	100% Fees	\$0
Senior Press Operator	\$1,506	100% Fees	\$0
Total	\$18,779	Total	\$0



BUILDING INSPECTOR
Bargaining Unit: GE General

Class Code:
5322GE

COUNTY OF ORANGE
Established Date: 01/01/1950
Revision Date: 10/07/2022

DEFINITION:

Under direct supervision, conducts field inspections and check construction and site plans for a variety of structures and sites being constructed, altered or repaired to ensure compliance to State and County codes and ordinances; and does other work as required.

The Building Inspector series includes the following:

Building Inspector (5322GE)
Senior Building Inspector (5324GE)
Supervising Building Inspector (5328SM)

CLASS CHARACTERISTICS:

The Building Inspector is the entry level in the Building Inspector series. These positions inspect family residential dwellings and accessory structures. As experience is gained, assignments include inspection and code compliance for multiple-unit housing, sub-division tracts, and light commercial buildings.

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. Performs inspections in two specialty areas of various phases of building construction for compliance to the various building codes.
2. Assists contractors, architects, craftsmen and the public in the clarification of code requirements.
3. Inspects and approves work at each of the required stages of completion or orders necessary corrective action in writing; makes final inspections, prepares reports of inspections and work completed.
4. Inspects and approves the structural parts of buildings such as foundations, floors, framing, roofs, plaster and masonry.
5. Inspects and approves electrical installations and material such as electrical circuits and conduits.

6. Inspects and approves plumbing parts and installation, sewer, water and gas lines and disposal systems.
7. Inspects and approves heating, ventilating, air conditioning and refrigeration installations, parts and equipment.
8. Inspects oil fields, oil wells and related structures and facilities.
9. Investigates code violations, posts stop work notices and prepares reports of findings.
10. Inspects plans and layouts and may perform plan checking on a training or relief basis.
11. Inspects Planning Commission conditions on active permits.
12. Inspects conditions on certain encroachment permits.

MINIMUM QUALIFICATIONS:

Knowledge of

- General provisions of and local regulations with a good knowledge of two designated specialties
- The application of modern building materials, tools and practices

Ability to

- Read and interpret building plans and specifications
- Prepare clear and concise summary reports; write or print clear, concise instructions on notices to correct work
- Make inspections, detect deviations from approved building plans and specifications, detect substandard construction materials, secure compliance for Safety and Health codes, and if necessary enforce building code regulations through appropriate administrative action
- Understand and explain specific code requirements
- Maintain effective working relationship with the public and persons engaged in construction and building trades
- Learn the various building codes
- Use a County-approved means of transportation to travel to and from field locations

Education and Experience

One year of experience as a general contractor, building construction project lead/working supervisor or superintendent, contractor apprenticeships, or inspector of building construction for compliance with building codes, plans and specifications.

Or

Completion of two years in an accredited college with specialization in engineering, architecture, construction management, or inspection technology.

License/Certification

A valid California Class C Driver License is required to perform the job-related essential functions of the position.

Possess a valid certification from the International Code Council (ICC) as a Building Inspector or equivalent inspector certification is required by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Positions are assigned to both office environments and outdoor settings. Ability to walk, climb, stand, sit, stoop, lift, reach, bend, push, raise objects, twist at the waist and frequently turn the neck up and down and side to side and occasionally performs strenuous physical/manual labor. Ability to walk up and down uneven terrain, irregular surfaces, or hills. Ability and awareness to work safely in high traffic volume areas and in and around flood control channels.

Vision sufficient to read standard text and to drive vehicles in various weather conditions. Ability to speak and hear well enough in regular and noisy environments to communicate clearly and understandably in person, over the telephone, over a handheld radio and in small groups. Manual dexterity to write and to operate keyboards.

Environmental and Working Conditions

Possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations and be able to deal calmly and effectively with emotional citizens and with the general public. May be exposed to pollens, dust, fumes, birds, toxic chemicals and other contagious environments; chemicals, oils and pesticides; and animals and wildlife. Incumbents may be subjected to traffic; moving objects, vehicles, or equipment; fumes and gases; and intense noise levels.

May be required to work under various weather conditions, including rainstorms and windy conditions, and walk in uneven, slippery and sometimes dangerous terrains. Requires the use and wear of safety equipment, including safety glasses and rubber footwear with shanks, respirator, protective clothing and gloves, sun and hearing protection, knee pads and safety vests, snake chaps and wader, and hard hats. Depending on assignment, incumbents may be required to interact and communicate with members of the public and business partners.



SENIOR BUILDING INSPECTOR

Bargaining Unit: GE General

Class Code:
5324GE

COUNTY OF ORANGE

Established Date: 01/01/1950

Revision Date: 10/07/2022

DEFINITION:

Under minimal supervision, conducts detailed field inspections and check construction and site plans for a variety of structures and sites being constructed, altered or repaired to ensure compliance to State and County codes and ordinances; and does other work as required.

The Building Inspector series includes the following:

Building Inspector (5322GE)

Senior Building Inspector (5324GE)

Supervising Building Inspector (5328SM)

CLASS CHARACTERISTICS:

Senior Building Inspector is the journey level in the Building Inspector series. Incumbents perform the full range of duties requiring greater technical knowledge with little supervision or guidance. Positions in this class are assigned to conduct onsite inspections and special investigations of structures in all the following specialty areas: structural, electrical, plumbing, mechanical, energy, and disable access, and life safety; or are assigned inspection and special investigation of commercial, industrial, or the most difficult complex residential structures in one specialty area. Assignments may include investigation of code violations, inspection of oil fields and oil wells, signs, relocated buildings, swimming pools and may also include electrical, plumbing and mechanical plan checking of structures and site plans.

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. Performs inspections in all designated specialty areas of various phases of all type of building construction for compliance to the various building codes.
2. Field checks electrical plans and site plans of residential, commercial and industrial buildings for proper installation and use of materials to insure compliance to electrical codes; inspects complex and difficult electrical installations in the field.

3. Field checks plumbing and mechanical plans, layouts and site plans of residential, commercial and industrial buildings for proper installation and use of material to ensure compliance to plumbing and mechanical codes; inspects complex and difficult plumbing installations including sewer lines and air conditioning systems.
4. Makes inspections of the more complex structures or difficult residential and apartment construction involving unusual engineering design, methods and materials or mechanical systems and equipment.
5. Inspects and approves work at each of the required stages of completion and orders corrective action if necessary; makes final inspections for compliance to pertinent laws, regulations and codes; prepares reports of inspections and work completed; investigates code violations, post "Stop Work" notices and prepares reports of findings.
6. Advises and interprets codes to laymen, contractors, architects and others as required.
7. Makes studies and investigations of such problems as converting the use of a building, condemning a building or bringing a violation case to prosecution; prepares reports of findings and recommends departmental action.
8. Assists supervising personnel in the maintenance training of multi-specialty inspection personnel.
9. Inspects Planning Commission conditions on active permits.
10. Inspects conditions on certain encroachment permits.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- The State building codes, State and local regulations pertinent to all designated inspection in residential
- The application of modern building materials, tools and practices in all specialties of residential and commercial construction or in one specialty of commercial, industrial and complex residential construction

Ability to

- Read and interpret building plans and specifications
- Prepare clear and concise summary reports; write or print clear, concise instructions for notices to correct work
- Make inspections, enforce regulations and detect deviations from approved plans, detect substandard materials and specifications of complex structures and difficult cases
- Interpret and advise on specific complex building code requirements
- Maintain effective working relationship with the public and persons engaged in construction and building trades

- Ability to learn and utilize effectively different database systems such as the County of Orange Land Management System (LMS) to track performance and perform necessary research for internal and external investigations
- Use a County-approved means of transportation to travel to and from field locations for multiple site visits and scheduled meetings

Education and Experience

One year of experience as a Building Inspector with the County of Orange

Or

Four years of experience as a general contractor, building construction project lead/working supervisor or superintendent, or inspector of building construction for compliance with building codes, plans and specifications, with a minimum of two years as a building inspector working for other government jurisdiction Counties and Cities.

Completion of two years in an accredited college with specialization in engineering, architecture, construction management, or inspection technology can be used toward two years of experience.

License/Certification

A valid California Class C Driver License is required to perform the job-related essential functions of the position

Possess a valid certification from the International Code Council (ICC) as a Building Inspector or equivalent inspector certification – **And** – Valid ICC certification or equivalent certification in one of the following areas: Electrical Inspector, Plumbing Inspector, or Mechanical Inspector is required by date of appointment.

Possession of a valid Certified Access Specialist is highly desired

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Positions are assigned to both office environments and outdoor settings. Ability to walk, climb, stand, sit, stoop, lift, reach, bend, push, raise objects, twist at the waist and frequently turn the neck up and down and side to side and occasionally performs strenuous physical/manual labor. Ability to walk up and down uneven terrain, irregular surfaces, or hills. Ability and awareness to work safely in high traffic volume areas and in and around flood control channels.

Vision sufficient to read standard text and to drive vehicles in various weather conditions. Ability to speak and hear well enough in regular and noisy environments to communicate clearly and understandably in person, over the telephone, over a handheld radio and in small groups. Manual dexterity to write and to operate keyboards.

Environmental and Working Conditions

Possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations and be able to deal calmly and effectively with emotional citizens and with the general public. May be exposed to pollens, dust, fumes, birds, toxic chemicals and other contagious environments; chemicals, oils and pesticides; and animals and wildlife. Incumbents may be subjected to traffic; moving objects, vehicles, or equipment; fumes and gases; and intense noise levels.

May be required to work under various weather conditions, including rainstorms and windy conditions, and walk in uneven, slippery and sometimes dangerous terrains. Requires the use and wear of safety equipment, including safety glasses and rubber footwear with shanks, respirators, protective clothing and gloves, sun and hearing protection, knee pads and safety vests, snake chaps and wader, and hard hats. Depending on assignment, incumbents may be required to interact and communicate with members of the public and business partners.



SUPERVISING BUILDING INSPECTOR
Bargaining Unit: SM Supervisory Management

Class Code:
5328SM

COUNTY OF ORANGE
Established Date: 04/01/1973
Revision Date: 10/07/2022

DEFINITION:

Under minimal supervision, supervises a functional section of building inspectors; assists Building Inspectors in the resolution of the more complex inspection problems; and does other work as required.

The Building Inspector series includes the following:

Building Inspector (5322GE)
Senior Building Inspector (5324GE)
Supervising Building Inspector (5328SM)

CLASS CHARACTERISTICS:

Supervising Building Inspectors serve as the first line supervisory-level and provide administrative and technical supervision to lower-level building inspectors. In addition, incumbents perform a wide variety of administrative and analytical duties, may perform the more difficult/complex assignments, and participate in the inspection of very large and complex projects.

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. Supervises and reviews the inspections of residential, commercial, industrial buildings and related structures for compliance to building codes and regulations in any one or combination of the following areas: structural, electrical, plumbing or mechanical.
2. Recommends changes in office procedures; adjusts workload assignments and standards; coordinates work between sections, departments and other agencies.
3. Advises building inspectors, engineers, contractors, architects and others concerned with building and construction requirements on the interpretation of codes, regulations and agency policy as well as on Planning Commission conditions on active permits and certain encroachments permits.
4. Trains or supervises the training of Building Inspectors.

5. Recommends changes in agency policies concerned with building and construction requirements; advises on changes or proposed changes to the building codes.
6. Acts for the Chief, Inspection Division, Manager, Enforcement Division or Regional Manager, Building and Safety as necessary

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- The California building codes, building codes, State and local regulations applicable to specific building or construction trades
- The principles of inspection procedures and methods including the application of modern building construction methods, materials, tools, and practices

General Knowledge of

- Effective methods of supervision
- Communication skills and techniques for gathering, evaluating and transmitting information; for interviewing, counseling and instructing; and for organizing and directing group discussions

Ability to

- Read and interpret plans and specifications
- Establish and prepare training programs in basic through complex code related inspection
- Train, direct, control and evaluate a subordinate group to maintain consistency with program objectives and standards; initiate, plan, organize, evaluate and coordinate work assignments with a minimum of direction and control
- Read and interpret building codes, complex building plans and specifications for enforcing regulations and code requirements
- Read and interpret specific conditions of approval from Planning Commission and others
- Detect deviations from approved plans and specifications and to recognize substandard material and workmanship
- Establish and maintain effective working relationships with local, state and federal agencies, engineers, architects, contractors and the general public
- Ability to learn and utilize effectively different database systems such as the County of Orange Land Management System (LMS) to track performance and perform necessary research for internal and external investigations

- Coordinate visual observations, oral or written communications into concise, descriptive; written or oral formats that reflect continuity of thought and effectively convey concepts or conclusions
- Use a County-approved means of transportation to travel to and from field locations

Education and Experience

Two years of experience as a Senior Building Inspector with the County of Orange.

Or

Associates of Arts degree from an accredited college with specialization in engineering, architecture, construction management, or inspection technology **and** Five years of experience as a general contractor, building construction project lead/working supervisor or superintendent, or inspector of building construction for compliance with building codes, plans and specifications; with minimum of 3 years of experience as a building inspector or supervisor in government jurisdiction such as Counties and Cities.

License/Certification

A valid California Class C Driver License is required to perform the job-related essential functions of the position.

Possession of a valid certification from the International Code Council (ICC) as a Combination Inspector or equivalent inspector certification is required by date of appointment.

Possession of a valid Certified Access Specialist is highly desired

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Positions are assigned to both office environments and outdoor settings. Ability to walk, climb, stand, sit, stoop, lift, reach, bend, push, raise objects, twist at the waist and frequently turn the neck up and down and side to side and occasionally performs strenuous physical/manual labor. Ability to walk up and down uneven terrain, irregular surfaces, or hills. Ability and awareness to work safely in high traffic volume areas and in and around flood control channels.

Vision sufficient to read standard text and to drive vehicles in various weather conditions. Ability to speak and hear well enough in regular and noisy environments to communicate clearly and understandably in person, over the telephone, over a handheld radio and in small groups. Manual dexterity to write and to operate keyboards.

Environmental and Working Conditions

Possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations and be able to deal calmly and effectively with emotional citizens and with the general public. May be exposed to pollens, dust, fumes, birds, toxic chemicals and other contagious environments; chemicals, oils and pesticides; and animals and wildlife. Incumbents may be subjected to traffic; moving objects, vehicles, or equipment; fumes and gases; and intense noise levels.

May be required to work under various weather conditions, including rainstorms and windy conditions, and walk in uneven, slippery and sometimes dangerous terrains. Requires the use and wear of safety equipment, including safety glasses and rubber footwear with shanks, respirators, protective clothing and gloves, sun and hearing protection, knee pads and safety vests, snake chaps and wader, and hard hats. Depending on assignment, incumbents may be required to interact and communicate with members of the public and business partners.



JUNIOR ENGINEERING ASSISTANT

Bargaining Unit: GE General

Class Code:
1805GE

COUNTY OF ORANGE

Established Date: 06/11/1982

Revision Date: 10/07/2022

DEFINITION:

Under close supervision, to perform a variety of field and office professional civil engineering work of a less complex nature on a training basis; and to do other work as required.

The Civil Engineering Series includes the following:

Junior Engineering Assistant (1805GE)

Civil Engineering Associate (1810GE)

Civil Engineer (1815GE)

Senior Civil Engineer (1816SM)

CLASS CHARACTERISTICS:

Junior Engineering Assistant is the entry level classification in the professional engineering class. Incumbents work under close supervision and are assigned the less complex office and field assignments with special emphasis on training. They are expected to develop a variety of engineering skills and abilities and are gradually given more difficult and responsible assignments. Limited exercise of judgment is required on detail of work and in making preliminary selections and adaptations of engineering alternatives.

There is no permanent status in this class. Incumbents must successfully complete probation to qualify for promotion to Civil Engineering Associate level at the end of a 52-week probationary period or 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. Performs engineering and design work for roads, bridges, landfills, debris basins, storm drains, culverts, channels, retaining walls and interpretation of soils and foundation reports.
2. Prepares specifications and engineers cost estimates for contract projects.

3. Reviews the less complex building, public improvements, and land development plans for conformance to building regulations.
4. Prepares investigation reports presenting findings for use in planning and design of public works and land use projects.
5. Prepares traffic engineering studies, traffic design, traffic modeling and investigations.
6. Design and writes specifications for traffic signals.
7. Uses computer assisted design and drafting programs.
8. Provides support service to other departments for engineering related consultation.
9. Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of civil engineering
- Analysis of statically determinate and indeterminate structures
- Mathematics, including algebra, trigonometry and physics and their application to civil engineering
- Strength, properties, and uses of engineering construction materials
- Methods and procedures for describing real property
- Building construction practices, methods, and materials
- State and local building construction codes and ordinances

Ability to

- Prepare neat and accurate engineering computations, estimates and notes
- Complete accurate engineering drafting work from field notes and other data
- Review plans and specification for compliance with State and local building codes and ordinances
- Read, draw, and interpret detailed plans and write specifications
- Perform field inspections of construction projects and test construction materials
- Conduct technical studies and prepare clear and concise engineering reports, studies, and correspondence

- Work cooperatively with contractors, private engineering firms, other public agencies and deal effectively with the public
- Obtain knowledge and learn new skills to enhance job performance and abilities

Education and Experience

A Bachelor's degree in Civil Engineering or a related engineering field from an accredited college.

Or

Registration as a professional Civil, Structural, Geotechnical or Traffic Engineer with the State Licensing Board.

Or

Possession of a valid certificate as an Engineer-in-Training (EIT) designation by the National Council of Examiners for Engineering and Surveying (NCEES) issued by the respective state licensing board for professional engineers.

License/Certification

Possession of a valid California Driver License (Class C or higher) may be required for some assignments

May use a County-approved means of transportation to perform field work.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Remain in sitting positions for extend periods; repetitive use of hands to operate computer keyboard, printer, and copier. Occasional walking, standing, pushing, pulling, bending, squatting, and kneeling. Twisting and continuous upward and downward movement of the neck; bending and twisting at the waist, reaching above and below shoulder level, and lifting and carrying of files weighing up to 20 pounds.

An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Environmental and Working Conditions

Work is performed in an office environment in close proximity to co-workers and involves sedentary to moderate activities. Requires frequent decision making, concentration, and occasional public contact. Occasional exposure to outside weather conditions; work and/or walk on various types of surfaces including slippery, uneven or unpaved surfaces and rough terrain. Exposure to weather conditions, adverse dust and odor conditions. May include exposure to loud noises, heavy equipment and solid waste.



CIVIL ENGINEERING ASSOCIATE

Bargaining Unit: GE General

Class Code:
1810GE

COUNTY OF ORANGE

Established Date: 06/11/1982

Revision Date: 10/07/2022

DEFINITION:

Under supervision, to perform a variety of field and office professional civil engineering work; to plan, design and review the construction of public works, traffic and transportation projects; to perform structural engineering analysis of building plans for major structures; to perform specialized technical studies; and to do other work as required.

The Civil Engineering Series includes the following:

Junior Engineering Assistant (1805GE)

Civil Engineering Associate (1810GE)

Civil Engineer (1815GE)

Senior Civil Engineer (1816SM)

CLASS CHARACTERISTICS:

Civil Engineering Associate classification is the experienced, non-registered professional civil engineering class. Positions at this level are distinguished from Junior Civil Engineers by their journey-level assignments and responsibility for independent engineering analysis and recommendations. Positions at this level generally work under the project leadership of Civil Engineers and are assigned all but the most complex or specialized assignments.

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. Designs and prepares drawings, specifications and estimates for construction and maintenance of public work projects such as flood control structures, highways, bridges, and traffic control devices; may utilize computer technology to solve engineering problems.
2. Makes engineering calculations in connection with field and office assignments; prepares cost estimates for public works construction projects.

3. Assists in structural engineering analysis of structural designs and checks calculations; receives and checks applications and engineering and architectural plans submitted for building permits; assists in structural engineering analysis based on field investigations of existing structures; advises on building code requirements.
4. Performs engineering surveys of construction projects; makes field inspections of existing structures to determine adequacy and estimate stabilizing requirements; performs soil and construction material testing work.
5. Perform environmental engineering that includes design and operation of systems for protection of air quality, water quality, and resource management; makes field inspections; performs data collection and analysis.
6. Performs geotechnical engineering that includes soil analysis, grading, earthwork quantities, soil stabilization practices and techniques; makes field inspections; performs data collection and analysis.
7. Investigates complaints, conducts technical studies and prepares reports and recommendations related to civil engineering projects and hydrology, traffic, transportation and other specialized studies.
8. Reviews plans of consulting architectural/engineering firms performing work for the County and evaluates their performance; may negotiate contracts with consulting firms.
9. Gathers technical data required for planning of a wide variety of civil engineering projects; provides technical expertise to a variety of agencies and the public; may negotiate cooperative agreements with other agencies.
10. Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of civil engineering
- Analysis of statically determinate and indeterminate structures
- Mathematics, including algebra, trigonometry and physics and their application to civil engineering
- Strength, properties, and uses of engineering construction materials
- Principles and practices of traffic, transportation and highway engineering and design
- Principles and practices of structural engineering design, construction, and surveying
- Principles and practices of hydraulic engineering and design

- Principles of environmental engineering
- Principles of geotechnical engineering
- Methods and procedures for describing real property
- Building construction practices, methods, and materials
- State and local building construction codes and ordinances

Ability to

- Design effective and economical highway, flood control and related structures
- Prepare neat and accurate engineering computations, estimates and notes
- Do accurate engineering drafting work from field notes and other data
- Review plans and specification for compliance with State and local building codes and ordinances
- Read, draw, and interpret detailed plans and write specifications
- Perform field inspections of construction projects and test construction materials
- Conduct technical studies and prepare clear and concise engineering reports, studies, and correspondence
- Work cooperatively with contractors, private engineering firms, other public agencies and deal effectively with the public
- Use a County-approved means of transportation to perform field work

Education and Experience

A Bachelor's degree in Civil Engineering or a related engineering field from an accredited college.

Or

Possession of a valid certificate as an Engineer-in-Training (EIT) designation by the National Council of Examiners for Engineering and Surveying (NCEES) issued by the respective state licensing board for professional engineers.

And

One (1) year of civil engineering experience post college graduation or post receipt of an EIT certificate, which demonstrate possession of the knowledge, skills, and abilities listed above. A Master's Degree in Civil Engineering may be substituted for the required experience.

License/Certification

Possession of a valid California Driver License (Class C or higher) may be required for some assignments.

May use a County-approved means of transportation to perform field work.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Remain in sitting positions for extend periods; repetitive use of hands to operate computer keyboard, printer, and copier. Occasional walking, standing, pushing, pulling, bending, squatting, and kneeling. Twisting and continuous upward and downward movement of the neck; bending and twisting at the waist, reaching above and below shoulder level, and lifting and carrying of files weighing up to 20 pounds.

An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Environmental and Working Conditions

Work is performed in an office environment in close proximity to co-workers and involves sedentary to moderate activities. Requires frequent decision making, concentration, and occasional public contact. Occasional exposure to outside weather conditions; work and/or walk on various types of surfaces including slippery, uneven or unpaved surfaces and rough terrain. Exposure to weather conditions, adverse dust and odor conditions. May include exposure to loud noises, heavy equipment and solid waste.



CIVIL ENGINEER

Bargaining Unit: GE General

Class Code:
1815GE

COUNTY OF ORANGE

Established Date: 06/11/1982

Revision Date: 10/07/2022

DEFINITION:

Under supervision, to perform a variety of field and office professional civil engineering work; to plan, design and review the construction of public works, traffic, and transportation projects; to perform structural engineering analysis of building plans for major structures; to perform specialized technical studies; and to do other work as required.

The Civil Engineering Series includes the following:

Junior Engineering Assistant (1805GE)

Civil Engineering Associate (1810GE)

Civil Engineer (1815GE)

Senior Civil Engineer (1816SM)

CLASS CHARACTERISTICS:

Civil Engineer is the highest level nonsupervisory, professional civil engineering class. State registration as a civil engineer is required. This level independently performs complex or specialized assignments, provides project leadership to lower-level staff, trains staff, consults in area of specialty and may independently review, complete and approve County designed plans as the responsible engineer. The higher class of Senior Civil Engineer is distinguished by full supervisory responsibility for a section or unit of professional and/or sub professional engineering staff.

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. Designs and prepares drawings, specifications and estimates for construction and maintenance of public work projects such as flood control structures, highways, bridges, and traffic control devices; may utilize computer technology to solve engineering problems.
2. Makes engineering calculations in connection with field and office assignments; prepares cost estimates for public works construction projects

3. Makes structural engineering analysis of complex structural designs and checks calculations; receives and checks applications and complex engineering and architectural plans submitted for building permits; makes structural engineering analysis based on field investigations of existing structures; advises on building code requirements.
4. Performs engineering surveys of construction projects; makes field inspections of existing structures to determine adequacy and estimate stabilizing requirements; performs soil and construction material testing work.
5. Perform environmental engineering that includes design and operation of systems for protection of air quality, water quality, and resource management; makes field inspections; performs data collection and analysis.
6. Performs geotechnical engineering that includes soil analysis, grading, earthwork quantities, soil stabilization practices and techniques; makes field inspections; performs data collection and analysis.
7. Investigates complaints, conducts technical studies and prepares reports and recommendations related to civil engineering projects and hydrology, traffic, transportation and other specialized studies.
8. Reviews plans of consulting architectural/engineering firms performing work for the County and evaluates their performance; may negotiate contracts with consulting firms.
9. Gathers technical data required for planning of a wide variety of civil engineering projects; provides technical expertise to a variety of agencies and the public; may negotiate cooperative agreements with other agencies.
10. Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of civil engineering
- Analysis of statically determinate and indeterminate structures
- Mathematics, including algebra, trigonometry and physics and their application to civil engineering
- Strength, properties, and uses of engineering construction materials
- Principles and practices of traffic, transportation and highway engineering and design
- Principles and practices of structural engineering design, construction, and surveying
- Principles and practices of hydraulic engineering and design

- Principles of environmental engineering
- Principles of geotechnical engineering
- Methods and procedures for describing real property
- Building construction practices, methods, and materials
- State and local building construction codes and ordinances

Ability to

- Design effective and economical highway, flood control and related structures
- Prepare neat and accurate engineering computations, estimates and notes
- Do accurate engineering drafting work from field notes and other data
- Review plans and specification for compliance with State and local building codes and ordinances
- Read, draw, and interpret detailed plans and write specifications
- Perform field inspections of construction projects and test construction materials
- Conduct technical studies and prepare clear and concise engineering reports, studies and correspondence
- Work cooperatively with contractors, private engineering firms, other public agencies and deal effectively with the public
- Use a County-approved means of transportation to perform field work

Education and Experience

Two (2) years of civil engineering experience that demonstrate possession of the knowledge, skills, and abilities listed above. A Master's Degree in Civil Engineering may be substituted for one year of the required experience.

License/Certification

Possession of a valid Certificate of Registration as a Civil Engineer issued by the California Department of Consumer Affairs Board for Professional Engineers, Land Surveyors, and Geologists.

Possession of a valid California Driver License (Class C or higher) may be required for some assignments.

May use a County-approved means of transportation to perform field work.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Remain in sitting positions for extended periods; repetitive use of hands to operate computer keyboard, printer and copier. Occasional walking, standing, pushing, pulling, bending, squatting, and kneeling. Twisting and continuous upward and downward movement of the neck; bending and twisting at the waist, reaching above and below shoulder level, and lifting and carrying of files weighing up to 20 pounds.

An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Environmental and Working Conditions

Work is performed in an office environment in close proximity to co-workers and involves sedentary to moderate activities. Requires frequent decision making, concentration, and occasional public contact.

Occasional exposure to outside weather conditions; work and/or walk on various types of surfaces including slippery, uneven or unpaved surfaces and rough terrain. Exposure to weather conditions, adverse dust and odor conditions. May include exposure to loud noises, heavy equipment and solid waste.



SENIOR CIVIL ENGINEER

Bargaining Unit: SM Supervisory Management

Class Code:
1819SM

COUNTY OF ORANGE

Established Date: 05/01/1964

Revision Date: 10/06/2022

DEFINITION:

Under general direction, to provide oversight, supervise and train professional, technical and construction personnel performing a variety of difficult field and office engineering work. The work performed may be in the construction, expansion, renovation, replacement, rehabilitation project or regulatory maintenance for an existing facility or facilities.

The Civil Engineering Series includes the following:

Civil Engineering Assistant (1805GE)

Civil Engineering Associate (1810GE)

Civil Engineer (1815GE)

Senior Civil Engineer (1816SM)

CLASS CHARACTERISTICS:

This is the first supervisory level in the professional civil engineering series. Positions in this class are distinguished from Civil Engineers by their full supervisory responsibility for a section or unit of professional or technical staff. Incumbents plan, organize and review the work of their units.

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. Plans, organizes, supervises and reviews the design and preparation of drawings, specifications and estimates in connection with the construction or maintenance of a wide variety of public works engineering projects involving highways, bridges and flood control structures and traffic control devices; may utilize available computer technology for optimization of engineering designs.
2. Performs difficult professional engineering work in connection with cost analysis, progress reports and research or other specialized technical studies, including materials testing, traffic and transportation evaluation and control reports.
3. Coordinates the inspection of public works structures under construction, maintenance or repair; this

includes controlling quantity and quality of materials, laying out work, interpreting plans and specifications, preparing progress reports and supervising the work of inspectors performing some of the foregoing tasks; submits change orders modifying the contract to cover changes in design.

4. Performs project reviews and field construction inspections for the coordination and accomplishment of projects with other agencies.
5. Reviews subdivision project and building plans for adequacy of road, flood control, grading or structural proposals; checks for compliance with County codes and designated requirements; makes recommendations for modifications; confers with contractors, engineers and architects; reviews changes and recommends acceptance of final plans.
6. Coordinates environmental engineering work that includes design and operation of systems for protection of air quality, water quality, and resource management; makes field inspections; performs data collection and analysis.
7. Coordinates geotechnical engineering work that includes soil analysis, grading, earthwork quantities, soil stabilization practices and techniques; makes field inspections; performs data collection and analysis.
8. Interviews job applicants, hires, trains and evaluates professional and subprofessional employees, recommends promotions, demotions and disciplinary action.
9. Plans and organizes the preparation of materials test reports and reviews and evaluates test results in relation to construction procedures.
10. Reviews road designs relating to the arterial highway financing program as to County, State and Federal standards.
11. Coordinates relocation and change of equipment or structures of public utilities with County construction work.
12. Supervises and/or performs studies for the determination and evaluation of traffic controls and transportation systems and develops recommended solutions and plans.
13. Conducts technical investigations required for the planning of a wide variety of civil engineering projects, prepares detailed reports and writes joint powers agreements to implement cooperative projects with other agencies.
14. Coordinates with regulatory agencies to negotiate and obtain complex regulatory approvals.
15. Prepares long term planning and budgets; Scope of Work, Notice to Proceed, and other contract related documents; administer Architecture & Engineering and service contracts.
16. Prepares and reviews grant proposals and manages grant funded projects.
17. Reviews, evaluates and provides feedback on landfill design plans, project schedules for construction, and operation and maintenance plans.
18. Reviews, evaluates and provides feedback on engineering reports, studies, environmental quality act

and other documents pertaining to federal, state, and local regulations.

19. Reviews inspection reports, landfill gas monitoring data and determine compliances with state and local laws and regulations.
20. Manages coastal engineering projects related to harbor maintenance, shoreline protection, sediment management and habitat restoration.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of civil engineering, engineering mathematics and properties and uses of construction materials
- Principles of supervision and training
- Project management; cost control and economics

Ability to

- Plan, organize and direct subordinate engineers and technical personnel
- Prepare or direct the preparation of a variety of complex plans and specifications
- Perform or direct the preparation of difficult or complex technical engineering studies
- Supervise and coordinate construction inspections on a number of large construction projects
- Establish and maintain effective working relationships with representatives of other divisions, agencies or contractors and the general public
- Carry out complex assignments with little supervision

Education and Experience

Three (3) years of experience as a Civil Engineer with the County of Orange.

Or

Four (4) years of post-registration civil engineering experience that demonstrate possession of the knowledge, skills, and abilities listed above. Experience must include at least one year of full-time paid experience leading and/or supervising professional or technical staff engaged in civil engineering work.

License/Certification

Possession of a valid Certificate of Registration as a Civil Engineer issued by the California Department of Consumer Affairs Board for Professional Engineers, Land Surveyors, and Geologists.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Primary functions require sufficient physical ability and mobility to work in office setting and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and frequent contact and verbal communication to exchange information with federal, state, local governmental agencies, media, facility owners, private civil engineers and the public.

Environmental and Working Conditions

Depending on assignment - Work performed primarily in a standard office setting with some travel to different sites; occasional exposure to outside weather conditions; work and/or walk on various types of surfaces including slippery, uneven, or unpaved surfaces and rough terrain. Exposure to weather conditions, adverse dust, and odor conditions. May include exposure to loud noises, heavy equipment, and solid waste.



CODE ENFORCEMENT OFFICER

Bargaining Unit: GE General

Class Code:
6201GE

COUNTY OF ORANGE

Established Date: 05/28/2004

Revision Date: 10/07/2022

DEFINITION:

Under general supervision, perform field and office work in the investigation and enforcement of ordinances, codes and related regulations pertaining to land use/zoning, nuisance, property maintenance, and building and grading violations; investigate and prepare written reports on complaints and issue warnings and citations; and perform related work as required.

CLASS CHARACTERISTICS:

Positions in this class investigate and ensure compliance of possible violations regarding County and State land use/zoning, nuisance, property maintenance, and building and grading codes and ordinances; performs field inspections; and prepares written reports and correspondences.

The Code Enforcement Officer position is distinguished from other code enforcement classes such as Building and Construction Inspectors in that the latter are specialized in their field of activity and normally inspect construction under permit, while the Code Enforcement Officer is required to do extensive research and case preparation work to effectively implement the enforcement aspects of the zoning, building, grading and nuisance related ordinances of the County. This position requires a high degree of sensitivity, diplomacy and tact when dealing with citizens.

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. Performs field inspections and investigates complaints of possible nuisance, land use/zoning, building, grading and property maintenance code and violations.
2. Contacts property and business owners and schedules and conducts on-site inspections; advises violators of ordinance requirements and seeks to gain voluntary compliance.
3. Communicates effectively to resolve issues with property and business owners; persuades uncooperative individuals to comply with ordinances.

4. Takes photographs and necessary measurements and gathers all pertinent facts from the parties involved; issues notices of violation and, when necessary, citations.
5. Maintains records of inspections and enforcement of efforts; researches and compiles data for each case; prepares required documentation for legal actions; testifies in court proceedings regarding code violations; performs follow-up actions as needed to gain compliance.
6. Confers with related agencies and County departments on disposition of complaints and code violations; prepares detailed and specialized written reports and correspondence related to code enforcement inspections, violations, and other activities that are adequate for use by the District Attorney in the prosecution of violations.
7. Answers questions, provides information and assistance to the public regarding land use/zoning, nuisance, building, grading, and property maintenance and regulations.

MINIMUM QUALIFICATIONS:

General Knowledge of

- State and local regulations pertinent to land use/zoning, nuisance, and property maintenance, and some general knowledge of the principles and practices of urban planning
- Customer service techniques and principles
- Methods for overcoming hostility
- Geography of the County unincorporated areas
- Basic understanding of and experience with building and grading regulations desired

Ability to

- Provide excellent customer service; treat public diplomatically and with respect
- Establish and maintain effective working relations with the public in potential adverse conditions, as well as with other County employees
- Read and interpret land use/zoning, property maintenance, nuisance, building, and grading ordinances and regulations, and apply this knowledge to specific problems
- Speak and write clearly and logically
- Follow oral and written instructions
- Prepare and maintain concise, comprehensive records and reports
- Use a County-approved means of transportation to travel to work sites
- Possess general knowledge of and effectively use Microsoft Office software applications

Education and Experience

Two years of experience inspecting and enforcing land zoning codes, nuisances, building grading, and/or property maintenance ordinances.

High school graduation or its equivalent. Previous coursework or training related to the procedures of citation issuance is preferred.

License/Certification

- California Association of Code Enforcement Officer (CACEO) Levels I, II and III Certification (or its equivalent) must be obtained prior to the completion of the probationary period.
- PC 832 Certification prior to the completion of the probationary period.
- Possession of a valid California Driver License, Class C or higher, by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Positions are assigned to both office environments and outdoor settings. Ability to walk, climb, stand, sit, stoop, lift, reach, bend, push, raise objects, twist at the waist and frequently turn the neck up and down and side to side and occasionally performs strenuous physical/manual labor. Ability to walk up and down uneven terrain, irregular surfaces, or hills. Ability and awareness to work safely in high traffic volume areas and in and around flood control channels.

Vision sufficient to read standard text and to drive vehicles in various weather conditions. Ability to speak and hear well enough in regular and noisy environments to communicate clearly and understandably in person, over the telephone, over a handheld radio and in small groups. Manual dexterity to write and to operate keyboards.

Environmental and Working Conditions

Possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations and be able to deal calmly and effectively with emotional citizens and with the general public. May be exposed to pollens, dust, fumes, birds, toxic chemicals and other contagious environments; chemicals, oils and pesticides; and animals and wildlife. Incumbents may be subjected to traffic; moving objects, vehicles, or equipment; fumes and gases; and intense noise levels.

May be required to work under various weather conditions, including rainstorms and windy conditions, and walk in uneven, slippery and sometimes dangerous terrains. Requires the use and wear of safety equipment, including safety glasses and rubber footwear with shanks, protective clothing and gloves, sun and hearing protection, knee pads and safety vests, snake chaps and wader, and hard hats.



CONSTRUCTION INSPECTOR

Bargaining Unit: GE General

Class Code:
5360GE

COUNTY OF ORANGE

Established Date: 03/02/1982

Revision Date: 10/07/2022

DEFINITION:

Under close supervision and in a learning capacity, assists with inspection and inspects construction work performed by contractors under contract to the County to construct public works maintenance and capital improvement projects.

The Construction Inspector series includes the following:

Construction Inspector (5360GE)

Senior Construction Inspector (5361GE)

Supervising Construction Inspector (5362SM)

CLASS CHARACTERISTICS:

Construction Inspector is the entry-level in the Construction Inspector series, are assigned routine and moderately difficult inspections. Under close supervision and guidance, incumbents perform ongoing, on-site technical and structural inspections which include, but are not limited to: asphalt paving, reinforced concrete, masonry, structural steel construction, landscaping, piping systems, traffic control devices, and earthwork.

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. Assists in inspecting road, flood control channels, bikeways, and parks maintenance and capital improvement construction projects, including earthwork, grading, roadway construction, asphalt paving, utility relocations/placement; assists in coordinating materials testing and construction surveys; reads and interprets engineering plans and records of survey.
2. Assists in enforcing compliance with contract plans and specifications, including regulatory permits; assists in enforcing water quality requirements in the Construction Stormwater General Permit.

3. Assists in monitoring contractor work progress, computes quantity calculations used to substantiate progress payments, and initiates payment for quantity of work accomplished; assists in preparing weekly statement of working days; assists in submittal reviews; assists in interpreting contract provisions with contractor; assists in coordinating and resolving construction issues with the contractor, stakeholders, and the public.
4. Assists in writing and preparing technical reports and other correspondence; assists in preparing plan mark-ups to be used in preparing as-built plans for completed projects; assists in conducting constructability reviews for future construction projects; assist in preparing documentation for construction related meetings.
5. Assists in preparing daily reports of construction activities. Maintains detailed accurate records of the Contractor's daily operations and of significant events that affect the work.

MINIMUM QUALIFICATIONS:

Some Knowledge of

- Orange County Public Works Standard Plans, Standard Plans & Standard Specifications for Public Works Construction ("Greenbook"), State and local standards and/or regulations
- Engineering plans, maps and specifications
- Mathematics, including algebra, geometry and trigonometry
- Basic principles of land surveying, engineering construction and design
- Technical report writing and preparation of correspondence
- Laws, ordinances, codes, rules and regulations applicable to grading or construction inspection
- Public works construction inspection techniques

Ability to

- Read and interpret plans and specifications
- Maintain cooperative working relationships with engineers, developers, contractors and the public
- Exercise independent judgment
- Inspect routine and moderately difficult construction projects and enforce compliance with plans, specifications, ordinances and codes
- Read and interpret engineering plans and specifications, records of survey, legal descriptions and tract descriptions
- Prepare clearly written correspondence and technical reports involving mathematical computations
- Use a County-approved means of transportation to travel to work sites

Education and Experience

One year of subprofessional engineering experience related to the construction field.

Or

Two years of experience performing entry-level construction work.

License/Certification

A valid California Class C Driver License is required to perform the job-related essential functions of the position.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Positions are assigned to both office environments and outdoor settings. Ability to walk, climb, stand, sit, stoop, lift, reach, bend, push, raise objects, twist at the waist and frequently turn the neck up and down and side to side. Ability to walk up and down uneven terrain, irregular surfaces, or hills. Ability and awareness to work safely in high traffic volume areas and in and around flood control channels.

Vision sufficient to read standard text and to drive vehicles in various weather conditions. Ability to speak and hear well enough in regular and noisy environments to communicate clearly and understandably in person, over the telephone, over a handheld radio and in small groups. Manual dexterity to write and to operate keyboards.

Environmental and Working Conditions

Possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations and be able to deal calmly and effectively with emotional citizens and with the general public. May be exposed to pollens, dust, fumes, birds, toxic chemicals and other contagious environments; chemicals, oils and pesticides; and animals and wildlife. Incumbents may be subjected to traffic; moving objects, vehicles, or equipment; fumes and gases; and intense noise levels.

May be required to work under various weather conditions, including rainstorms and windy conditions, and walk in uneven, slippery and sometimes dangerous terrains. Requires the use and wear of safety equipment, including safety glasses and rubber footwear with shanks, protective clothing and gloves, sun and hearing protection, knee pads and safety vests, snake chaps and wader, and hard hats. Depending on assignment, incumbents may be required to interact and communicate with members of the public and business partners.



SENIOR CONSTRUCTION INSPECTOR

Bargaining Unit: GE General

Class Code:
5361GE

COUNTY OF ORANGE

Established Date: 03/02/1982

Revision Date: 10/07/2022

DEFINITION:

Under general supervision, inspects construction work performed by contractors under contract to the County to construct public works maintenance and capital improvement projects OR inspects construction work performed under contract from the County such as developer projects or permit projects.

The Construction Inspector series includes the following:

Construction Inspector (5360GE)

Senior Construction Inspector (5361GE)

Supervising Construction Inspector (5362SM)

CLASS CHARACTERISTICS:

Senior Construction Inspector is the journey-level in the Construction Inspector series. Incumbents function autonomously and are expected to exercise considerable independent judgment in analysis of issues, formulation of recommendations, and resolution.

Incumbents oversee and manage the most complex capital and maintenance construction projects. The duties assigned require considerable knowledge of construction management and inspection, including the requirements of the State Water Board Construction Stormwater General Permit.

Incumbents independently perform ongoing, on-site technical and structural inspections which include, but are not limited to asphalt paving, reinforced concrete, masonry, structural steel construction, landscaping, piping systems, traffic control devices, and earthwork.

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. Inspects road, flood control channels, bikeways, and parks maintenance and capital improvement construction projects, including earthwork, grading, roadway construction, asphalt paving, utility relocations/placement; coordinates materials testing and construction surveys; reads and interprets engineering plans and records of survey.
2. Enforces compliance with contract plans and specifications, including regulatory permits; enforces water quality requirements in the Construction Stormwater General Permit.

3. Monitors contractor work progress, computes quantity calculations used to substantiate progress payments, and initiates payment for quantity of work accomplished; prepares weekly statement of working days; assists in submittal reviews; interprets contract provisions with contractor; conducts Force Account Analyses to determine payment for extra work; negotiates and collaborates with contractor as needed; prepares documentation for construction related meetings, coordinates and resolves construction issues with the contractor, stakeholders, and the public.
4. Monitors the Contractor's on-site construction activities and inspects materials in accordance with the Contract Documents for the Construction Contract to determine that the projects are constructed in reasonable conformity with such documents. Prepares daily reports of construction activities. Maintains detailed accurate records of the Contractor's daily operations and of significant events that affect the work.
5. Writes and prepares technical reports and other correspondence; prepares plan mark-ups to be used in preparing as-built plans for completed projects; conducts constructability reviews for future construction projects.
6. Inspects subdivision construction work, including structural excavation and safety shoring, erection of concrete forms and falsework, placement and fabrication of structural steel, reinforcing steel and fencing, and placement, consolidation and curing of concrete; enforces compliance with plans, specifications, County standards and proper construction practices for work; directs field compaction testing; coordinates material testing; prepares reports for subdivision construction in public right-of-way; stipulates correction and repairs necessary before final acceptance is made; ensures proper placement and maintenance of signs, barricades and warning devices; recommends to supervisor acceptance of public improvements in completed subdivisions.
7. Inspects construction work being performed under permit from the County, including construction and excavation in County flood control, harbors, beaches and parks, or road right-of-way; inspects condition of construction location before and after completion of work; enforces compliance with plans, specifications and permit conditions; inspects storm drains, sewers, curbs, gutters, sidewalks, driveway approaches, utility placement, dock construction and related operations.
8. Inspects grading work being performed under permit from the County; enforces compliance with approved grading plans, specifications, soil and engineering geology report recommendations and Grading and Excavation Code; inspects ground preparation, earthwork operations, asphaltic concrete and aggregate base placement and concrete curb and gutter installation; enforces standards, orders corrections and approves completed work; performs routine grading plan checks; investigates complaints and hazardous conditions.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Orange County Public Works Standard Plans, Standard Plans & Standard Specifications for Public Works Construction (Greenbook), State and local standards and/or regulations
- Engineering plans, maps and specifications

- Mathematics, including algebra, geometry and trigonometry
- Basic principles of land surveying, engineering construction and design
- Technical report writing and preparation of correspondence
- Laws, ordinances, codes, rules and regulations applicable to grading or construction inspection
- Public works construction inspection techniques
- State Water Board Construction Stormwater General Permit

Some Knowledge of

- Principles of land surveying, engineering construction and design
- Modern construction methods, techniques and practices and the use and properties of a variety of construction materials
- Civil engineering symbols and terminology as they apply to construction inspection

Ability to

- Read and interpret plans and specifications
- Maintain cooperative working relationships with engineers, developers, contractors and the public
- Analyze situations accurately and take effective and independent action
- Inspect large and complex construction projects and enforce compliance with plans, specifications, ordinances and codes
- Read and interpret engineering plans and specifications, records of survey, legal descriptions and tract descriptions
- Prepare clearly written correspondence and technical reports involving mathematical computations
- Use a County-approved means of transportation to travel to work sites

Education and Experience

Two years of experience as a Construction Inspector with the County of Orange

Or

Four years of experience performing grading or construction inspections.

License/Certification

Possess and maintain a valid Qualified SWPPP Practitioner (QSP) certification within one (1) year of appointment.

A valid California Class C Driver License is required to perform the job-related essential functions of the position.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Positions are assigned to both office environments and outdoor settings. Ability to walk, climb, stand, sit, stoop, lift, reach, bend, push, raise objects, twist at the waist and frequently turn the neck up and down and side to side. Ability to walk up and down uneven terrain, irregular surfaces, or hills. Ability and awareness to work safely in high traffic volume areas and in and around flood control channels.

Vision sufficient to read standard text and to drive vehicles in various weather conditions. Ability to speak and hear well enough in regular and noisy environments to communicate clearly and understandably in person, over the telephone, over a handheld radio and in small groups. Manual dexterity to write and to operate keyboards.

Environmental and Working Conditions

Possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations and be able to deal calmly and effectively with emotional citizens and with the general public. May be exposed to pollens, dust, fumes, birds, toxic chemicals and other contagious environments; chemicals, oils and pesticides; and animals and wildlife. Incumbents may be subjected to traffic; moving objects, vehicles, or equipment; fumes and gases; and intense noise levels.

May be required to work under various weather conditions, including rainstorms and windy conditions, and walk in uneven, slippery and sometimes dangerous terrains. Requires the use and wear of safety equipment, including safety glasses and rubber footwear with shanks, protective clothing and gloves, sun and hearing protection, knee pads and safety vests, snake chaps and wader, and hard hats. Depending on assignment, incumbents may be required to interact and communicate with members of the public and business partners.



SUPERVISING CONSTRUCTION INSPECTOR
Bargaining Unit: SM Supervisory Management

Class Code:
5362SM

COUNTY OF ORANGE
Established Date: 04/17/1981
Revision Date: 10/07/2022

DEFINITION:

Under general direction, supervises and directs Construction Inspectors and Senior Construction Inspectors, provides oversight and issue resolution for inspection of construction work performed by contractors under contract to the County to construct public works maintenance and capital improvement projects, inspect construction work performed under contract from the County such as developer projects or permit projects; and does other related duties.

The Construction Inspector series includes the following:

Construction Inspector (5360GE)
Senior Construction Inspector (5361GE)
Supervising Construction Inspector (5362SM)

CLASS CHARACTERISTICS:

Supervising Construction Inspectors supervise a small group of Construction Inspectors and/or Senior Construction Inspectors. Incumbents may assign inspectors to projects and are responsible for overseeing multiple complex projects concurrently. The duties assigned require strong leadership and considerable knowledge of construction management and inspection, including the requirements of the State Water Board Construction Stormwater General Permit. Incumbents spend a portion of their time in the field dealing with problems on site. Incumbents will spend a portion of time providing support to inspectors, corresponding with contractors, reviewing submittals, verifying progress billings and quantities. Incumbents work directly with contractors to ensure projects are constructed within the approved scope, schedule, and budget. Incumbents must have the ability to analyze situations and make sound decisions under short deadlines.

Incumbents ensure the projects assigned to them are constructed in a manner that assures Quality Assurance and that the project is in compliance with design and County Standard Plans/Specifications, regulatory permits, storm water pollution prevention and providing the public with high quality and safe facilities.

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. Supervises inspection work for road, flood control channels, bikeways, and parks maintenance and capital improvement construction projects, including earthwork, grading, roadway construction, masonry, structural steel construction, landscaping, piping systems, traffic control devices, asphalt paving, utility relocations/placement; ensures projects are constructed in compliance with contract plans and specifications, Orange County Public Works Standard Plans, Standard Plans and Standard Specifications for Public Works Construction (Greenbook), including regulatory permits; local agency standards; enforces water quality requirements in the Construction Stormwater General Permit; interprets contract provisions with contractor; negotiates and collaborates with contractor as needed; coordinates and resolves construction issues with Project Managers, contractor, stakeholders, and the public; writes and prepares technical reports and other correspondence; conducts constructability reviews for future construction projects; identifies areas for improvement; and ensures inspectors receive adequate training and stay up to date with the industry standards.
2. Supervises inspection work at subdivision construction projects including assigning and coordinating inspection work on sewers, curbs and gutters, gas and water lines, utility placement, aggregate bases and asphaltic concrete and other tract construction functions; interprets construction plans and drawings and coordinates construction problems with inspection personnel and construction representatives.
3. Supervises the inspection of construction work being performed under permit from the County; supervises inspections of construction and excavation in County flood control or road department rights-of-way, inspection of conditions of site prior to and after completion of work and enforcement of conditions of the permit; supervises inspection of storm drains, sewers, curbs, gutters, sidewalks, driveways, utility placement and related operations and compaction of backfill; approves reports submitted by subordinates.
4. Supervises grading inspection work at construction projects and conducts investigations in response to complaints of violations of the County's Excavation and Grading Code.
5. Assists Construction Inspectors and/or Senior Construction Inspectors in establishing performance goals and prepares probational and yearly performance evaluations.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles of supervision
- Technical report writing and preparation of correspondence
- Engineering mathematics, including algebra, geometry, and trigonometry and their application to construction inspection work

- Engineering plans, maps and specifications
- Civil engineering symbols and terminology as they apply to construction inspection
- Modern construction methods, techniques, and practices
- The properties and use of a variety of construction materials
- The application of construction inspection techniques and procedures to practical field problems
- Principles of land surveying, engineering construction and design
- Laws, ordinances, codes, rules and regulations applicable to grading or construction inspection
- Standard Specifications for Public Works Construction, State and local regulations
- State Water Board Construction Stormwater General Permit

Ability to

- Read and interpret construction plans, specifications and appropriate codes
- Supervise the inspection work of other inspectors
- Inspect construction on large or complex projects and enforce compliance with plans, specifications and codes
- Review and evaluate unusual field conditions not specified in plans and specifications
- Meet and consult with engineers, contractors and their representatives on difficult construction matters; effectively resolve and coordinate problems with construction and engineering personnel
- Prepare clearly written and concise reports
- Use a County-approved means of transportation to travel to job sites
- Maintain cooperative working relationships with engineers, developers, contractors, stakeholders and the public.

Education and Experience

Two years of experience as a Senior Construction Inspector with the County of Orange

Or

Five years of subprofessional engineering experience, two years of which must have been performing independent grading or construction inspections on moderately large subdivision, contract or permit construction projects.

Or

Four years of subprofessional engineering experience performing independent grading or construction inspections on moderately large subdivision, contract or permit construction projects.

License/Certification

Possess and maintain a valid Qualified SWPPP Practitioner (QSP) certification within one (1) year of appointment.

A valid California Class C Driver License is required to perform the job-related essential functions of the position.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Positions are assigned to both office environments and outdoor settings. Ability to walk, climb, stand, sit, stoop, lift, reach, bend, push, raise objects, twist at the waist and frequently turn the neck up and down and side to side. Ability to walk up and down uneven terrain, irregular surfaces, or hills. Ability and awareness to work safely in high traffic volume areas and in and around flood control channels.

Vision sufficient to read standard text and to drive vehicles in various weather conditions. Ability to speak and hear well enough in regular and noisy environments to communicate clearly and understandably in person, over the telephone, over a handheld radio and in small groups. Manual dexterity to write and to operate keyboards.

Environmental and Working Conditions

Possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations and be able to deal calmly and effectively with emotional citizens and with the general public. May be exposed to pollens, dust, fumes, birds, toxic chemicals and other contagious environments; chemicals, oils and pesticides; and animals and wildlife. Incumbents may be subjected to traffic; moving objects, vehicles, or equipment; fumes and gases; and intense noise levels.

May be required to work under various weather conditions, including rainstorms and windy conditions, and walk in uneven, slippery and sometimes dangerous terrains. Requires the use and wear of safety equipment, including safety glasses and rubber footwear with shanks, protective clothing and gloves, sun and hearing protection, knee pads and safety vests, snake chaps and wader, and hard hats. Depending on assignment, incumbents may be required to interact and communicate with members of the public and business partners.



ASSISTANT ENVIRONMENTAL HEALTH SPECIALIST

Bargaining Unit: HP Healthcare Professional

Class Code:
5105HP

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: 10/07/2022

DEFINITION:

Under close supervision, learn to perform inspections and investigations involved with the enforcement of environmental health laws and regulations; and perform other related duties as required.

The Environmental Health Specialist series includes the following:

Assistant Environmental Health Specialist (5105HP)

Environmental Health Specialist I (5108HP)

Environmental Health Specialist II (5112HP)

Environmental Health Specialist III (5116HP)

Supervising Environmental Health Specialist (5119SM)

CLASS CHARACTERISTICS:

This is the trainee level class in the Environmental Health Specialist series for employees who do not possess the experience necessary to qualify for the examination for registration as an Environmental Health Specialist. Incumbents are given increased responsibility for self-directions, study, inspections, and investigation while assigned to the class. Incumbents may be assigned to this class for up to 36 months while completing the experience requirement. Positions are not budgeted at this level, and there is no permanent status in this class.

Upon satisfactory performance as an Assistant Environmental Health Specialist and receipt of certificate as a registered Environmental Health Specialist, incumbents are promoted to the class of Environmental Health Specialist I.

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. Learns sanitation and public health laws and regulations for food handling and processing establishments, water supply, and sewage disposal facilities, public swimming pools, body art facilities,

housing units, detention facilities, and water oriented recreational areas; assists in the investigation of environmental health conditions for compliance with these laws.

2. Checks for and learns to determine significant variance from approved conditions in matters such as temperature of food, equipment design, ventilation, lighting, structural design, and sanitation; recommends corrective measures; issues inspection reports, notices to correct, and permits.
3. Learns to investigate citizens' complaints related to environmental health problems and to conduct preliminary epidemiological surveys in suspected cases of food, water, or vector-borne illness.
4. May assist registered environmental health specialists in conducting surveys to determine environmental health needs or success of previous or present programs; may assist in the review and evolution of environmental impacts reports.
5. Learns to advise business owners, architects, engineers, builders, and other members of the public on interpretation and conformity to applicable laws and regulations; assists registered environmental health specialists in presenting educational material and lectures to interested groups.
6. Assists registered environmental health specialists in the review of building plans and equipment design, and in the conduct of construction site inspections of swimming pools and food establishments for conformity to sanitation and safety requirements.
7. May investigate complaints related to or resulting from rodents, flies, fleas, roaches, and other insects.
8. Prepares reports and correspondence; may assist in the gathering and preparation of legal evidence and present evidence and testimony in court proceedings.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Basic biological and physical science principles
- Communication skills and techniques required for gathering, evaluating, and transmitting information; preparation of oral written technical reports and research projects
- Telephone, office, and online etiquette
- County customer service objectives and strategies

Ability to

- Learn the practical application of biological and physical science principles to environmental health
- Learn the practices used in inspecting, investigating, and correcting environmental health conditions
- Read, interpret, and apply complex laws, regulations, and standards relating to environmental health

- Communicate and interact in situations requiring instruction, persuasion, and counseling; participate in conferences, administrative hearings, group discussions, and individual interviews
- Define problem areas; collect, interpret, and evaluate data and draw valid conclusions
- Coordinate visual observations and oral or written communications into concise, descriptive, written, or oral formats that reflect continuity of thought and effectively convey concepts or conclusions
- Use a County-approved means of transportation to travel to field sites

Education and Experience

Possession of a bachelor's degree from an accredited college with a minimum of 30 semester units in basic sciences.

And

Letter of Eligibility: This position requires that at the time of application, applicants present a current evaluation letter from the State of California, Department of Public Health, which states that the applicant is eligible to begin training in an approved environmental health program.

License/Certification

Required licenses, certifications, and registration must be maintained throughout employment in this class.

A valid California Class C Driver's License, which must be maintained throughout employment in this class, is required. Employees in this class will be required to use their own personal vehicle.

All Assistant Environmental Health Specialists must obtain a valid certification as a Registered Environmental Health Specialist (REHS) by the State of California, Department of Public Health, within three (3) years of their respective dates of hire, as required by the State of California, Health and Safety Code, Section 106625. If certification is not obtained within this three-year period, employment will be terminated.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent mobility to stand, climb stairs and ladders, and walk on uneven ground or wet, slippery floors. Continuous: upward and downward flexion of the neck. Frequent: sitting, and repetitive use of hands to operate computers, printers, and copiers. Manual dexterity to hand write and use computers; corrected vision to read standard text, labels or color change indication test papers, monitoring equipment display screens, and computer screens. Occasional: bending and twisting of neck, bending, and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and upper body strength to reach and move items from high shelves. May require lifting of materials weighing up to 30 pounds.

Environmental and Working Conditions

Will be required to work in an office and all types of field environments. Exposure to various weather conditions, hazardous gases, chemicals, pesticides, communicable diseases, pests/rodents, and other hazardous health conditions. Enter and perform work in establishments which may have nudity, sexually explicit pictures, and literature; come in contact with materials/waste including odors and fumes from various processes, cleaning solvents, chlorine, and insecticides; ability to tolerate very hot and cold temperatures; contact with hostile and irate individuals; and ability to work at heights higher than ten feet. May be required to work independently in remote locations.



ENVIRONMENTAL HEALTH SPECIALIST I

Bargaining Unit: HP Healthcare Professional

Class Code:
5108HP

COUNTY OF ORANGE

Established Date: 01/11/1964

Revision Date: TBD

DEFINITION:

Under direct supervision, conduct a variety of inspections and investigations involving the enforcement and interpretations of environmental health laws and regulations; provide consultation and educational services to various businesses and the general public; and perform other related duties as required.

The Environmental Health Specialist series includes the following:

Assistant Environmental Health Specialist (5105HP)

Environmental Health Specialist I (5108HP)

Environmental Health Specialist II (5112HP)

Environmental Health Specialist III (5116HP)

Supervising Environmental Health Specialist (5119SM)

CLASS CHARACTERISTICS:

This is the first working level class in the Environmental Health Specialist series. Incumbents work under direct supervision while given complete responsibility for all inspection work and public educational activities within an assigned geographical area. Some positions may be assigned County-wide inspectional duties in more narrow and specific functions. This class differs from the Environmental Health Specialist II in that the latter is the journey level class that may be assigned to complete specialized program inspections and/or take the lead in responding to complex inspections.

Incumbents are expected to show increasing initiative and independence in performing related duties and are expected to be ready to promote to Environmental Health Specialist II after one year. Incumbents who have not been promoted prior to the end of the probationary period will not pass probation. Positions are not budgeted at this level, and there is no permanent status in this class.

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. Inspects and investigates environmental health conditions for compliance with sanitation and public health laws and regulations in retail food facilities, water supply and sewage disposal facilities, public

and semi-public swimming pools, schools and hospitals, body art facilities, recreational areas, mobile home parks, hotels, motels, apartments, and other housing units.

2. Checks for and determines significant variance from approved conditions in matters such as temperature of food, equipment design, ventilation, lighting, structural design, and sanitation, and recommends corrective measures; issues inspection reports, notices to correct, and permits.
3. Investigates citizen complaints related to environmental health problems; conducts preliminary epidemiological surveys in suspected cases of food, water, or vector-borne illness.
4. Conducts surveys to determine environmental health needs or success of previous or present programs; may review reports related to environmental health programs.
5. Advises business owners, architects, engineers, builders, employees, and other members of the public on interpretation and conformity to applicable laws and regulations; gives educational material and lectures to interested groups.
6. Coordinates enforcement activities and maintains liaison with city enforcement agencies such as building and public works departments and fire and police departments.
7. May investigate complaints related to or resulting from rodents, flies, fleas, roaches, and other insects.
8. Prepares reports and correspondence; may assist in the gathering and preparation of legal evidence and present evidence and testimony in court proceedings.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Basic principles of food science and technology such as food quality and its measurement, disposal of food wastes, food-borne infections and intoxicants, and the technological aspects of processing and preserving foods
- Principles and practices of inspection, detection, and sanitary control of food processing, water quality, solid wastes, and vector problems
- Major principles and practices of environmental health as it relates to institutional environments (hospitals, jails, schools, etc.), consumer protection, and occupational health
- Basic community health problems and governmental programs designed to control such health problems as solid waste disposal, water pollution, noise control, and vector control
- Telephone, office, and online etiquette
- County customer service objectives and strategies

Some Knowledge of

- The laws and regulations governing environmental health in California
- Design of food processing systems including types of materials used and their location in relation to public health needs
- Principles and methods of designing research studies such as data sources and collection methods necessary to obtain information on various public health and sanitation programs and problems

Ability to

- Plan and carry out field work with direct supervision
- Detect unsanitary conditions and obtain compliance with current environmental sanitation standards
- Communicate and interact in situations requiring instruction, persuasion, and counseling; participate in conferences, group discussions, and individual interviews
- Define problem areas; collect, interpret, and evaluate data and draw valid conclusion
- Learn and apply various laws and regulations involving changing standards in the environmental health field
- Coordinate visual observation and oral or written communications into concise, descriptive, written, or oral formats that reflect continuity of thought and effectively convey concepts or conclusions
- Use a County-approved means of transportation to travel to field sites

Education and Experience

No experience required.

License/Certification

Required licenses, certifications, and registration must be maintained throughout employment in this class.

A valid California Class C Driver's License. Employees in this class will be required to use their own personal vehicle.

A valid certificate of registration as a Registered Environmental Health Specialist (REHS) issued by the State of California.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent mobility to stand, climb stairs and ladders, and walk on uneven ground or wet, slippery floors. Continuous: upward and downward flexion of the neck, frequent: sitting, and repetitive use of hands to operate

computers, printers, and copiers. Manual dexterity to hand- write and use computers; corrected vision to read standard text, labels or color change indication test papers, monitoring equipment display screens, and computer screens. Occasional: bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and upper body strength to reach and move items from high shelves. May require lifting of materials weighing up to 30 pounds.

Environmental and Working Conditions

Will be required to work in an office and all types of field environments. Exposure to various weather conditions, hazardous gases, chemicals, pesticides, communicable diseases, pests/rodents, and other hazardous health conditions. Enter and perform work in establishments which may have nudity, sexually explicit pictures, and literature; come in contact with materials/waste including odors and fumes from various processes, cleaning solvents, chlorine, and insecticides; ability to tolerate very hot and cold temperatures; contact with hostile and irate individuals; and ability to work at heights higher than ten feet. May be required to work independently in remote locations.



ENVIRONMENTAL HEALTH SPECIALIST II

Bargaining Unit: HP Healthcare Professional

Class Code:
5112HP

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: TBD

DEFINITION:

Under general direction, may provide program services and/or conduct field investigations on a full range of establishments within an assigned program. Incumbents may also assist with the training of staff, conduct community and business outreach, provide consultative services, conduct special projects, and evaluate and prepare technical reports; and perform other related duties.

The Environmental Health Specialist series includes the following:

Assistant Environmental Health Specialist (5105HP)

Environmental Health Specialist I (5108HP)

Environmental Health Specialist II (5112HP)

Environmental Health Specialist III (5116HP)

Supervising Environmental Health Specialist (5119SM)

CLASS CHARACTERISTICS:

This is the journey level class in the Environmental Health Specialist series. Positions allocated to this class work independently in either a general or a specialized Environmental Health Program under the administrative and technical direction of higher-level environmental health staff. Incumbents plan and implement complex as well as routine investigations and inspections.

Areas of specialization include, but are not limited to, cross connection control, recycled water system inspections, backflow testing, well construction/destruction, small water systems, ocean water monitoring, food sanitation and consumer protection, food and pool plan check, food vehicles, water quality control, body art, land use, waste disposal, and general environmental quality.

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. Inspects and investigates environmental health conditions for compliance with sanitation and public health laws and regulations in retail and wholesale food facilities, water supply and sewage disposal facilities, public and semi-public swimming pools, schools and hospitals, body art facilities, recreational areas, mobile home parks, hotels, motels, apartments, and other housing units.

2. Conducts in-service and public education training programs; assists with staff training; recommends program goals and assists in the implementation of County-wide sanitation programs; attends and addresses public meetings, educational conferences, and symposia.
3. Conducts preliminary epidemiological surveys in suspected cases of food, water, or vector-borne illness.
4. Reviews and makes recommendations to architects, engineers, manufacturers, and builders on building plans and equipment design, and conducts construction site inspections of swimming pools and food establishments for conformity to sanitation and safety requirements. Finalizes all FPS-assigned plan check approvals (under-counter dish machines and other small remodeling projects).
5. Assists the Food Worker Education Coordinator with joint training activities as needed, which may include bilingual instruction or assist with the development of a lesson plan.
6. Responds to ongoing sewage spills to assess the extent of the contamination and potential impacts to the potable water supply or ocean water quality. Issues public warnings as appropriate.
7. Provides QA/QC review of ocean water monitoring data from various agencies and compiles data into a single database for reporting to the State and for determining the current water quality status along the coast and bays. Updates online reports of water quality along the coast and in bays.
8. Conducts inspections of recycled water systems at locations, including public facilities and private residential and commercial developments.
9. Inspects liquid waste hauler trucks and issues inspection tags to operators.
10. Reviews plans for the construction and destruction of wells for compliance with the California Well Standards and the Orange County Well Ordinance. Issues directive letters to destroy abandoned or improperly destroyed wells.
11. Prepares various reports and maintains manuals, forms, pamphlets, files, and other material for division and other governmental agencies.
12. Collects data and prepares summaries which are utilized for division and budget reports.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- The area of specialty, including its technology, principles, methods, problems, and investigative techniques as they relate to environmental health
- The laws, regulations, codes, and policies and procedures governing the area of specialization

General Knowledge of

- Principles and procedures of research methods, such as statistical sampling and analysis; data sources and collection methods to obtain information on various public health and sanitation programs and problems

- Major principles of environmental health

Some Knowledge of

- The functions of governmental agencies and community organizations as they relate to environmental health

Ability to

- Apply knowledge of a specialized and complex nature in the development and maintenance of various environmental health programs
- Plan and develop specialized environmental health projects including designing of the program objectives, procedures, and materials
- Define problem areas, collect, interpret, and evaluate data; use principles of inductive and deductive reasoning to validate conclusions and define and select alternatives; plan, coordinate, and initiate action necessary to implement recommendations
- Communicate and interact in situations requiring instruction, persuasion, and counseling; participate in conferences, group discussions, and individual interviews
- Direct or coordinate a program of research and analysis in the area of specialization (may be required for some positions)
- Coordinate visual observation and oral or written communications into concise, descriptive, written, or oral formats that reflect continuity of thought and effectively convey concepts or conclusions
- Read and understand complex materials, such as laws, codes, and technical reports
- Use a County-approved means of transportation to travel to field sites

Education and Experience

One year experience as an Environmental Health Specialist I with the County of Orange.

Or

Two years of experience as a Registered Environmental Health Specialist that can be directly related to the knowledge and abilities listed as minimum qualifications.

Note: Possession of a Master's Degree from an accredited U.S. college or university, or a certified foreign studies equivalency, in a science field such as biology, chemistry, environmental health, public health, environmental engineering, ecology, or geology, may be substituted for up to one year of the required experience.

License/Certification

Required licenses, certifications, and registration must be maintained throughout employment in this class.

A valid California Class C Driver's License, which must be maintained throughout employment in this class, is required. Employees in this class will be required to use their own personal vehicle.

A valid certificate of registration as a Registered Environmental Health Specialist (REHS) issued by the State of California.

Upon hire or transfer to this classification, in the designated specialty areas, must possess or complete the following certifications within 180 days:

- AWWA Cross Connection Specialist certificate, Backflow Tester certificate, AWWA Water Treatment License, and AWWA Water Distribution License, when assigned to the Water Quality Program.
- Inspector Assessor Lead Related Construction Certificate, when assigned to the Childhood Lead Poisoning Prevention Program.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent mobility to stand, climb stairs and ladders, and walk on uneven ground or wet, slippery floors. Continuous: upward and downward flexion of the neck. Frequent: sitting, and repetitive use of hands to operate computers, printers, and copiers. Manual dexterity to hand- write and use computers; corrected vision to read standard text, labels or color change indication test papers, monitoring equipment display screens, and computer screens. Occasional: bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and upper body strength to reach and move items from high shelves. May require lifting of materials weighing up to 30 pounds.

Environmental and Working Conditions

Required to work in an office and all types of field environments. Exposure to various weather conditions, hazardous gases, chemicals, pesticides, communicable diseases, pests/rodents, and other hazardous health conditions. Enter and perform work in establishments which may have nudity, sexually explicit pictures, and literature; come in contact with materials/waste including odors and fumes from various processes, cleaning solvents, chlorine, and insecticides; ability to tolerate very hot and cold temperatures; contact with hostile and irate individuals; and ability to work at heights higher than ten feet. May be required to work independently in remote locations.



ENVIRONMENTAL HEALTH SPECIALIST III

Bargaining Unit: HP Healthcare Professional

Class Code:
5116HP

COUNTY OF ORANGE

Established Date: 08/19/2016

Revision Date: TBD

DEFINITION:

Under minimal direction, provides technical guidance and training to Environmental Health Specialists and performs the most difficult inspections, investigations, enforcement, community outreach, or other program services and educational activities. Incumbents assigned to Environmental Health Administration provide technical, analytical, communication, and decision-making support to Environmental Health Division management; develop County-wide environmental health policies, programs, and standards; monitor County-wide programs; promote uniformity of program administration; assist in achieving program and department-wide goals; and perform other related duties as required.

The Environmental Health Specialist series includes the following:

Assistant Environmental Health Specialist (5105HP)

Environmental Health Specialist I (5108HP)

Environmental Health Specialist II (5112HP)

Environmental Health Specialist III (5116HP)

Supervising Environmental Health Specialist (5119SM)

CLASS CHARACTERISTICS:

This is the advanced journey dual concept class in which incumbents either perform in a lead capacity providing technical expertise and guidance to trainees in district areas or act in the absence of a supervisor but do not perform supervisory responsibilities characterized by the Supervising Environmental Health Specialist class. Incumbents plan and implement the most complex as well as routine investigations and inspections, and may rotate through projects or may be assigned countywide research and development duties.

Areas of specialization include, but are not limited to, cross connection control, recycled water system inspections, backflow testing, well construction/destruction, small water systems, ocean water monitoring, food sanitation and consumer protection, food and pool plan check, food vehicles, water quality control, body art, land use, waste disposal, general environmental quality and administrative staff assistance to Environmental Health Division management.

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.

Ability to perform all the duties of an Environmental Health Specialist II, and perform any combination of the following duties, as assigned:

1. Provides staff with training and guidance relative to uniform methods of inspection, enforcement and administrative procedures; mentors trainees, and staff in lower classifications as needed.
2. Serves as an advanced journey level technical worker, overseeing more challenging projects for staff in lower classifications.
3. Conducts specialized studies, investigations, inspections, and makes recommendations as to findings; compiles information, evaluates present procedures, and drafts proposed ordinances, division policies, regulations, and guidelines in the area of specialization; may review and make recommendations involving environmental impact reports, and new legislation.
4. Conducts comprehensive epidemiological surveys/investigations in suspected cases of food, water, or vector-borne illness.
5. Coordinates the development of new inspection programs, methods, and techniques, and serves as a staff consultant in the area of specialization; investigates practices and precedents of other governmental agencies in the field of specialization to compile useful information for County programs.
6. Plans and conducts in-service and public education training programs; recommends program goals and assists in the implementation of County-wide sanitation programs; attends and addresses public meetings, educational conferences, and symposia.
7. Collects data and prepares summaries which are utilized for division and budget reports.
8. Provides technical and administrative staff services in the implementation and administration of County-wide environmental health programs.
9. Provides consultation on the interpretation and application of program standards, and monitors several ongoing County-wide programs.
10. Performs or coordinates studies of environmental policy or administration problems and develops and recommends policy statements and legislative impact statements; prepares and coordinates the adoption of ordinance and programs; and serves as technical consultant for one or more programs.
11. Investigates and prepares replies to complaints or inquiries received by departmental executives, County officials, or the Board of Supervisors for the signature of the Director of Health Services and other department executives; develops programs and budget request statements and justifications; and represents environmental health management while interacting with other County departments, other governmental agencies, and industry representatives.
12. Interprets complex contracts, procedures, fee studies, budgets, and legal references related to environmental health programs and the management and administration of these programs, and offers review and edits of critical documents.
13. Provides environmental health database management support including coordination between the software vendor, County IT, and environmental health management.

14. Provides database management issue identification, tracking, analysis, and independent resolution development; and formulates and reports recommendations.

15. May act in the absence of the Supervising Environmental Health Specialist.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Major principles of environmental health, with special emphasis in the area of specialty, including its technology, principles, methods, problems and investigative techniques as they relate to environmental health
- The laws, regulations, codes and policies and procedures governing the area of specialization
- The functions of governmental agencies and community organizations as they relate to environmental health
- Principles and procedures of research methods, such as statistical sampling and analysis; data sources and collection methods to obtain information on various public health and sanitation programs and problems
- County customer service objectives and strategies

General Knowledge of

- Principles and practices of advanced journey level work and training
- Government agencies and community groups involved in local environmental management issues
- Protective equipment and clothing

Ability to

- Provide technical guidance and training to staff
- Perform the most difficult inspections, compliance, and enforcement program work
- Establish effective working relationships with management, employees, and the public representing diverse cultural backgrounds
- Exercise appropriate judgment in responding to questions and releasing information
- Coordinate investigation with internal and external departments, division, or organizations
- Apply knowledge of a specialized and complex nature in the development and maintenance of various environmental health programs

- Design and implement specialized environmental health projects including program objectives, procedures, and materials
- Participate and interact in complex situations requiring instruction, persuasion, and counseling; participate in conferences, group discussions, and individual interviews
- Develop visual observation and oral or written communications into concise, descriptive, written, or oral formats that reflect continuity of thought and effectively convey concepts or conclusions
- Interpret complex materials, such as laws, codes, and technical reports
- Use a County-approved means of transportation to travel to field sites

Education and Experience

Two years of experience as an Environmental Health Specialist II with the County of Orange.

Or

Three years of experience as a Registered Environmental Health Specialist (REHS) that can be directly related to the knowledge and abilities listed as minimum qualifications.

Note: Possession of a Master's Degree from an accredited U.S. college or university, or a certified foreign studies equivalency in a science field, such as biology, chemistry, environmental health, public health, environmental engineering, ecology, or geology, may be substituted for up to one year of the required experience.

License/Certification

Required licenses, certifications and registration must be maintained throughout employment in this class.

- A valid California Class C Driver's License, which must be maintained throughout employment in this class, is required. Employees in this class will be required to use their own personal vehicle.
- A valid certificate of registration as a Registered Environmental Health Specialist (REHS) issued by the State of California.

Upon hire or transfer to this classification, in the designated specialty areas, must possess or complete the following certifications within 180 days:

- AWWA Cross Connection Specialist Certificate, Backflow Tester Certificate, AWWA Water Treatment License, and AWWA Water Distribution License, when assigned to the Water Quality Program.
- Inspector Assessor Lead Related Construction Certificate, when assigned to the Childhood Lead Poisoning Prevention Program.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent mobility to stand, climb stairs and ladders, and walk on uneven ground or wet, slippery floors. Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, and copiers. Manual dexterity to hand-write and use computers; corrected vision to read standard text, labels or color change indication test papers, monitoring equipment display screens, and computer screens. Occasional: bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and upper body strength to reach and move items from high shelves. May require lifting of materials weighing up to 30 pounds.

Environmental and Working Conditions

Will be required to work in an office and all types of field environments. Exposure to various weather conditions, hazardous gases, chemicals, pesticides, communicable diseases, pests/rodents, and other hazardous health conditions. Enter and perform work in establishments which may have nudity, sexually explicit pictures, and literature; come in contact with materials/waste including odors and fumes from various processes, cleaning solvents, chlorine, and insecticides; ability to tolerate very hot and cold temperatures; contact with hostile and irate individuals; and ability to work at heights higher than ten feet. May be required to work independently in remote locations.



ENVIRONMENTAL HEALTH TECHNICIAN I

Bargaining Unit: GE General

Class Code:
5102GE

COUNTY OF ORANGE

Established Date: 09/01/1969

Revision Date: TBD

DEFINITION:

Under general supervision in the Department of Environmental Health, to conduct environmental health and hazardous materials inspections, investigations and program support; to provide information to the public regarding environmental health and hazardous materials issues; and to do related work as required.

The Title Description series includes the following:

Environmental Health Technician I (5102GE)

Environmental Health Technician II (5103GE)

Class Characteristics:

This is the entry-level class in the Environmental Health Technician Series and report to either a Supervising Environmental Health Specialist or a Supervising Hazardous Materials Specialist. This class differs from the Environmental Health Technician II class in that the latter works on specialized projects and provides technical lead support. Incumbents are assigned to a specific environmental health or hazardous materials program, and assist Registered Environmental Health Specialists or Hazardous Materials Specialists in environmental health related investigations, inspections, and program activities.

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.

(Depending on the area of assignment, duties may include, but are not limited to, the following)

1. Collects water samples; monitors water quality at various sites and facilities as assigned; makes observations of conditions found at beaches, lagoons or other facilities.
2. Conducts general surveys or audits for environmental health programs; limited report writing; operates and maintains a variety of specialized tools and equipment; operates and maintains a variety of specialized tools and equipment.
3. Enforces environmental health codes and regulations; may assist in the inspection and enforcement of all Environmental Health Programs.

4. Responds to complaints from the public regarding general environmental health issues; assist with general complaint investigation and inspections.
5. Assists clients at Environmental Health front reception area with general program questions or preliminary review of paperwork and requests for permits.
6. Provides assistance to event organizers and food booth applicants/organizations with Temporary Food Facility and Certified Farmers' Market requirements; verifies and coordinates required equipment for community events.
7. Provides general information and assistance to the public regarding environmental health or hazardous materials programs.
8. Assists with the coordination, development, and management of community educational programs and events.

MINIMUM QUALIFICATIONS:

Knowledge of

- Importance and understanding of environmental health programs
- General food safety and sanitation, and environmental health principles and practices
- Environmental health program sampling/impound/embargo and documentation
- Pool equipment and water chemistry requirements
- Vector control on public health; basic biology and life cycles of common vectors; vector prevention and control methods

Ability to

- Learn and interpret, and apply environmental health, and hazardous waste rules, regulations, and ordinances
- Communicate effectively both verbally and in writing
- Operate and maintain specialized tools and equipment
- Write legibly, maintain program field notes, records, and maps
- Compile and maintain basic statistical data
- Follow written and verbal instructions
- Practice safe working practices and procedures

- Identify environmental health and hazardous materials problems and select appropriate control methods
- Type, data entry, and work in various databases
- Plan and carry out field and office work without close supervision
- Deal tactfully and courteously with the public
- Use a County-approved means of transportation to travel to work sites

License/Certification

Possession of a valid California Driver License is required.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, climb stairs and ladders, walk on uneven ground or wet, slippery floors, at construction sites, retail food locations, public pools, mobile home parks, hazardous materials/waste, and composting facilities, landfills and large excavated areas; upper body strength to reach and move items from high shelves; manual dexterity to hand-write and use personal computers; corrected vision to read standard text, labels, color change indication test papers, monitoring equipment display screens, and computer screens.

Environmental and Working Conditions

Will be required to work in an office and all types of field environments, be exposed to inclement weather conditions, and enter and perform work in establishments which may have nudity, sexually explicit pictures and literature; come in contact with materials/wastes including odors and fumes from various industrial processes, cleaning solvents, chlorine, and insecticides; ability to tolerate very hot and cold temperatures, walk or stand for extended periods of time with no rest; walk over rough terrain; work at heights higher than 10 feet; bend or stoop repeatedly or continually over time; use stomach and lower back to support the body when lifting.



ENVIRONMENTAL HEALTH TECHNICIAN II

Bargaining Unit: GE General

Class Code:
5103GE

COUNTY OF ORANGE

Established Date: 04/01/1966

Revision Date: TBD

DEFINITION:

Under general supervision in the Department of Environmental Health, to conduct environmental health and hazardous materials inspections, investigations, and program support; to provide information to the public regarding environmental health and hazardous materials issues; and to do related work as required.

The Environmental Health Technician series includes the following:

Environmental Health Technician I (5102GE)

Environmental Health Technician II (5103GE)

CLASS CHARACTERISTICS:

This is the lead level in the Environmental Health Technician Series. Positions allocated to this classification have the responsibility to provide technical direction to Environmental Health Technician I level staff and provide assistance to Hazardous Materials Specialists or Environmental Health Specialists in the implementation of the county's Environmental Health Programs. Incumbents in this class report to a Supervising Environmental Health Specialist or a Supervising Hazardous Materials Specialist and are assigned a geographical district or a specialized program assignment within a Division's program responsibilities. Incumbents work independently in the field performing specialized projects and assist Environmental Health Specialists or Hazardous Materials Specialists in environmental health related investigations, inspections, and program activities.

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.

(Depending on the area of assignment, duties may include, but are not limited to, the following)

1. Collects water samples, and assists in or conducts simple chemical tests, analyses and investigations concerning water quality at water and aquatic systems including ocean, bay, stream, domestic water and sewage sites; monitors water quality at various sites and facilities as assigned.
2. Makes observations of conditions found at beaches, lagoons or other facilities.

3. Conducts general surveys or audits for environmental health programs; limited report writing; operates and maintains a variety of specialized tools and equipment. Performs initial survey of operating food establishments and recreational health facilities to determine if prescribed standards are met; documents problems.
4. Enforces environmental health laws, codes and regulations pertaining; may assist in the inspection and enforcement of all Environmental Health Division Programs.
5. Responds to complaints from the public regarding general environmental health issues; assists with general complaint investigation and inspections.
6. Assists clients at Environmental Health front reception area with preliminary review of paperwork for general requirements of construction plans and requests for permits.
7. Provides technical assistance to event organizers and food booth applicants/organizations with Temporary Food Facility and Certified Farmers' Market requirements; responds to questions, assists with paperwork, verifies and coordinates required equipment for community events; conducts audits of events and assists with booth inspections during community events and Certified Farmers' Markets.
8. Provides information and assistance to the public regarding environmental health or hazardous materials programs.
9. Functions in a lead capacity providing technical expertise and direction, and schedules and assigns the daily work assignments of Environmental Health Technician I staff.
10. Interprets and explains environmental health related policies, rules, and regulations to the public.
11. Drives a County vehicle to various locations throughout the County in order to perform various duties; may be required to operate monitoring equipment including sampling apparatus and electronic instruments.
12. Maintains field notes, records and maps regarding environmental health concerns. Uses a keyboard to perform typing of reports and other documents. Retrieves information from computer data systems.

MINIMUM QUALIFICATIONS:

Knowledge of

- Importance and understanding of environmental health programs
- General food safety and sanitation, and environmental health principles and practices
- Environmental health program sampling/impound/embargo and documentation
- Pool equipment and water chemistry requirements
- Vector control on public health; basic biology and life cycles of common vectors; vector prevention and control methods

Ability to

- Set up, calibrate, operate, maintain and occasionally repair equipment and instruments used in performing inspections, samplings and other related duties
- Communicate and interact in situations requiring explanations and instructions
- Read and understand laws, codes and regulations applying to the performance of specialized duties; read and understand signs, labels, work schedules and simple instructions
- Count, add, subtract, multiply and divide numbers
- Perform a variety of office tasks and operate office equipment
- Interpret report data
- Write legibly and transfer information from records with accuracy
- Follow oral and written directions
- Plan and carry out field and office work without close supervision
- Deal tactfully and courteously with the public
- Use a County-approved means of transportation to travel to work sites

Education and Experience

Some experience and/or training which would have demonstrated the possession of or which would have developed the knowledge and abilities listed as minimum qualifications.

License/Certification

Possession of a valid California Driver License, Class C or higher, is required.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, climb stairs and ladders, walk on uneven ground or wet, slippery floors at construction sites, retail food, public pools, mobile home parks, hazardous materials/waste, and composting facilities, landfills and large excavated areas; upper body strength to reach and move items from high shelves; manual dexterity to hand-write and use personal computers; corrected vision to read standard text, labels, color change indication test papers, monitoring equipment display screens, and computer screens; may be required to lift and carry up to 25 pounds.

Environmental and Working Conditions

Will be required to work in an office and all types of field environments, be exposed to inclement weather conditions, and enter and perform work in establishments which may have nudity, sexually explicit pictures and literature; come in contact with materials/wastes including odors and fumes from various industrial processes, cleaning solvents, chlorine, and insecticides; ability to tolerate very hot and cold temperatures, walk or stand for extended periods of time with no rest; walk over rough terrain; work at heights higher than 10 feet; bend or stoop repeatedly or continually over time; use stomach and lower back to support the body when lifting.



GROUP COUNSELOR, NIGHTS

Bargaining Unit: GE General

Class Code:
7423GE

COUNTY OF ORANGE

Established Date: 02/01/1967

Revision Date: 10/07/2022

DEFINITION:

Under supervision, to provide daily care, supervision and counseling of children temporarily detained in protective custody at a 24-hour multidisciplinary shelter care facility; and to do other work as required.

The Title Description series includes the following:

Group Counselor, Nights (7423GE)

Group Counselor Trainee (7424GE)

Group Counselor I (7425GE)

Group Counselor II (7426GE)

CLASS CHARACTERISTICS:

Positions in this class are assigned to provide supervision in a living unit during sleeping hours when there is minimal contact with the children. Incumbents may be assigned as Duty Officer during the night shift. They may also be assigned temporarily to other than night hours for purposes of orientation or for emergency relief.

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. Maintains quiet and order in the living unit and makes periodic checks of rooms and dormitories.
2. Makes decisions and takes immediate action to manage emergency and unusual situations that may arise, including crisis intervention, comforting/counseling children, providing coverage in other units and contacting outside resource persons.
3. Processes the intake of children admitted to the facility and provides the necessary care to minimize the trauma associated with the separation of minors from parents or guardians.

4. Supervises dependent children during awakening, in dressing and in preparing their sleeping area for the day. If assigned to younger children's units, feeds and changes their diapering and/or clothing.
5. Checks for and reports illnesses; gives medications as prescribed by physician; or designee, allowable by Community Care Licensing waiver; provides childcare services for ill, battered or severely disabled children; transports children to the hospital, court or other specified places as directed.
6. Maintains the unit in safe, secure and clean condition and submits maintenance requests on unsafe conditions or faulty operating equipment.
7. Answers phones, schedules staff to units and serves as Duty Officer for the shelter care facility when assigned to courtesy desk.
8. May work at the intake desk including completing admittance information on children as they enter the facility.
9. Keeps routine log of activity; observes and documents unusual behavioral actions.
10. Prepares case records, development assessments, care plans, log entries and special incident reports in compliance with applicable regulations.
11. Files information in case folders, extracts information for routine reports, totals and averages daily individual and unit grades; completes statistical reports.

MINIMUM QUALIFICATIONS

Some Knowledge of

- Basic psychological, sociological, and behavioral factors as they relate to interaction with dependent children
- Principles and techniques of effective interviewing
- Principles of group dynamics, supervision, discipline and control

Ability to

- Remain aware and alert during children's sleeping hours for prolonged periods of inactivity and work independently with minimal supervision
- Work effectively with others in a multidisciplinary shelter care facility and accomplish assigned tasks during children's sleeping hours
- Plan and execute reasonable courses of action in the event of an emergency

- Speak and write English and prepare complete, concise and clear reports
- Physically restrain minors up to 18 years of age, lift children and/or stock shelves with heavy or bulky items

Education and Experience

Any combination of education and/or experience which provides the required knowledge and abilities.

License/Certification

Some positions may require a Class C California Driver License.

Special Requirements

Must be at least 18 years of age.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Lift and carry infants/toddlers weighing up to 50 pounds; lift and move furniture or other heavy objects weighing up to 75 pounds; walk or stand for six hours of an eight hour shift; pursue juveniles on foot (running) by sprinting a distance of 75 yards or more; walk briskly or jog 200-300 yards to the scene of an emergency or disturbance; separate fighting juveniles, physically restrain and remove a resisting juvenile from the scene; verbally de-escalate an attack upon yourself by a juvenile and if verbal de-escalation is not possible, call for assistance, retreat or otherwise act to minimize injury to self and others; body mobility to walk, bend, stoop and reach overhead to stock shelves with items weighing up to 20 pounds; manual dexterity to tie children's shoe laces; corrected vision to read standard print and to observe children at a distance; hear and speak to converse over a telephone; ability to carry minor's personal property, weighing up to 50 pounds; carry a wall-mounted 20- pound fire extinguisher while walking briskly 75 feet or more to the scene of a fire; lift a minor for period of time; use an appropriate technique to quickly move a minor weighing up to 200 pounds or more for a distance of 20 feet or more in a safe and approved manner.

Environmental and Working Conditions

Required to work in a facility with minors who have multiple and complex health, social, and psycho-social needs. Ability to interact and communicate with clients served, other health professionals, office support staff, and community partners on a continual basis; Works on rough, uneven, rocky or slippery surfaces; exposure to bio hazardous materials or fluids (such as vomit and/or feces while cleaning up and disinfecting after ill children). May have exposure to communicable/contagious diseases (such as covid-19, chicken pox, colds, flu, TB, etc.), and infectious diseases (such as head lice). It is not uncommon to respond to agitated, hostile, violent or emotionally charged situations or assist a colleague or clinical team in de-escalating situations; may require use of hands-on restraint.



GROUP COUNSELOR TRAINEE

Bargaining Unit: GE General

Class Code:
7424GE

COUNTY OF ORANGE

Established Date: 08/24/2001

Revision Date: 10/07/2022

DEFINITION:

Under close supervision, to learn the daily care, supervision and counseling of children temporarily detained in protective custody at a 24-hour multidisciplinary shelter care facility; and to do other work as required.

The Group Counselor series includes the following:

Group Counselor, Nights (7423GE)

Group Counselor Trainee (7424GE)

Group Counselor I (7425GE)

Group Counselor II (7426GE)

CLASS CHARACTERISTICS:

This is a trainee level classification in the Group Counselor series, and work is subject to detailed and frequent review, which lessens with experience. As experience is gained, incumbents will perform a broader range of duties with increasing responsibilities and independence. Incumbents must obtain the work experience and education required to promote to Group Counselor I by the end of the trainee class probation period.

There is no permanent status in this class. Incumbents must successfully complete the probationary period to qualify for promotion to the Group Counselor I level or 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. Learns to direct activities of children, including study, mealtime, recreational and field trip activities of children while using techniques designed to improve their social skills; assists with food services.
2. Assists with instructing children in standards of conduct, hygiene, citizenship, interpersonal relationships and socialization processes; demonstrates an adult role model for the children consistent with acceptable Community Care Licensing standards.
3. Learns to provide crisis intervention and discipline as needed with special emphasis on awareness of child abuse, neglect, separation and loss dynamics and emotional escalation; comforts/counsels children; assists in situations requiring physical restraint of children and completes follow-up reports of such actions.

4. Assists in providing the children a safe, secure environment; watches for unsafe conditions and reports faulty equipment; maintains unit in a clean and sanitary condition and involves children in age-appropriate housekeeping chores to develop work skills and sense of responsibility; feeds and changes (clothes/diapers) for younger children and assists with food services. Takes immediate action to manage emergency and unusual situations.
5. Checks for and reports illnesses; gives medications as prescribed by physician or designee, allowable by Community Care Licensing waiver; provides childcare services for ill, battered or severely disabled children; transports children to the hospital, court or other specified places as directed.
6. Learns to assist in formulation of case treatment plans for assigned children with participation of child, other counselors, and Social Services Workers; monitors and evaluates progress of assigned cases and provides activities and counseling sessions; monitors and promotes positive adult/child interaction between the children and their visitors.
7. Learns to keep routine of log of activity; observes and documents unusual behavioral actions.
8. Learns to prepare case records, development assessments, care plans, log entries and special incident reports in compliance with applicable regulations.
9. Learns to file information in case folders, extracts information for routine reports, totals and averages daily individual and unit grades; completes statistical reports.
10. Learns to process the intake of children to the facility and provides the necessary care to minimize the trauma associated with the separation of minors from parents or guardians.
11. Learns to work the courtesy desk which includes scheduling staff for coverage and time off, key issuance, coordination of hospital runs, court appointments and monitoring visits and phone calls; may work at the intake desk including completing admittance information on children as they enter the facility.
12. Learns to monitor parent and/or guardian, persons with child visits at other sites.
13. Learns to provide support services at other sites to enable children to transition from Orangewood Children's Home to other placements.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Basic psychological, sociological, behavioral and cultural factors as they relate to interaction with dependent children
- Principles and techniques of interviewing
- Principles of group dynamics, supervision, control, discipline, and methods of directing group activities for children

- Basic dynamics of child development including problem solving and motivational techniques to assist dependent children in analyzing their problems and working toward planned goals
- Principles and techniques of caregiving for infants
- Principles and techniques of caregiving for abused and drug-exposed children

Ability to

- Direct the daily activities of children in an assigned unit which provides for the care, recreation, supervision and treatment of dependent children
- Work effectively with others in a multidisciplinary setting
- Plan and execute reasonable courses of action in the event of an emergency
- Speak and write in English and prepare clear, complete and concise reports
- Physically restrain minors up to 18 years of age, lift children and/or stock shelves with heavy or bulky items

Education and Experience

Possession of a current Child Development Associate (CDA) credential with at least 3 post-secondary semester units or equivalent quarter units of coursework in abused and/or drug exposed children.

License/Certification

Some positions may require a Class C California Driver License.

Special Requirements

Must be at least of 18 years of age.

Must maintain continuous enrollment and complete six semester units or equivalent quarter units in early childhood education or child development at an accredited college or university.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Lift and carry infants/toddlers weighing up to 50 pounds; lift and move furniture or other heavy objects weighing up to 75 pounds; walk or stand for six hours of an eight hour shift; pursue juveniles on foot (running) by sprinting a distance of 75 yards or more; walk briskly or jog 200-300 yards to the scene of an emergency or disturbance; separate fighting juveniles, physically restrain and remove a resisting juvenile from the scene; verbally de-escalate an attack upon yourself by a juvenile and if verbal de-escalation is not possible, call for assistance, retreat or otherwise act to minimize injury to self and others; body mobility to walk, bend, stoop and reach overhead to stock shelves with items weighing up to 20 pounds; manual dexterity to tie children's

shoe laces; corrected vision to read standard print and to observe children at a distance; hear and speak to converse over a telephone; ability to carry minor's personal property, weighing up to 50 pounds; carry a wall-mounted 20- pound fire extinguisher while walking briskly 75 feet or more to the scene of a fire; lift a minor for period of time; use an appropriate technique to quickly move a minor weighing up to 200 pounds or more for a distance of 20 feet or more in a safe and approved manner.

Environmental and Working Conditions

Required to work in a facility with minors who have multiple and complex health, social, and psycho-social needs. Ability to interact and communicate with clients served, other health professionals, office support staff, and community partners on a continual basis; Works on rough, uneven, rocky or slippery surfaces; exposure to biohazardous materials or fluids (such as vomit and/or feces while cleaning up and disinfecting after ill children. May have exposure to communicable/contagious diseases (such as covid-19, chicken pox, colds, flu, TB, etc.). It is not uncommon to respond to agitated, hostile, violent or emotionally charged situations or assist a colleague or clinical team in de-escalating situations; may require use of hands-on restraint.



COUNTY OF ORANGE

Established Date: 10/01/1959

Revision Date: 10/07/2022

GROUP COUNSELOR I
Bargaining Unit: GE General

Class Code:
7425GE

DEFINITION:

Under supervision, to provide daily care, supervision and counseling of children temporarily detained in protective custody at a 24-hour multidisciplinary shelter care facility; and to do other work as required.

The Group Counselor series includes the following:

Group Counselor, Nights (7423GE)

Group Counselor Trainee (7424GE)

Group Counselor I (7425GE)

Group Counselor II (7426GE)

CLASS CHARACTERISTICS:

Positions in this class may be assigned to infant, toddler, preteen, or teenage childcare. Incumbents function under the supervision of a higher-level counselor who assigns tasks and resolves more complex issues.

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. Supervises the work, study, mealtime, recreational and field trip activities of children while using techniques designed to improve their social skills; feeds and changes clothing of younger children and assists with food services.
2. In the absence of other supervisory personnel may function in a lead capacity for the facility; makes decisions and takes immediate action in emergency situations; makes temporary reassignments of personnel to cover units; investigates allegations involving staff members for maltreatment of children or assaults of children involving other children and presents findings to supervisor.
3. Instructs children in standards of conduct, hygiene, citizenship, interpersonal relationships and socialization processes; demonstrates an adult role model for the children consistent with acceptable Community Care Licensing standards.

4. Provides crisis intervention and discipline as needed with special emphasis on awareness of emotional escalation; comforts/counsels children; directs or assists in situations requiring physical restraint of children and completes follow-up reports of such actions.
5. Ensures the children are provided with a safe, secure environment; watches for unsafe conditions and reports faulty equipment; maintains unit in a clean and sanitary condition and involves children in age-appropriate housekeeping chores to develop work skills and sense of responsibility; feeds and changes (clothes/diapers) for younger children and assists with food services. Takes immediate action to manage emergency and unusual situations.
6. Checks for and reports illnesses; gives medications as prescribed by physician or designee, allowable by Community Care Licensing waiver; provides childcare services for ill, battered or severely disabled children; transports children to the hospital, court or other specified places as directed.
7. Assists in formulation of case treatment plans for assigned children with participation of child, other counselors, and Social Services Workers; monitors and evaluates progress of assigned cases and provides activities and counseling sessions; monitors and promotes positive adult/child interaction between the children and their visitors.
8. Keeps routine log of activity; observes and documents unusual behavioral actions.
9. Prepares case records, development assessments, care plans, log entries and special incident reports in compliance with applicable regulations.
10. Files information in case folders, extracts information for routine reports, totals and averages daily individual and unit grades; completes statistical reports.
11. Processes the intake of children admitted to the facility and provides the necessary care to minimize the trauma associated with the separation of minors from parents or guardians.
12. May work the courtesy desk which includes scheduling staff for coverage and time off, key issuance, coordination of hospital runs, court appointments and monitoring visits and phone calls.
13. May work at the intake desk including completing admittance information on children as they enter the facility.
14. May monitor parent and/or guardian, persons with child visits at other sites.
15. May provide support services at other sites to enable children to transition from Orangewood Children's Home to other placements.

MINIMUM QUALIFICATIONS:

Some Knowledge of

- Basic psychological, sociological, behavioral and cultural factors as they relate to interaction with dependent children
- Principles and techniques of effective interviewing

- Principles of group dynamics, supervision, control, discipline and methods of directing group activities for children
- Basic dynamics of child development including problem solving and motivational techniques to assist dependent children in analyzing their problems and working toward planned goals
- Principles and techniques of caregiving for infants
- Principles and techniques of caregiving for abused and drug-exposed children

Ability to

- Direct the daily activities of children in an assigned unit which provides for the care, recreation, supervision and treatment of dependent children
- Work effectively with others in a multidisciplinary shelter care setting
- Plan and execute reasonable courses of action in the event of an emergency
- Speak and write English and prepare clear, complete and concise reports
- Physically restrain minors up to 18 years of age, lift children and/or stock shelves with heavy or bulky items

Education and Experience

Possession of a current Child Development Associate (CDA) credential with at least 3 post-secondary semester units or equivalent quarter units of coursework in abused and/or drug exposed children.

License/Certification

Some positions may require a Class C California Driver License.

Special Requirements

Must be at least 18 years of age.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Lift and carry infants/toddlers weighing up to 50 pounds; lift and move furniture or other heavy objects weighing up to 75 pounds; walk or stand for six hours of an eight hour shift; pursue juveniles on foot (running) by sprinting a distance of 75 yards or more; walk briskly or jog 200-300 yards to the scene of an emergency or disturbance; separate fighting juveniles, physically restrain and remove a resisting juvenile from the scene; verbally de-escalate an attack upon yourself by a juvenile and if verbal de-escalation is not possible, call for assistance, retreat or otherwise act to minimize injury to self and others; body mobility to walk, bend, stoop and reach overhead to stock shelves with items weighing up to 20 pounds; manual dexterity to tie children's

shoe laces; corrected vision to read standard print and to observe children at a distance; hear and speak to converse over a telephone; ability to carry minor's personal property, weighing up to 50 pounds; carry a wall-mounted 20- pound fire extinguisher while walking briskly 75 feet or more to the scene of a fire; lift a minor for period of time; use an appropriate technique to quickly move a minor weighing up to 200 pounds or more for a distance of 20 feet or more in a safe and approved manner.

Environmental and Working Conditions

Required to work in a facility with minors who have multiple and complex health, social, and psycho-social needs. Ability to interact and communicate with clients served, other health professionals, office support staff, and community partners on a continual basis; Works on rough, uneven, rocky or slippery surfaces; exposure to biohazardous materials or fluids (such as vomit and/or feces while cleaning up and disinfecting after ill children). May have exposure to communicable/contagious diseases (such as covid-19, chicken pox, colds, flu, TB, etc.). It is not uncommon to respond to agitated, hostile, violent or emotionally charged situations or assist a colleague or clinical team in de-escalating situations; may require use of hands-on restraint.



GROUP COUNSELOR II
Bargaining Unit: GE General

Class Code:
7426GE

COUNTY OF ORANGE
Established Date: 06/01/1967
Revision Date: 10/07/2022

DEFINITION:

Under general supervision to provide daily care, supervision and counseling of children, temporarily detained in protective custody at a 24-hour multidisciplinary shelter care facility; to assist in leading and training other Group Counselor classes; and to do other work as required.

The Title Description series includes the following:

Group Counselor, Nights (7423GE)
Group Counselor Trainee (7424GE)
Group Counselor I (7425GE)
Group Counselor II (7426GE)

CLASS CHARACTERISTICS:

Positions in this class are distinguished from Group Counselor I by acting as Lead Counselor for a unit during an assigned shift. This class may also act as Duty Officer assuming overall responsibility and authority for the operation of the institution in the absence of a supervisor.

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. Functions in a lead capacity over cottage/shelter staff, coordinating, training and making decisions to ensure the daily activities for the children are consistent with the children's treatment program: plans, coordinates and supervises staff activities designed to improve the social skills of children through field trips, recreational activities, work assignments, meals and other group activities.
2. In the absence of other supervisory personnel may act as Duty Officer for the facility; makes decisions and takes immediate action in emergency situations; makes temporary reassignments of

personnel to cover units; investigates allegations involving staff members for maltreatment of children or assaults of children involving other children and presents findings to supervisor.

3. Trains counselors in agency procedures, related to unit programming, techniques of individual and group counseling and direction of social and recreational activities; brings performance problems to the attention of the Social Services Supervisor.
4. Instructs children in standards of conduct, hygiene, citizenship, interpersonal relationships and socialization processes; demonstrates an adult role model for the children consistent with acceptable Community Care Licensing standards.
5. Provides crisis intervention and discipline as needed with special emphasis on awareness of emotional escalation; comforts/counsels children; may direct or assist in situations requiring physical restraint of children and completes follow-up reports of such actions.
6. Ensures children are provided a safe, secure environment; watches for unsafe conditions and reports faulty equipment; maintains unit in a clean and sanitary condition and involves children in age-appropriate housekeeping chores to develop work skills and sense of responsibility; feeds and changes (clothes/diapers) for younger children and assists with food services. Takes immediate action to manage emergency and unusual situations.
7. Checks for and reports illnesses; gives medications as prescribed by physician; or designee, allowable by Community Care Licensing waiver; provides childcare services for ill, battered or severely disabled children; transports children to the hospital, court or other specified places as directed.
8. Confers with counseling staff, Social Services Workers, child and others to develop treatment plans for unit and/or assigned cases; coordinates and/or provides individual and group counseling sessions, monitors and promotes positive parent/child visitation; assists children in redefining and altering social skills, developmental patterns and in working toward planned goals; monitors and evaluates progress of assigned cases and updates documentation of goals and needs of children.
9. Observes, assesses, evaluates and documents day-to-day actions and behaviors of resident children; prepares case records, developmental assessments, input log entries and Special Incident Reports and reviews files for compliance of current authorization forms.
10. Processes the intake of children admitted to the facility and provides the necessary care to minimize the trauma associated with the separation of minors from parents or guardians.
11. May work the courtesy desk which includes scheduling staff for coverage and time off, key issuance, coordination of hospital runs, court appointments, monitoring visits and phone calls.
12. May work at the intake desk including completing admittance information on children as they enter the facility.
13. May assist unit supervisor with administrative duties including generating unit reports and conducting reference checks on potential new hires.
14. May monitor parent and/or guardian, persons with child visits at other sites.

15. May provide support, services at other sites to enable children to transition from Orangewood Children and Family Center to other placements.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Principles and techniques of interviewing
- Basic psychological, sociological, behavioral and cultural factors as they relate to dealing with dependent children
- Principles of group dynamics, supervision, control, discipline and methods of directing group activities for children
- Basic dynamics of child development including problem solving and motivational techniques to assist dependent children in analyzing their problems and working toward planned goals
- Principles and techniques of caring for infants
- Principles and techniques of caring for abused and drug exposed children
- Training principles and concepts
- Laws, rules and regulations pertinent to juvenile institutional administration including familiarity with the Title 22 of the California Code of Regulations

Ability to

- Plan, organize and direct the activities of children in an assigned unit which provides for the care, supervision and treatment of dependent children
- Work effectively with others in a multidisciplinary shelter care facility
- Plan and execute reasonable courses of action in the event of an emergency
- Establish and maintain realistic behavioral expectations dependent upon age and maturity levels of the child
- Train and direct the work of staff and keep supervisor informed of any staff performance deficiencies
- Speak and write English and prepare clear, complete and concise reports

Education and Experience

Two years of experience as a counselor in an institution for dependent children or juveniles, which demonstrates possession of the knowledge and abilities required, and one of the following educational options.

Option I

Successful completion of 12 semester units or equivalent quarter units in early childhood education or child development at an accredited college or University.

Option II

Possession of a current Child Development Associate (CDA) credential with at least 3 post-secondary semester units or equivalent quarter units of coursework in abused and/or drug exposed children.

License/Certification

Some positions may require a Class C California Driver License.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Lift and carry infants/toddlers weighing up to 50 pounds; lift and move furniture or other heavy objects weighing up to 75 pounds; walk or stand for six hours of an eight hour shift; pursue juveniles on foot (running) by sprinting a distance of 75 yards or more; walk briskly or jog 200-300 yards to the scene of an emergency or disturbance; separate fighting juveniles, physically restrain and remove a resisting juvenile from the scene; verbally de-escalate an attack upon yourself by a juvenile and if verbal de-escalation is not possible, call for assistance, retreat or otherwise act to minimize injury to self and others; body mobility to walk, bend, stoop and reach overhead to stock shelves with items weighing up to 20 pounds; manual dexterity to tie children's shoe laces; corrected vision to read standard print and to observe children at a distance; hear and speak to converse over a telephone; ability to carry minor's personal property, weighing up to 50 pounds; carry a wall-mounted 20-pound fire extinguisher while walking briskly 75 feet or more to the scene of a fire; lift a minor for period of time; use an appropriate technique to quickly move a minor weighing up to 200 pounds or more for a distance of 20 feet or more in a safe and approved manner.

Environmental and Working Conditions

Required to work in a facility with minors who have multiple and complex health, social, and psycho-social needs. Ability to interact and communicate with clients, other health professionals, office support staff, and community partners on a continual basis; Works on rough, uneven, rocky or slippery surfaces; exposure to bio hazardous materials or fluids (such as vomit and/or feces while cleaning up and disinfecting after ill children). May have exposure to communicable/contagious diseases (such as covid-19, chicken pox, colds, flu, TB, etc.) It is not uncommon to respond to agitated, hostile, violent or emotionally charged situations or assist a colleague or clinical team in de-escalating situations; may require use of hands-on restraint.



PRESS OPERATOR ASSISTANT

Bargaining Unit: OS Operations & Service Maintenance

Class Code:
1126OS

COUNTY OF ORANGE

Established Date: 01/13/1989

Revision Date: 10/07/2022

DEFINITION:

Under direct supervision, assemble and bind printed materials into books, pamphlets, and other bound documents; operate a variety of high-speed, computerized or otherwise electronically operated bindery equipment; and do other work as required.

The Press Operator series includes the following:

Press Operator Assistant (1126OS)

Press Operator (1110OS)

Senior Press Operator (1111OS)

CLASS CHARACTERISTICS:

Press Operator Assistant is the entry level class in the Press Operator series and operates finishing equipment to mechanically assemble and bind printed materials into various formats using high-speed bindery equipment.

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. Operates finishing equipment to assemble and bind finished materials, including cutting, binding, drilling, fold/score/perforate, tab cutting, sheeting, collating, numbering, sealing, tabbing, and laminating.
2. Sets up and adjusts production equipment to finish printed materials.
3. Trims to size, assembles, and binds printed materials into pads, pamphlets, books, and other varying formats.
4. Monitors and maintains supplies; requests supplies to meet projected demand for jobs.

5. Cleans, maintains, and performs minor repairs on a wide variety of equipment used in document production and finishing. Monitors equipment operation and requests service calls as necessary to ensure the proper functioning of equipment.
6. Counts, wraps, and prepares finished material for pick-up or delivery; delivers printed materials to customer or shipping partners.

MINIMUM QUALIFICATIONS:

Knowledge of

- Bindery equipment operations, their uses and operational capabilities
- Minor preventive maintenance techniques for bindery equipment
- The qualities of printing and finishing materials
- Departmental priorities, production standards and other shop policies

Ability to

- Operate automated and computerized bindery equipment
- Maintain high quality production standards
- Perform routine preventive maintenance with minimum supervision
- Read, write and understand instructions in English
- Speak English sufficiently to communicate clearly
- Use a County-approved means of transportation

Education and Experience

Six months of experience operating bindery equipment used to assemble and bind printed materials into books, pamphlets, and other bound documents.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related machinery, materials and tasks. Hands, eyes, and feet coordination to perform skilled movements in the operation and maintenance of related machinery; stand for extended periods of time; lift and carry objects weighing up to 50 lbs.; push pull, stoop, bend, lean, crouch, kneel and squat, turn and twist, reach above and below shoulder level; use fingers and hands repetitively; use rapid mental/muscular coordination; hear normal voice conversation; use visual depth perception; observe small details, operate mobile or motorized equipment; walk from one location to another to pick up and deliver jobs.

Environmental and Working Conditions

Work performed in an indoor printing environment; work environments may occasionally be noisy with frequent interruptions. May be exposed to dust, toxic agents, noise, and machinery.



PRESS OPERATOR

Bargaining Unit: OS Operations & Service Maintenance

Class Code:
1110OS

COUNTY OF ORANGE

Established Date: 07/01/1967

Revision Date: 10/07/2022

DEFINITION:

Under general supervision, operates a variety of offset and digital printing equipment to reproduce a variety of colored digitalized, typed, and illustrated materials, cleans, and adjusted presses, and does other work as required.

The Press Operator series includes the following:

Press Operator Assistant (1126OS)

Press Operator (1110OS)

Senior Press Operator (1111OS)

CLASS CHARACTERISTICS:

Press Operator is the journey level class in the Press Operator series. Incumbents proficiently operate a wide variety of sheet-fed, web, digital, and offset printing equipment, and are expected to produce high quality copies in a variety of colors on various sizes.

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. Receives orders for offset and/or digital reproduction; sets up printing equipment for run; works with Schedulers, Senior Computer Graphics Specialist, and Managers to plans layout, paper stock, and procedures, for item to be produced based on requestor requirements.
2. Operates a variety of sheet fed presses, printers, digital presses, scanners, and bindery equipment required in the large volume production of a variety of printed materials, consistently checking the quality of the production, while adjusting, maintaining, and performing minor repairs as necessary.
3. Performs all finishing and bindery tasks as needed.

4. Operates all equipment and troubleshoot minor equipment malfunctions.; performs routine preventive maintenance on press and bindery equipment.
5. Examines job orders to determine machine operating time, quantity to be printed, and stock specification. Confers with immediate manager on special order or technical equipment matters.
6. Assembles completed work into appropriate packaging and prepares for shipment or pick-up.
7. Maintains a record of print jobs on computer software.
8. Performs general bindery work when necessary; cuts paper to required size, assembles multi-paged runs in proper order, collates, folds, and drills.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Types, qualities, weights and uses of papers, inks, solvents and various patented products made for use with printing machines
- Operation and production capabilities of both offset and digital press equipment
- Methods of making plates and proper platemaker maintenance

Ability to

- Set up, operate, adjust, and maintain offset and digital printing equipment
- Maintain high quality and production standards
- Perform routine maintenance of offset and digital printing and bindery equipment
- Make plates for use in offset printing
- Set up, adjust and operate a variety of bindery equipment
- Independently plan, layout and complete work according to established priority
- Perform arithmetic calculations involving addition, subtraction, multiplication and division of whole numbers

Education and Experience

One year of experience as a Press Operator Assistant with the County of Orange.

Or

Two years of experience operating and maintaining production level printing presses of various sizes.

Completion of a certificate program in offset press work from a recognized college or technical school may be substituted for twelve months of the required experience.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**Physical and Mental Requirements**

Recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related machinery, materials and tasks. Hands, eyes, and feet coordination to perform skilled movements in the operation and maintenance of related machinery; stand for extended periods of time; lift and carry objects weighing up to 50 lbs.; push pull, stoop, bend, lean, crouch, kneel and squat, turn and twist, reach above and below shoulder level; use fingers and hands repetitively; use rapid mental/muscular coordination; hear normal voice conversation; use visual depth perception; observe small details, operate mobile or motorized equipment; walk from one location to another to pick up and deliver jobs.

Environmental and Working Conditions

Work performed in an indoor printing environment; work environments may occasionally be noisy with frequent interruptions. May be exposed to dust, toxic agents, noise, and machinery.



SENIOR PRESS OPERATOR

Bargaining Unit: OS Operations & Service Maintenance

Class Code:
1111OS

COUNTY OF ORANGE

Established Date: 07/01/1967

Revision Date: 10/07/2022

DEFINITION:

Under general supervision, acts as lead worker in the printing section; operates complex offset printing and duplicating equipment in the production line, half-tone, color, and multi-color copies of typed and illustrated materials; directs and performs maintenance and repair work on presses and allied equipment; and does other work as required.

The Press Operator series includes the following:

Press Operator Assistant (1126OS)

Press Operator (1110OS)

Senior Press Operator (1111OS)

CLASS CHARACTERISTICS:

The Senior Press Operator functions in a lead capacity monitoring the work performed by Press Operators and trainees. Incumbents are expected to provide training to employees, review work in progress, maintain shop priorities and ensure conformance with production standards, referring problems to supervision.

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. Informs management and schedulers on status of jobs in the printing section, staffing requirements, equipment failures, and personnel problems, and discusses technical printing problems with managers. Operates a variety of sheet fed presses, printers, digital presses, scanners, and bindery equipment required in the large volume production of a variety of printed materials, consistently checking the quality of the production, while adjusting, maintaining, and performing minor repairs as necessary.
2. Receives orders for offset and/or digital reproduction; sets up printing equipment for run; works with Schedulers, Senior Computer Graphics Specialist, and Managers to plans layout, paper stock, and procedures, for item to be produced based on requestor requirements.

3. Loads paper and operates a variety of sheet fed presses, printers, digital presses, scanners, and bindery equipment required in the large volume production of a variety of printed materials, consistently checking the quality of the production, while adjusting, maintaining, and performing minor repairs as necessary.
4. Reviews printing work upon completion to ensure that it complies with print shop standards and requestor's requirements.
5. Notifies managers when major equipment repairs that are beyond staff capabilities are needed; maintains adequate inventory of print shop production supplies and reports inventory to management as needed.
6. Trains new employees in safe and efficient operation of printing equipment through demonstration of standard operating and safety procedures; coordinates work with other operational units of the division on priority.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Types, qualities, weights and uses of papers, inks, solvents and various patented products made for use with printing machines
- Operation and production capabilities of both offset and digital press equipment
- Methods of making plates and proper platemaker maintenance

Some Knowledge of

- Elements of supervision

Ability to

- Set up, operate, adjust and maintain offset and digital printing equipment
- Maintain high quality and production standards
- Perform routine maintenance of offset and digital printing and bindery equipment
- Make plates for use in offset printing
- Set up, adjust and operate a variety of bindery equipment
- Independently plan, layout and complete work according to established priority

- Perform arithmetic calculations involving subtraction, addition, multiplication and division of whole numbers
- Schedule and assign work loads
- Provide training on equipment operation, preventive maintenance, and plate making.
- Prepare accurate reports
- Give and receive oral and written instructions, maintaining and enforcing quality and production standards
- Use a County-approved means of transportation

Education and Experience

Two years as a Press Operator with the County of Orange

Or

Four years of experience operating and maintaining production level printing presses of various sizes.

Completion of a certificate program in offset press work from a recognized college or technical school may be substituted for twelve months of the required experience.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related machinery, materials and tasks. Hands, eyes, and feet coordination to perform skilled movements in the operation and maintenance of related machinery; stand for extended periods of time; lift and carry objects weighing up to 50 lbs.; push pull, stoop, bend, lean, crouch, kneel and squat, turn and twist, reach above and below shoulder level; use fingers and hands repetitively; use rapid mental/muscular coordination; hear normal voice conversation; use visual depth perception; observe small details, operate mobile or motorized equipment; walk from one location to another to pick up and deliver jobs.

Environmental and Working Conditions

Work performed in an indoor printing environment; work environments may occasionally be noisy with frequent interruptions. May be exposed to dust, toxic agents, noise, and machinery.