

CLASSIFICATION MAINTENANCE STUDIES

RECOMMENDED ACTIONS – CLASSIFICATION MAINTENANCE STUDIES

9. Effective February 7, 2025, approve revised classification specifications and adjust pay grades for Cadastral Technician Trainee (Title Code 1780GE), Cadastral Technician I (Title Code 1781GE), Cadastral Technician II (Title Code 1787GE), Senior Cadastral Technician (Title Code 1789GE), and Supervising Cadastral Technician (Title Code 1790SM); delete Chief Cadastral Technician (Title Code 1793SM) and direct Human Resource Services to remove the obsolete classification from all Orange County Plan documents.
10. Approve and adopt Side Letter Agreement between the County of Orange and the International Union of Operating Engineers, Local 501, to add Electrician Certification Pay premium included as Attachment D.
11. Effective February 7, 2025, approve revised title description, classification specifications, and adjust the pay grade and recruiting step for Engineering Geologist Associate (Title Code 1855GE), Engineering Geologist (Title Code 1859GE), Senior Engineering Geologist (1860SM); delete Geologist (Title Code 1858GE) and direct Human Resource Services to remove the obsolete classification from all Orange County Plan documents.
12. Effective February 7, 2025, approve revised classification specification for Facilities Mechanic (Title Code 3166CP) and delete Facilities Mechanic Leadworker (Title Code 3167CP); direct Human Resource Services to remove the obsolete classification from all Orange County Plan documents after all budgeted positions have been reallocated.
13. Effective February 7, 2025, approve revised classification specification, title description, and adjust pay grade for Investigative Assistant II (Title Code 6524GE); approve and adopt new classification specification and set pay grade for Investigative Assistant I (Title Code 6519GE).
14. Effective February 7, 2025, approve and adopt revisions to the Personnel & Salary Resolution included as Attachment E.

BACKGROUND INFORMATION:

With Board approval of the current Memoranda of Understanding between the International Union of Operating Engineers, Local 501, AFL-CIO (IUOE), Orange County Employees Association (OCEA), and the County of Orange, along with requests by County departments, Human Resource Services (HRS) conducted multiple classification maintenance studies. Included for Board consideration and approval are a variety of recommendations impacting the pay ranges, recruiting steps, title codes, title descriptions, and/or class specifications for the Cadastral Technician series, Engineering Geologist series, Facilities Mechanic series, Investigative Assistant series, and amendment to the Personnel and Salary Resolution (PSR).

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.

Cadastral Technician Series

Cadastral Technician classifications, located in the OC Assessor Department, perform cadastral mapping duties using a Computer-Aided Drafting/Geographic Information System (CAD/GIS) software; prepare and maintain County maps related to property boundaries of various kinds; and conduct property ownership research.

HRS conducted a market salary survey and determined that the pay range for the journey-level, Cadastral Technician II classification is 1.94% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Cadastral Technician II:

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	GIS Technician I	\$8,170
County of Riverside	GIS Specialist II	\$7,207
County of San Bernardino	GIS Technician II	\$6,568
County of Ventura	Cadastral Technician II	\$6,346
County of San Diego	Cadastral Technician	\$6,131
	Average Monthly Maximum	\$6,884
<i>County of Orange</i>	<i>Cadastral Technician II</i>	<i>\$6,753</i>
	Variance Below Market Average	-1.94%

Following as assessment of the internal salaries, external market data, and to maintain appropriate pay differentials within the Cadastral Technician series, HRS requests approval to revise the classification specifications and adjust the pay grades for the Cadastral Technician series as follows:

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Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1780GE	Cadastral Technician Trainee	A3-41 \$3,786 - \$5,044	1780GE	Cadastral Technician Trainee	C-18 \$3,957 - \$5,330

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1781GE	Cadastral Technician I	A3-48 \$4,543 - \$6,067	1781GE	Cadastral Technician I	C-25 \$4,782 - \$6,446
1787GE	Cadastral Technician II	A3-52 \$5,044 - \$6,753	1787GE	Cadastral Technician II	C-30 \$5,481 - \$7,382
1789GE	Senior Cadastral Technician	A3-56 \$5,593 - \$7,535	1789GE	Senior Cadastral Technician	C-33 \$5,940 - \$8,008
1790SM	Supervising Cadastral Technician	A3-60 \$6,240 - \$8,403	1790SM	Supervising Cadastral Technician	C-37 \$6,623 - \$8,925
1793SM	Chief Cadastral Technician	A3-66 \$7,342 - \$9,866	Delete Classification		

Per the recommendations above, the proposed changes will increase salaries for the Cadastral Technician series to improve OC's market standing to at least second place amongst the five surrounding comparator counties.

In addition, HRS recommends deletion of Chief Cadastral Technician as the classification has not been used in the last 10 years. The proposed deletion will not have a negative impact on current employees as there are no budgeted positions or incumbents in the classification.

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

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Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
0	Cadastral Technician Trainee	0	Cadastral Technician Trainee	5.67%
0	Cadastral Technician I	0	Cadastral Technician I	6.26%
5	Cadastral Technician II	5	Cadastral Technician II	9.32%
5	Senior Cadastral Technician	5	Senior Cadastral Technician	6.28%
2	Supervising Cadastral Technician	2	Supervising Cadastral Technician	6.21%
0	Chief Cadastral Technician	0	Delete Classification	-
12	Total	12	Total	

If all positions are filled, the OC Assessor Department will attempt to absorb the approximate \$96,469 annual cost of implementing the proposed changes below by maintaining a vacancy rate that offsets the NCC cost impact.

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Cadastral Technician Trainee	-	-	-
Cadastral Technician I	\$4,013	100% NCC	\$4,013
Cadastral Technician II	\$35,539	100% NCC	\$35,539
Senior Cadastral Technician	\$39,409	100% NCC	\$39,409
Supervising Cadastral Technician	\$17,508	100% NCC	\$17,508
Total	\$96,469	Total	\$96,469

Electrician Certification Premium Pay

HRS recommends approval and adoption of a Side Letter Agreement between the County and IUOE that will add an Electrician Certification Pay Premium in the Craft and Plant Engineer MOU. The premium pay of two (2) dollars per hour for hours worked will be

provided to employees in the Electrician class who possess and maintain a State of California issued Electrician Certification. Currently there are nine Electricians certified across three different departments: John Wayne Airport (JWA), OC Public Works (OCPW), and OC Sheriff’s Department (OCSD). The departments will attempt to absorb their portions of the approximate \$37,440 projected annual cost.

Engineering Geologist Series

The Engineering Geologist series perform geological investigations and analysis for public works and environmental health initiatives to ensure compliance with geological standards and regulations. Incumbents prepare detailed reports on geological conditions and findings by analyzing grading plans, soils reports, and geological reports to evaluate adequacy in meeting grading ordinance requirements. The positions within this series are utilized by OC Public Works (OCPW) and OC Health Care Agency (HCA).

HRS conducted a market salary survey and determined that the pay range for the journey-level, Engineering Geologist classification is 15.55% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Engineering Geologist:

Organization	Title Description	Maximum Monthly Pay
City of Los Angeles	Engineering Geologist	\$13,890
County of Los Angeles	Engineering Geologist	\$12,060
County of San Bernardino	Engineering Geologist	\$11,222
City of San Diego	Associate Engineering Geologist	\$10,877
County of Ventura	Staff Geologist	\$10,507
	Average Monthly Maximum	\$11,711
County of Orange	Engineering Geologist	\$10,135
	Variance Below Market Average	-15.55%

Based on the market findings, assessment of the internal salaries, and to ensure competitive compensation for the series, HRS requests approval to retitle the Junior Engineering Geologist to Engineering Geologist Associate, delete the Geologist class, revise classification specifications, and adjust the pay grades and recruiting step for the Engineering Geologist series as follows:

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Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1855GE	Junior Engineering Geologist	A3-59 \$7,129 - \$8,178 (Recruiting Step 7)	1855GE	Engineering Geologist Associate	C-38 \$7,183 - \$9,171 (Recruiting Step 3)
1858GE	Geologist	A3-63 \$7,956 - \$9,090	Delete Classification		
1859GE	Engineering Geologist	A3-67 \$8,852 - \$10,135 (Recruiting Step 7)	1859GE	Engineering Geologist	C-46 \$8,925 - \$11,390 (Recruiting Step 3)
1860SM	Senior Engineering Geologist	A3-71 \$9,866 - \$11,293 (Recruiting Step 7)	1860SM	Senior Engineering Geologist	C-51 \$10,218 - \$13,055 (Recruiting Step 3)

HRS proposes the deletion of the Geologist classification to streamline and consolidate the occupational series structure to include only one journey-level classification similar to surrounding counties. The proposed deletion will not have a negative impact on current employees as there are no budgeted positions or incumbents in the classification.

HRS also recommends revision of the title description for Junior Engineering Geologist to Engineering Geologist Associate to better align with industry standards. OCPW and HCA's current structure has one incumbent in each department that oversees the entire geology function and provides consultation and subject matter expertise for their respective department. In addition, based on review of comparable counties and classification structures, HRS recommends position reallocations for the two existing Engineering Geologists in OCPW and HCA to the Senior Engineering Geologist classification to reflect their technical expertise, departmental oversight, scope of work, and compliance responsibilities.

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
0	Junior Engineering Geologist	0	Engineering Geologist Associate	12.15%
0	Geologist	Delete Classification		
2	Engineering Geologist	0	Engineering Geologist	12.38%
0	Senior Engineering Geologist	2	Senior Engineering Geologist	15.61%
2	Total	2	Total	

With all positions filled, OCPW and HCA will attempt to absorb the approximate \$63,572 annual cost of implementing the proposed changes as follows:

Agency	Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
OCPW	Senior Engineering Geologist	\$31,786	100% Fees or Charges	\$0
HCA	Senior Engineering Geologist	\$31,786	100% Fees or Charges	\$0
	Total	\$63,572	Total	\$0

Facilities Mechanic Series

Positions in the Facilities Mechanic series are assigned to John Wayne Airport (JWA), OC Sheriff's Department (OCSD), Social Services Agency (SSA), and OCPW. The Facilities Mechanic series consists of the Facilities Mechanic and Facilities Mechanic Leadworker, which perform a variety of skilled and unskilled work in the maintenance of buildings and associated equipment.

HRS conducted a market salary survey and determined that the pay range for the Facilities Mechanic classification is 10.93% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Facilities Mechanic (journey level):

Organization	Title Description	Maximum Monthly Pay
City of Los Angeles	Building Repairer II	\$7,030
City of Santa Ana	Building Maintenance Technician	\$6,906
City of Irvine	Facilities Maintenance Technician	\$6,718
City of Anaheim	Skilled Crafts Worker II	\$6,495
County of San Diego	Building Maintenance Engineer	\$6,354
County of Riverside	Building Maintenance Technician	\$5,908
County of Ventura	Maintenance Engineer	\$5,837
County of San Bernardino	General Maintenance Mechanic	\$5,684
City of Long Beach	General Maintenance Assistant	\$5,587
County of Los Angeles	General Maintenance Worker	\$5,493
City of San Diego	Building Service Technician	\$4,390
	Average Monthly Maximum	\$6,036
County of Orange	Facilities Mechanic	\$6,777
	Variance Above Market Average	10.93%

Based on market findings, internal equity analysis, and assessment of the existing classification structure and utilization of the classes, HRS requests approval to revise the classification specifications for the Facilities Mechanic with no change to the pay grade.

In addition, HRS proposes the future deletion of the Facilities Mechanic Leadworker to address the underutilization of the classification and concerns regarding the consistent lead duties. Through attrition as positions vacate, positions will be reallocated to the Facilities Mechanic classification. The proposed future deletion will not have a negative impact on the current employees and will eliminate any concerns regarding the distinction between the two classifications. There are no costs associated with implementing the proposed changes.

Investigative Assistant Series

The Investigative Assistant classifications perform routine, low hazard, field and office support to Investigators within the OC District Attorney’s Office and OC Public Defender.

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Areas of assignment include, but are not limited to, Welfare Fraud, Sexual Assault, DNA Lab, Homicide, Narcotics Enforcement, Child Abduction, Consumer Fraud/Toxic Waste, Mental Health, Criminal, and Juvenile cases.

HRS conducted a market salary survey and determined that the pay range for the journey-level, Investigative Assistant classification is 12.07% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Investigative Assistant:

Organization	Title Description	Maximum Monthly Pay
County of Riverside	Investigative Assistant II	\$6,818
County of Los Angeles	Witness Assistant I, DA	\$5,281
County of Ventura	Investigative Assistant II	\$5,203
County of San Bernardino	Investigative Technician II	\$5,146
County of San Diego	Investigative Specialist	\$4,855
	Average Monthly Maximum	\$5,461
County of Orange	Investigative Assistant	\$6,211
	Variance Above Market Average	12.07%

Following an assessment of the internal salaries, external market data, class structure and recruitment/retention data, HRS requests approval to create and set the pay grade for the Investigative Assistant I, and to revise the classification specification and adjust the pay grade for the Investigative Assistant II as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
	N/A		6519GE	Investigative Assistant I	C-19 \$4,066 – \$5,481
6524GE	Investigative Assistant	A5-48 \$4,649 – \$6,211	6524GE	Investigative Assistant II	C-24 \$4,657 – \$6,273

HRS determined that OC's Investigative Assistant class is above market, therefore, proposes a pay grade adjustment to the closest pay grade on the new "C" salary schedule now used for OCEA classifications resulting in a minimal increase.

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
	N/A	0	Investigative Assistant I	N/A
71	Investigative Assistant	71	Investigative Assistant II	1.00%
71	Total	71	Total	

If all positions are filled, the OC District Attorney's Office and OC Public Defender, will attempt to absorb the approximate \$57,585 annual cost of implementing the proposed changes as follows:

Agency	Approximate Annual Cost	Funding Source	Approximate Net County Cost
District Attorney	\$41,017	100% NCC	\$41,017
Public Defender	\$16,568	89% NCC 11% State	\$14,746
Total	\$57,585	Total	\$55,763

The nearly \$56k in Net County Cost noted above represents the maximum estimated additional cost as a result of this study. Please note that future savings are anticipated once departments begin to underfill vacant positions at the new lower paid entry-level Investigative Assistant I classification which is expected to reduce some of the initial costs of the study.

Personnel and Salary Resolution Amendment

HRS proposes revisions to Article II and VIII of the Personnel and Salary Resolution (PSR) to increase the employee complaint/grievance settlement authority of the Chief Human Resources Officer due to rising inflation and settlement costs and to add clarifying language in the general provisions and salary adjustments sections.



CADASTRAL TECHNICIAN TRAINEE

Bargaining Unit: GE General

Class Code:
1780GE

COUNTY OF ORANGE

Established Date: 09/29/1981

Revision Date: 02/07/2025

DEFINITION:

Under close supervision, performs routine cadastral mapping duties and learns to use a Computer-Aided Drafting/Geographic Information System (CAD/GIS) in the preparation and maintenance of County maps related to property boundaries of various kinds and performs related work as assigned.

The Cadastral Technician series includes the following:

Cadastral Technician Trainee (1780GE)

Cadastral Technician I (1781GE)

Cadastral Technician II (1787GE)

Senior Cadastral Technician (1789GE)

Supervising Cadastral Technician (1790SM)

CLASS CHARACTERISTICS:

The Cadastral Technician Trainee is the trainee level in the Cadastral Technician series. Incumbents in this class are trained to develop the knowledge, skills and abilities required of a Cadastral Technician I.

There is no permanent status in the trainee class. Incumbents who have not promoted prior to the end of the probationary period will have failed probation.

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 apply mapping fundamentals and to use a Computer-Aided Drafting/Geographic Information System (CAD/GIS) for the revision and preparation of maps concerning boundary changes, annexations, municipality changes, new or changed assessment districts, etc.
2. Learns to locate real property based on deeds and other documents related to chain of title and property description; catalogs and files deeds and other reference materials.

3. Learns to record changes in street names and addresses; records and files proposed tract maps and other records as required.
4. Learns to perform area calculations as required using a variety of methods.
5. Operates variety of office equipment including computer, plotter, scanner, printer, copier, calculator, fax machine, drafting tools, etc.
6. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of

- Basic map design principles, terminology, symbology and geographic systems software used in cadastral drafting
- Essential principles of mathematics

Ability to

- Learn to use Computer-Aided Drafting/Geographic Information System (CAD/GIS) for creating or updating maps
- Learn cadastral mapping for the preparation and maintenance of maps
- Learn to plot maps from legal descriptions
- Learn to read and interpret complex legal property descriptions
- Make mathematical computations to calculate bearing, distances, and areas
- Follow detailed oral and/or written descriptions or instructions
- Prepare routine records and reports
- Assist co-workers and the public
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Work with diverse populations
- Obtain knowledge and learn new skills to enhance job performance and abilities

Education and Experience

Option I

Six (6) months experience in mapping, GIS, surveying, and/or Computer-Aided Drafting, which would have applied or developed the required knowledge and abilities listed above.

Option II

Six (6) units of college level coursework in mapping, GIS, surveying, and/or Computer-Aided Drafting.

License/Certification

Possession of valid California Driver License, Class C or higher, is required for most positions.

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, and squatting. 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.

The ability to speak and hear well enough to communicate clearly and understandably in person, over the telephone, and to groups. Requires good overall vision sufficient to read standard text and close-up work.

Environmental and Working Conditions

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



CADASTRAL TECHNICIAN I

Bargaining Unit: GE General

Class Code:
1781GE

COUNTY OF ORANGE

Established Date: 09/29/1981

Revision Date: 02/07/2025

DEFINITION:

Under supervision, performs routine cadastral mapping duties using a Computer-Aided Drafting/ Geographic Information System (CAD/GIS); performs cadastral tasks including the preparation and maintenance of County maps related to property boundaries of various kinds, and performs related work as assigned.

The Cadastral Technician series includes the following:

Cadastral Technician Trainee (1780GE)

Cadastral Technician I (1781GE)

Cadastral Technician II (1787GE)

Senior Cadastral Technician (1789GE)

Supervising Cadastral Technician (1790SM)

CLASS CHARACTERISTICS:

The Cadastral Technician I is the entry level in the Cadastral Technician series. Incumbents in this class are given assignments with growing responsibility while being trained to develop the knowledge, skills and abilities required of journey level Cadastral Technician II.

This class is distinguished from the Cadastral Technician II as incumbents are not fully trained and require a greater level of 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. Uses a Computer-Aided Drafting/Geographic Information System (CAD/GIS) workstation to prepare new maps and revise existing maps to show accurate boundaries, configurations, and areas of parcels.
2. Interprets legal descriptions, records of surveys, tract and parcel maps, and other related documents; utilizes a Data Management Computer System to retrieve and enter property information.

3. Records changes in street names and addresses; records and files tract maps and other records as required.
4. Assists with research for property boundaries and title searches.
5. Performs area calculations as required using a variety of methods.
6. Prepares and submits routine technical reports as required.
7. Operates variety of office equipment including computer, plotter, scanner, printer, copier, calculator, fax machine, drafting tools, etc.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles, terminology, symbology, and geographic systems software used in cadastral drafting
- Essential principles of mathematics
- Legal descriptions, surveys, blueprints, and deeds

Ability to

- Use a Computer-Aided Drafting/Geographic Information System (CAD/GIS) for creating or updating maps showing property boundaries, political subdivisions, and taxing districts
- Plot maps from legal descriptions, deeds, survey data, tract descriptions and existing maps, and utilize a data management computer system
- Read and interpret complex or detailed data, policies or legal descriptions related to title searches and the preparation of cadastral maps
- Make mathematical computations to calculate bearings, distances, areas, and closures
- Follow detailed oral and/or written descriptions or instructions
- Review legal descriptions of real property; interpret government codes, legislation or legal provisions relating to cadastral mapping or boundary issues
- Explain and interpret mapping section activities and policies to the public; prepare routine reports and correspondence
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Work with diverse populations

- Represent department with professionalism and confidence
- Obtain knowledge and learn new skills to enhance job performance and abilities

Education and Experience

One (1) year of experience as a Cadastral Technician Trainee for the County of Orange Assessor's Office

OR

One (1) year of comparable work experience requiring the application of the knowledge and abilities listed as minimum qualifications.

License/Certification

Possession of valid California Driver License, Class C or higher, is required for most positions.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Remain in sitting positions for extended periods; repetitive use of hands to operate a computer, keyboard, printers, and copiers. Occasional walking, standing, pushing, pulling, bending, and squatting. 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. The ability to speak and hear well enough to communicate clearly and understandably in person, over the telephone, and to groups. Requires good overall vision sufficient to read standard text and close-up work.

Environmental and Working Conditions

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



CADASTRAL TECHNICIAN II

Bargaining Unit: GE General

Class Code:
1787GE

COUNTY OF ORANGE

Established Date: 09/17/1971

Revision Date: 02/07/2025

DEFINITION:

Under general supervision, performs cadastral mapping duties using a Computer-Aided Drafting/Geographic Information System (CAD/GIS); performs cadastral tasks including the preparation and maintenance of County maps related to property boundaries of various kinds; research property ownership and performs related work as assigned.

The Cadastral Technician series includes the following:

Cadastral Technician Trainee (1780GE)

Cadastral Technician I (1781GE)

Cadastral Technician II (1787GE)

Senior Cadastral Technician (1789GE)

Supervising Cadastral Technician (1790SM)

CLASS CHARACTERISTICS:

The Cadastral Technician II is the journey level in the Cadastral Technician series. Positions in this class perform independently on a variety of property ownership and land use tasks, recorded document analyses and other related assignments.

This is the fully qualified working level in the Cadastral Technician series and is distinguished from that of the Senior Cadastral Technician in that this class is assigned no leadership responsibility, and is distinguished from that of the Cadastral Technician I as the assignments are greater in scope of responsibility and latitude of judgement.

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. Uses a Computer-Aided Drafting/Geographic Information System (CAD/GIS) workstation to prepare new maps and revise existing maps to show accurate boundaries, configurations, and areas of parcels; maintains various reference maps and files; plots changes, corrections, and updates by hand to existing master maps.

2. Writes legal descriptions of land and remaining portions of land from recorded descriptions, deeds, maps and/or survey data.
3. Conducts extensive title searches to determine ownership on problem or questioned properties; makes corrections on existing maps or creates new maps as directed.
4. Reads legal descriptions from deeds and plot combinations, segregations, and lease cuts on official assessor maps.
5. Determines Assessor's parcel numbers on recorded deeds, easements, leases, and related documents.
6. Verifies ownership and tax status of subdivision projects using Assessment Tax System (ATS).
7. Creates a tract boundary using specialized computer software and checks for map boundary closure.
8. Creates and updates legal lots, Right of Way, and other parcel boundaries in the Assessor's geodatabase.
9. Creates and assigns Assessor's parcel numbers for individual lots and other assessable parcels into new Assessor maps.
10. Calculates and inputs all characteristics and data of individual parcels into the ATS system and geodatabase for related departments' use.
11. Files and distributes new or updated maps to various departments.
12. Creates parcel segregation maps for new tract tax bonding purposes.
13. Performs area calculations as required using a variety of methods.
14. Disseminates information to other divisions, the public and outside agencies concerning boundaries, rights-of-ways, easements, and various other issues related to title, boundary lines and assessment practices.
15. Provides clear interpretation of applicable policies, procedures, codes, and laws.
16. Prepares and submits routine technical reports as required.
17. Operates variety of office equipment including computer, plotter, scanner, printer, copier, calculator, fax machine, drafting tools, etc.
18. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of drafting
- Mathematics, algebra, geometry, and associated calculations
- Methods and procedures used in legal descriptions, surveys, blueprints, and deeds of real property
- The California Revenue and Taxation codes and State Board of Equalization rules as they relate to creation and maintenance of land maps
- Computer software used to access, input, and manipulate spatial data

Ability to

- Use a Computer-Aided Drafting/Geographic Information System (CAD/GIS) for creating or updating maps showing property boundaries, political subdivisions, and taxing districts
- Plot maps from legal descriptions, deeds, survey data, tract descriptions and existing maps and utilize a data management computer system
- Read and interpret complex or detailed data, policies or legal descriptions related to title searches and the preparation of cadastral maps
- Write or review legal descriptions of real property; to make mathematical computations to calculate bearings, distances, areas, and closures
- Follow detailed oral or written descriptions or instructions
- Interpret government codes, legislation or legal provisions relating to cadastral mapping or boundary issues
- Explain and interpret mapping section activities and policies to the public
- Communicate professionally in confrontational situations
- Compose technical reports and correspondence
- Analyze technical problems, prepare comprehensive, clear, and concise reports and recommendations
- Work with occasional supervision and assistance
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Work with diverse populations
- Represent department with professionalism and confidence

Education and Experience

One (1) year of experience as a Cadastral Technician I in the County of Orange Assessor's Office

OR

Two (2) years of comparable work experience requiring the application of the knowledge and abilities listed as minimum qualifications

License/Certification

Possession of valid California Driver License, Class C or higher, is required for most positions.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Remain in sitting positions for extended periods; repetitive use of hands to operate a computer, keyboard, printers, and copiers. Occasional walking, standing, pushing, pulling, bending, and squatting. 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. The ability to speak and hear well enough to communicate clearly and understandably in person, over the telephone, and to groups. Requires good overall vision sufficient to read standard text and close-up work.

Environmental and Working Conditions

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



SENIOR CADASTRAL TECHNICIAN

Bargaining Unit: GE General

Class Code:
1789GE

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: 02/07/2025

DEFINITION:

Under general supervision, performs the more complex cadastral mapping and research duties in the preparation and maintenance of County assessment parcel maps; serves as lead worker to ensure product quality and the timely completion of assignments. Performs related work as assigned.

The Cadastral Technician series includes the following:

Cadastral Technician Trainee (1780GE)

Cadastral Technician I (1781GE)

Cadastral Technician II (1787GE)

Senior Cadastral Technician (1789GE)

Supervising Cadastral Technician (1790SM)

CLASS CHARACTERISTICS:

The Senior Cadastral Technician is the advanced journey level in the Cadastral Technician Series. Positions in this class perform complex and specialized technical and analytical research-based assignments.

This class is distinguished from that of the Supervising Cadastral Technician in that the incumbent has no direct supervisory or administrative responsibility and is distinguished from that of the Cadastral Technician II in the complexity of work performed, the level of independence in which work is performed, and in the leadership role assigned.

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. Uses a Computer-Aided Design/Geographic Information System (CAD/GIS) workstation to prepare new maps and revise existing maps to show accurate boundaries, configurations, and areas of parcels; reviews the more difficult boundary, municipality, assessment district, tax rate area and other changes in addition to routine production work.

2. Conducts extensive title searches to determine ownership on problem or questioned properties; interprets legal descriptions from recorded documents.
3. Instructs subordinate technicians in preparing new maps or revising existing maps; prepares complex maps to indicate annexations and boundary changes of public agency lands, zones, tax rates, special project maps and official assessment maps.
4. Assists supervisor by assuming responsibility for the work of staff and approves work produced by assigned staff. Ensures the quality of finished product and adherence to all established deadlines.
5. Uses a Computer-Aided Design/Geographic Information System (CAD/GIS) workstation to check technical map work performed by cadastral technicians resulting from subdivisions of tract maps, parcel maps or deeds. Determines and inputs (or approves input of) assessment data as required for appraisal.
6. Analyzes problems and disseminates information to other divisions, the public and outside agencies concerning boundaries, rights-of-ways, easements, and various other issues related to title, boundary lines and assessment practices. Provides clear interpretation of applicable policies, procedures, codes, and laws.
7. Checks projects for required recordation approval and forwards assessment information to appropriate office.
8. Checks plans submitted by the public requesting separate assessment on condominiums, cooperative apartment complexes and time-share properties.
9. Determines property owners' eligibility for tax exemption on lands dedicated to the County or city for public use.
10. Checks and changes maps to update tax rate areas and boundaries of final annexations to cities and districts as approved.
11. Prepares and submits routine technical reports as required.
12. Operates variety of office equipment including computer, plotter, scanner, printer, copier, calculator, fax machine, drafting tools, etc.
13. May perform duties of supervisor in his/her absence.
14. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of

- Design principles, instruments, terminology, symbology and techniques used in cadastral drafting
- Legal descriptions, deeds, maps, and other technical and legal documents used to identify property and establish property ownership

- Advanced mathematics, including trigonometry
- Revenue and Tax codes for the State of California that pertain to assigned tasks
- Methods using computer software to access, input, and manipulate spatial data
- County principles and practices of customer service

Ability to

- Provide effective leadership, instruction, and work review
- Coordinate work with other departments/divisions to achieve timely, professional work results
- Comprehend and stay current with the theories of and practices of Computer Aided Drafting/Geographic Information Systems (CAD/GIS)
- Perform complex and detailed cadastral mapping
- Create parcels from ownership descriptions
- Interpret tract maps, parcel maps, record of surveys, deeds, and property boundary legal descriptions
- Write or review legal descriptions of real property
- Guide and teach automated mapping routines
- Interpret government codes, legislation or legal provisions relating to cadastral mapping or boundary issues
- Perform mathematical computations or apply engineering techniques to calculate areas from property descriptions, maps, or various sources of information
- Analyze technical problems and prepare comprehensive, clear, and concise reports, recommendations, and correspondence
- Work independently making sound and educated decisions
- Provide responsive, high-quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner

Education and Experience

Three (3) years of experience as a Cadastral Technician II in the County of Orange Assessor's Office

Or

Three (3) years of comparable work experience requiring the application of the knowledge and abilities listed as minimum qualifications.

An Associate's Degree from an accredited college or technical school in Geographic Information Systems, GIScience, Geography, Geomatics, Cartography or related field requiring at least 20 semester units of coursework may be substituted for one (1) year of the required experience. A Bachelor's degree in any of the above mentioned fields may be substituted for two (2) years of experience. A Master's degree in any of the above fields, may substitute for three (3) years of experience.

License/Certification

Possession of valid California Driver License, Class C or higher, is required for most positions.

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, printers, and copiers. Occasional walking, standing, pushing, pulling, bending, and squatting. 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. The ability to speak and hear well enough to communicate clearly and understandably in person, over the telephone, and to groups. Requires good overall vision sufficient to read standard text and close-up work.

Environmental and Working Conditions

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



SUPERVISING CADASTRAL TECHNICIAN

Bargaining Unit: SM Supervisory Management

Class Code:
1790SM

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: 02/07/2025

DEFINITION:

Under general direction, supervises the day-to-day activities and provides technical direction to Cadastral Technicians for the preparation, continuous development and maintenance of a fully functional parcel-based computerized mapping system and its associated records. Performs technical work, especially during time periods with heavy workloads; performs related work as assigned.

The Cadastral Technician series includes the following:

Cadastral Technician Trainee (1780GE)

Cadastral Technician I (1781GE)

Cadastral Technician II (1787GE)

Senior Cadastral Technician (1789GE)

Supervising Cadastral Technician (1790SM)

CLASS CHARACTERISTICS:

The Supervising Cadastral Technician is the supervisory level in the Cadastral Technician Series.

This class is distinguished from that of the Senior Cadastral Technician by its assigned responsibility for all work produced, including many phases of difficult and complex cadastral and related functions.

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. Determines project complexity and makes assignment to technician based on level of necessary experience and capability.
2. Sets work schedules and priorities for tract and deed work.
3. Organizes and plans flow patterns to meet mapping objectives at the least cost while maintaining quality and quantity of the mapping product.

4. Participates in the training of technicians.
5. Reviews work in progress and evaluates employee performance.
6. Lists and updates new tract recordings throughout the year and determines priorities based on new construction, builders' exclusions, and deeds (sales) already recorded against new tract.
7. Coordinates, processes, and expedites all condominium projects.
8. Sorts and categorizes by complexity all deeds received throughout the year for mapping section.
9. Supervises and assists in working transfers on public agencies and public utilities.
10. Determines the 'wholly exempt' status on public agencies' transactions based on the Revenue and Tax Code.
11. Notifies users of assessor's maps of all schedules and changes throughout the year.
12. Conducts property research through title companies, recorder's office, surveyor's office, etc.; determines validity and accuracy of legal description on recorded documents.
13. Oversees and participates in the annual aggregation and file organization of all maps; ensures all maps are accurate, ready for distribution, and sale to all associated services.
14. Reviews, checks, and updates assessment maps upon completion of tract and deed work as needed.
15. Determines assessor's book boundaries and numbers for future years, taking new developments and potential area expansion into consideration.
16. Establishes assessor map location for a new subdivision (tract).

MINIMUM QUALIFICATIONS:

Knowledge of

- Supervisory and management principles
- Computer-Aided Drafting/Geographic Information System (CAD/GIS) mapping technologies, programs, principles, techniques and Microsoft Windows operating systems
- Advanced mathematics, including trigonometry
- Mapping reproduction methods
- Assessment and valuation methods
- County policies, rules and regulations and procedures

- California Real Property Law
- California Revenue and Taxation Codes that pertain to assigned tasks
- Current technology and trends in the profession

Ability to

- Help ensure staff understanding and compliance with all regulations, policies and procedures through effective leadership and supervision
- Motivate and provide leadership to assigned technical staff
- Coordinate work with other departments/divisions to achieve timely, professional work results
- Comprehend and stay current with the theories of and practices of Computer-Aided Drafting/Geographic Information Systems (CAD/GIS)
- Perform complex and detailed cadastral mapping; guide and teach automated mapping routines
- Interpret and write or perform special studies regarding tract maps, parcel maps, record of surveys and property boundary legal descriptions
- Interpret government codes, legislation or legal provisions relating to cadastral mapping or boundary issues
- Perform mathematical computations or apply engineering techniques to calculate areas from property descriptions, maps, or various sources of information
- Explain and interpret mapping section activities and policies to the public
- Communicate professionally in confrontational situations
- Compose complex reports and correspondence
- Analyze administrative and operational problems and prepare comprehensive, clear, and concise reports and recommendations
- Make sound, educated decisions
- Work independently
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Work with diverse populations
- Represent department with professionalism and confidence

Education and Experience

Five (5) years of comparable work experience as a Cadastral Technician requiring the application of the knowledge and abilities listed as minimum qualifications.

An Associate's Degree from an accredited college or technical school in Geographic Information Systems, GIScience, Geography, Geomatics, Cartography or related field requiring at least 20 semester units of coursework may be substituted for one (1) year of the required experience. A Bachelor's degree in any of the above mentioned fields may be substituted for two (2) years of experience. A Master's degree in any of the above fields, may substitute for three (3) years of experience. Possession of a Land Surveyor certificate may be substituted for two (2) years required experience.

License/Certification

Possession of valid California Driver License, Class C or higher, is required for most positions.

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, printers, and copiers. Occasional walking, standing, pushing, pulling, bending, and squatting. 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. The ability to speak and hear well enough to communicate clearly and understandably in person, over the telephone, and to groups. Requires good overall vision sufficient to read standard text and close-up work.

Environmental and Working Conditions

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



ENGINEERING GEOLOGIST ASSOCIATE

Bargaining Unit: GE General

Class Code:
1855GE

COUNTY OF ORANGE

Established Date: 06/11/1962

Revision Date: 02/07/2025

DEFINITION:

Under close supervision, to perform geological investigations and prepare reports on geological conditions for environmental or public works projects; to analyze grading plans, soils reports and geologic reports and evaluate adequacy to meet grading ordinance requirements, environmental standards, and conformance of geological standards; and to do other work as required.

The Engineering Geologist series includes the following:

Engineering Geologist Associate (1855GE)

Engineering Geologist (1859GE)

Senior Engineering Geologist (1860SM)

CLASS CHARACTERISTICS:

The Engineering Geologist Associate is the entry-level classification in this series. Incumbents work under close supervision of a registered engineering geologist and are assigned the least difficult geological reports to review. Incumbents are expected to obtain competency and professional registration certification necessary to advance to Engineering Geologist.

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. Evaluates existing geological conditions and makes recommendations for planning, designing and constructing highways, bridges, engineering structures and other environmental, public works or related facilities; prepares reports of conditions based on studies of existing maps, air photos, geologic work done by other agencies or private firms and field investigations.
2. Reviews reports submitted by consulting geologists and soil and foundation engineers in relation to tentative tracts, environmental remediation, property development or grading plans and makes recommendations for acceptance/approval or disapproval based on analysis and evaluation for compliance with the County Grading Code and pertinent geological standards.

3. Reviews geologic reports that include geologic hazards, hydrogeologic information, maps, grading plans, geologic cross-sections, charts, graphs, soil, water and vapor data and geologic formation information.
4. Determines need for subsurface geological explorations and plans drilling operations; selects location, depth and type of sampling equipment; directs work of personnel operating drill rig, taking soil samples and logging data; observes samplings from boring and determines need for laboratory tests on samples; analyzes results of laboratory tests and makes appropriate adjustments to exploration procedures; prepares foundation investigation reports.
5. Determines the sequence, structure and relationship of geologic formations; analyzes and evaluates geologic hazards, features or soils reviews and approves proposed construction procedures requiring geological engineering evaluation and makes recommendations for design changes or realignment when analysis of geologic factors indicates different engineering principles should be applied; consults with construction engineers and recommends solutions to problems arising during the construction phase.
6. Recommends on design pile lengths, class of pile, special procedures for driving and requirements for testing; directs the installation of pile test apparatus; analyzes data, calculates bearing values and makes recommendations on adequacy of pile loading design.
7. Under supervision, oversees geological field work such as soil drilling and sampling, groundwater well installation, tank removals and vapor samplings; Determines the need to subsurface geologic exploration and required testing of soil, groundwater, and vapor.
8. Locates, identifies, classifies and reports the nature, extent and occurrence of rock and other earth materials suitable for construction purposes; evaluates and predicts the effect of surface and subsurface water on cut and fill slopes; cooperates with engineers in solving ground water and subsurface drainage problems.
9. Prepares geologic structure maps, cross sections, profiles, charts, graphs, soil survey sheets and calculations of resistance values.
10. Reviews, analyzes and approves or recommends modifications necessary for engineering and environmental geologic reports to be accepted for the construction and development of major projects and civil engineering works.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of physical geology and historical geology and the geological characteristics of Southern California
- Geology as applied to environmental, civil engineering and public works engineering problems
- Causes and prevention of failures and land slippage
- Subsurface geological exploration and sampling procedures

- Principles of soil mechanics, mineralogy, hydrology and petrography
- Use of soils laboratory tests in evaluating geological hazards and conditions
- Land survey techniques, equipment and procedures
- Principles of photogeology, geological mapping and drafting

Ability to

- Read and interpret subsurface geologic reports, maps, cross-sections, boring logs, and grading plans
- Select the most useful and economical procedures to follow in performing geologic investigations
- Identify, classify and interpret surface and subsurface geological factors
- Utilize a computer and relevant software applications, specialized equipment, and systems
- Make accurate tests, observations and measurements and prepare reports
- Work cooperatively with others
- Organize and direct field parties conducting geological and geophysical exploration investigations
- Analyze a situation accurately and adopt an effective course of action
- Use a County-approved means of transportation to perform field work

Education and Experience

Possession of a bachelor's or advanced degree from an accredited college in geology or a related geological science field.

Or

Completion of a bachelor's degree with a minimum of 30 semester units or 45 quarter units of geology-related coursework, which includes at least 24 semester units or 36 quarter units of upper division or graduate level courses.

License/Certification

For some assignments, possession of a valid California Driver's license, Class C may be required.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Possess vision sufficient to read standard text and distinguish between colors; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone. Possess manual dexterity sufficient to use of hands, arms, and shoulders repetitively to operate computer keyboard, mouse and utilize office equipment. Occasional walking, standing, bending, squatting, climbing, and kneeling. Twisting and continuous upward and downward movement of the neck; bending and twisting at the waist, reaching above and below shoulder level. Ability to walk up and down uneven terrain, irregular surfaces, or hills. 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

Function effectively in both office environments and outdoor settings.

Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

May be required to function in one or more of the following: uneven terrain, construction sites, and inclement weather. May be exposed to loud noises and heavy equipment. May be required to wear safety equipment, including safety shoes and boots, hard hats, safety vests, gloves, glasses and face shields, ear plugs and muffs. Respiratory training is required for assignments at Health Care Agency.



ENGINEERING GEOLOGIST

Bargaining Unit: GE General

Class Code:
1859GE

COUNTY OF ORANGE

Established Date: 06/11/1962

Revision Date: 02/07/2025

DEFINITION:

Under supervision, to independently perform geological investigations and prepare reports on geological conditions for environmental or sites for public works projects; to analyze grading plans, soils reports and geologic reports and evaluate adequacy to meet grading ordinance requirements, environmental standards, and conformance of geological standards; and to do other work as required.

The Engineering Geologist series includes the following:

Engineering Geologist Associate (1855GE)

Engineering Geologist (1859GE)

Senior Engineering Geologist (1860SM)

CLASS CHARACTERISTICS:

Engineering Geologist is the journey-level registered Engineering Geologist class. Positions work independently and are responsible for performing difficult engineering geologic projects and a broad range of engineering related decisions.

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. Evaluates existing geological conditions and makes recommendations for planning, designing and constructing highways, bridges, engineering structures and other environmental, public works or related facilities; prepares reports of conditions based on studies of existing maps, air photos, geologic work done by other agencies or private firms and field investigations.
2. Reviews reports submitted by consulting geologists and soil and foundation engineers in relation to tentative tracts, environmental remediation, property development or grading plans and makes recommendations for acceptance/approval or disapproval based on analysis and evaluation for compliance with the County Grading Code and pertinent geological standards.

3. Reviews geologic reports that include geologic hazards, hydrogeologic information, maps, grading plans, geologic cross-section, charts, graphs, soils, water and vapor data and geologic formation information.
4. Determines need for subsurface geological explorations and plans drilling operations; selects location, depth and type of sampling equipment; directs work of personnel operating drill rig, taking soil samples and logging data; observes samplings from boring and determines need for laboratory tests on samples; analyzes results of laboratory tests and makes appropriate adjustments to exploration procedures; prepares foundation investigation reports.
5. Determines the sequence, structure and relationship of geologic formations; analyzes and evaluates geologic hazards, features or soils reviews and approves proposed construction procedures requiring geological engineering evaluation and makes recommendations for design changes or realignment when analysis of geologic factors indicates different engineering principles should be applied; consults with construction engineers and recommends solutions to problems arising during the construction phase.
6. Recommends on design pile lengths, class of pile, special procedures for driving and requirements for testing; directs the installation of pile test apparatus; analyzes data, calculates bearing values and makes recommendations on adequacy of pile loading design.
7. Locates, identifies, classifies and reports the nature, extent and occurrence of rock and other earth materials suitable for construction purposes; evaluates and predicts the effect of surface and subsurface water on cut and fill slopes; cooperates with engineers in solving ground water and subsurface drainage problems.
8. Conducts independent geologic field work, such as soil drilling and sampling, groundwater well installation, tank removals and vapor sampling.
9. Prepares geologic structure maps, cross sections, profiles, charts, graphs, soil survey sheets and calculations of resistance values.
10. Reviews, analyzes and approves or recommends modifications necessary for engineering/environmental geologic reports to be accepted for the construction and development of major civil engineering works.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of physical geology and historical geology and the geological characteristics of Southern California
- Geology as applied to environmental, civil engineering and public works engineering problems
- Causes and prevention of failures and land slippage
- Subsurface geological exploration and sampling procedures

- Principles of soil mechanics, mineralogy, hydrology and petrography
- Use of soils laboratory tests in evaluating geological hazards and conditions
- Land survey techniques, equipment and procedures
- Principles of photogeology, geological mapping and drafting

Ability to

- Read and interpret subsurface geologic reports, maps, cross-sections, boring logs, and grading plans
- Apply geologic knowledge to engineering issues
- Write technical reports related to engineering geology or environmental geology
- Select the most useful and economical procedures to follow in performing geologic investigations
- Identify, classify and interpret surface and subsurface geological factors
- Utilize a computer and relevant software applications, specialized equipment, and systems
- Make accurate tests, observations and measurements and prepare reports
- Work cooperatively with others
- Organize and direct field parties conducting geological and geophysical exploration investigations
- Analyze a situation accurately and adopt an effective course of action
- Use a County-approved means of transportation to perform field work

Education and Experience

Possession of a bachelor's or advanced degree from an accredited college in geology or a related geological science field.

Or

Completion of a bachelor's degree with a minimum of 30 semester units or 45 quarter units of geology-related coursework, which includes at least 24 semester units or 36 quarter units of upper division or graduate level courses.

And

Five (5) years of professional experience performing independent engineering geological technical work, including investigations, analysis, and recommendations to address geological challenges in the planning, design, construction, operation, and maintenance of engineered structures.

License/Certification

Possession of a valid Certificate of Registration as a Professional Geologist (PG) and/or a valid Certificate of Registration as an Engineering Geologist (CEG) issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists.

Licensure must be maintained as a condition of employment. Failure to maintain licensure may result in immediate termination.

For some assignments, possession of a valid California Driver's license, Class C may be required.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Possess vision sufficient to read standard text and distinguish between colors; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone. Possess manual dexterity sufficient to use of hands, arms, and shoulders repetitively to operate computer keyboard, mouse and utilize office equipment. Occasional walking, standing, bending, squatting, climbing, and kneeling. Twisting and continuous upward and downward movement of the neck; bending and twisting at the waist, reaching above and below shoulder level. Ability to walk up and down uneven terrain, irregular surfaces, or hills. 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

Function effectively in both office environments and outdoor settings.

Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

May be required to function in one or more of the following: uneven terrain, construction sites, and inclement weather. May be exposed to loud noises and heavy equipment. May be required to wear safety equipment, including safety shoes and boots, hard hats, safety vests, gloves, glasses and face shields, ear plugs and muffs. Respiratory training is required for assignments at Health Care Agency.



SENIOR ENGINEERING GEOLOGIST

Bargaining Unit: SM Supervisory Management

Class Code:
1860SM

COUNTY OF ORANGE

Established Date: 01/15/1991

Revision Date: 02/07/2025

DEFINITION:

Under general direction, to plan, direct, and oversees the engineering geologic projects and environmental compliance programs of the department. Provides technical guidance, supervision, and training to professional and technical staff in geotechnical investigations, environmental investigations, and report reviews relating to environmental issues, public works, property development, and grading projects. May also plan, coordinate and/or independently manage all geological activities for the department; and performs other related duties as required.

The Engineering Geologist series includes the following:

Engineering Geologist Associate (1855GE)

Engineering Geologist (1859GE)

Senior Engineering Geologist (1860SM)

CLASS CHARACTERISTICS:

This is a single incumbent classification that manages all engineering geological activities and projects for the assigned department. This may include overseeing and supervision of technical, support staff, vendors, or contractors. Positions in this classification are distinguished from Engineering Geologists by their responsibility for the overall activities of the engineering geologic operations for the assigned department and handles the most complex and technical 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. Plans, organizes, and oversees the operations for all engineering geological activities for the department; establishes and manages priorities, projects, and initiatives for assigned program.
2. Provides technical expertise in engineering geology projects and coordinates with various agencies and stakeholders; including overseeing the most complex geological field work, site visits, reviewing project documents and scope of work, assessing geological hazards, and providing engineering geology recommendations to ensure compliance with approved plans, County Codes, and agency requirements.

3. Performs project reviews for the coordination and accomplishment of projects with other agencies.
4. Reviews geotechnical reports submitted by engineering geologists and soil and foundation engineers retained by the property owners in relation to tentative tracts, property development or grading plans and makes recommendations for acceptance/approval or disapproval based on analysis and evaluation for compliance with the County Grading and Excavation Code and pertinent geotechnical standards.
5. Reviews geologic reports that include geologic hazards, hydrogeologic information, maps, grading plans, geologic cross-sections, charts, graphs, soil, water and vapor data and geologic formation information.
6. Ensures work is completed on time and meets technical standards; serves as an expert witness in court proceedings and hearings.
7. Investigates, reviews, analyzes and approves or recommends modifications necessary for geotechnical concerns to be accepted for the construction and development of major civil engineering works.
8. Conducts meetings with project professionals, owners, developers, and other involved agencies to resolve project disagreements.
9. Interviews applicants, hires, trains and evaluates professional and subprofessional employees, recommends promotions and disciplinary action.
10. Writes, negotiates and administers special engineering contracts for various geotechnical studies.
11. Oversees the most challenging geological field work, such as soil drilling and sampling, groundwater well installation, tank removals and vapor sampling. Determines the need for subsurface geologic exploration and required testing of soil, groundwater, and vapor.
12. Conducts meetings with responsible parties and other agencies in relation to tentative tracts, property development, and environmental remediation sites; makes recommendations for approval or disapproval based on geological data and findings.
13. Establishes and maintains collaborative relationships while representing the County with federal, state, and local agencies, County departments, and private sector businesses, as appropriate.
14. Prepares technical trainings and provides training to staff regarding engineering geology.
15. Serves as a geological consultant and provides guidance and assistance to various County departments, as required.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Principles of Geology, Soil Engineering, related engineering mathematics and properties and uses of construction materials

- Principles of slope design and knowledge in the prevention of slope failures, land slippage and soil settlements
- Subsurface geological exploration and soil sampling procedures
- Use of soils laboratory tests in evaluating geological hazards and conditions
- Principles of pavement design and soil properties

Ability to

- Read and interpret soil engineering, grading and geological reports, as well as subsurface geologic data, maps, cross-sections, boring logs, and grading plans
- Apply geologic knowledge to engineering issues
- Write technical reports related to engineering geology or environmental geology
- Select the most useful and economical procedures to follow in performing geologic investigations
- Identify, classify and interpret surface and subsurface geological factors
- Utilize a computer and relevant software applications, specialized equipment, and systems
- Make accurate tests, observations and measurements and prepare reports
- Work cooperatively with others
- Organize and direct field parties conducting geological and geophysical exploration investigations
- Analyze a situation accurately and adopt an effective course of action
- Use a County-approved means of transportation to perform field work

Education and Experience

Possession of a bachelor's or advanced degree from an accredited college in geology or a related geological science field.

Or

Completion of a bachelor's degree with a minimum of 30 semester units or 45 quarter units of geology-related coursework, which includes at least 24 semester units or 36 quarter units of upper division or graduate level courses.

And

Three (3) years of professional experience as a Certified Engineering Geologist.

License/Certification

Possession of a valid Certificate of Registration as a Certified Engineering Geologist (CEG) issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists.

Licensure must be maintained as a condition of employment. Failure to maintain licensure may result in immediate termination.

For some assignments, possession of a valid California Driver's license, Class C may be required.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Possess vision sufficient to read standard text and distinguish between colors; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone. Possess manual dexterity sufficient to use of hands, arms, and shoulders repetitively to operate computer keyboard, mouse and utilize office equipment. Occasional walking, standing, bending, squatting, climbing, and kneeling. Twisting and continuous upward and downward movement of the neck; bending and twisting at the waist, reaching above and below shoulder level. Ability to walk up and down uneven terrain, irregular surfaces, or hills. 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

Function effectively in both office environments and outdoor settings.

Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

May be required to function in one or more of the following: uneven terrain, construction sites, and inclement weather. May be exposed to loud noises and heavy equipment. May be required to wear safety equipment, including safety shoes and boots, hard hats, safety vests, gloves, glasses and face shields, ear plugs and muffs. Respiratory training is required for assignments at Health Care Agency.



FACILITIES MECHANIC

Bargaining Unit: IUOE – CP Craft and Plant

Class Code:
3166CP

COUNTY OF ORANGE

Established Date: 01/01/1950

Revision Date: 02/07/2025

DEFINITION:

Under general supervision to perform a variety of skilled and semiskilled work in the maintenance of buildings and associated equipment; to perform electrical, plumbing, air conditioning, mechanical, carpentry, and related repairs; and, to do other work as required.

CLASS CHARACTERISTICS:

Positions in this class generally work independent of immediate supervision and perform maintenance and repair work involving the application of several building trades.

This class is distinguished from journey level specialist craft classes by the multi-trade nature of the duties and from the Trades Helper and Airport Maintenance Worker classes which perform largely semiskilled tasks under the supervision of a journey level craft 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. Performs preventative building maintenance inspections and service on a variety of electrical, plumbing, air conditioning, appliances, mechanical or related systems; services doors, gate locks, and latches, to ensure reliability and operational effectiveness.
2. Assists skilled trades personnel on projects and performs routine repairs if identified, as appropriate.
3. Services building equipment and systems such as water coolers, industrial kitchen and laundry units, showers, valves, lighting fixtures and identifies issues for potential escalation for more major repairs.
4. Determines the nature of the problem when there are electrical, plumbing, air conditioning, mechanical, or related systems not functioning properly; performs repair if time, equipment and supplies permit; for complex and major problems, calls for support from Central Shop staff.

5. Tests electrical circuitry, appliances and equipment for failure; diagnoses cause of failure; replaces worn parts and otherwise restores equipment to operating condition.
6. Makes repairs to existing plumbing systems; tests and locates trouble and replaces defective parts of plumbing systems such as valves, pipelines, faucets and fixtures; cleans out obstructions in pipe systems.
7. Assists with repairs and adjustments to air conditioning duct systems, controls and heating units; cleans and oils equipment and checks belts; determines trouble in units not functioning properly and repairs or replaces defective or worn parts such as bearings, seals or float controls and makes minor repairs.
8. Performs minor carpentry duties, such as repairs and installations of doors, doorknobs, locks, windows, drywall, gates, furniture, and installs related hardware.
9. Assists journey level craft specialist with repairs being performed and provides field training or support to Trades Helpers or other less experienced staff.
10. Performs touch up paint of interior and exterior areas of the facility and addresses minor emergency roof repairs as necessary.
11. Maintains clean work areas and cleans up workspaces after performing tasks to ensure safety and security.
12. Receives work orders, and documents completion of work orders in Computerized Maintenance Management Systems (CMMS).

MINIMUM QUALIFICATIONS:

General Knowledge of

- The methods, tools, and materials of the various building trades in commercial, institutional, and industrial settings
- Codes, standards, and practices pertinent to the preventative maintenance inspection, service, repair methods of buildings, building facilities and related equipment
- Occupational Safety and Health Act (OSHA) standards in an institutional and industrial environment
- Preventative maintenance inspections on equipment according to manufacturer's recommendations
- Computer programs such as Microsoft Office and Computerized Maintenance Management Systems (CMMS)

Ability to

- Perform a variety of building maintenance and repair work in the electrical, mechanical, carpentry and plumbing trades

- Skillfully use standard hand and power tools of a variety of building trades
- Diagnose the cause of electrical, mechanical, and structural problems and determine appropriate course of action
- Make safe, skillful repairs to electrical and mechanical systems and structural facilities
- Work independently with minimum instruction and without direct supervision
- Collaborate within a team on larger and complex projects
- Work from blueprints, plans, and sketches, understand and follow oral and written instructions.
- Operate computer, smart devices, and general computer programs to maintain service logs and complete work orders.
- Perform basic math and calculations related to service and repairs

Education and Experience

Three (3) years of experience in skilled or semi-skilled trades work within an industrial or commercial facilities environment, which demonstrates possession of the required knowledge and abilities in the following areas: electrical, plumbing, air conditioning, mechanical, carpentry or building operation and maintenance.

OR

Specialized training and certification in one (1) or more of the trades listed above and two (2) years of experience in skilled or semi-skilled trades work within an industrial or commercial facilities environment.

License/Certification

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

Special Requirements

Passage of comprehensive background investigation to the satisfaction of the Sheriff-Coroner Department.

Airport Access Requirements

Employees must clear background check, which includes a Criminal History Records Check (CHRC), Transportation Security Administration (TSA) check and Security Threat (STA) check. Possession of, or ability to obtain, a valid Airport Access Badge with an Airport Driving Endorsement within ten (10) days of employment. Airport Access Badge must be maintained and renewed every two (2) years.)

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Body mobility to stand, stoop, kneel, crouch, squat, push, pull, crawl, bend, and perform physical/manual labor. Ability to climb stairs and ladders, scaffolding and poles and work on uneven terrain/irregular surfaces/hills. Upper body strength to lift/pull/carry up to 50-pounds; be confined to small spaces; vision to distinguish and identify colors, read standard text and drive. Operate power tools and other machinery that may be potentially hazardous; pass an initial asbestos physical examination and subsequent periodic examination in order to be issued and utilize a respirator. Requires the ability to speak and hear well enough to communicate clearly and

understandable in person to individuals and groups; possess manual dexterity sufficient to use hands, arms, shoulders repetitively and without limitation to operate keyboards, tools, and specialized equipment. Ability to drive work vehicles.

Environmental and Working Conditions

Assignments include outdoor and indoor field, yards, office settings, and shop locations. Work locations are subject to varying weather conditions. May be required to wear safety equipment, including safety shoes and boots, glasses and face shields, masks, ear plugs and muffs, and protective gloves. Incumbents may be required to work in a juvenile or adult detention facility, work in close proximity to inmates or psychiatric patients. May be required to work various shifts including weekends and holidays, as needed.

Incumbents assigned to John Wayne Airport will have frequent exposure to all types of weather, including extreme temperatures and inclement weather. Constant exposure to aircraft noise, high-pitched noises, fumes and orders, and other airport-related conditions. The Airport Maintenance Division operates 24/7 including weekends and holidays. Employees must be able to work various shifts.



INVESTIGATIVE ASSISTANT I

Bargaining Unit: GE General

Class Code:
6519GE

COUNTY OF ORANGE

Established Date: 02/07/2025

DEFINITION:

Under close supervision, to learn to perform a variety of non-sworn office and field investigative support work in the District Attorney's Office, Bureau of Investigation, or the Public Defender's Office; and to do other work as required.

The Investigative Assistant series includes the following:

Investigative Assistant I (6519GE)

Investigative Assistant II (6425GE)

CLASS CHARACTERISTICS:

This is the entry level class in the Investigative Assistant series. Positions in this class learn to perform routine, low hazard, field and office assignments, in direct support of Investigators. Areas of assignments include, but are not limited to, collection of DNA specimens as directed, Branch Court Services, Welfare Fraud, Sexual Assault, Homicide, Narcotics Enforcement, Child Abduction, Consumer Fraud/Toxic Waste, Mental Health, Criminal and Juvenile cases. The Investigative Assistant I is distinguished from the Investigative Assistant II, by the latter's ability to perform more difficult and complex assignments, operate independently, and make immediate office and field decisions.

Incumbents do not have peace officer authority to make arrests or seize property.

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 with interviewing clients and witnesses, in and out of custody, regarding the circumstances and events by obtaining: the names and addresses of witnesses; information regarding the crime scene; the name of police departments and officers involved with the case.
2. Conducts research to locate witnesses through a variety of sources, public and subpoenaed records, legal databases, and other related search methods.
3. Gathers, researches, and assists with analyzing data and facts as needed to support investigations and the discovery process for attorney use.

4. Assists with preparing and serving personal subpoenas to non-hostile witnesses, expert witnesses, and to public institutions for staff or records; drives vehicle to various field locations.
5. Learns the role of liaison between clients, witnesses, victims and county staff. Duties could include: transporting to/from court and various court ordered programs, arranging lodging, collecting witness fees, persuading witnesses to cooperate, informing witnesses and victims of case disposition, changes in appearance date, and delivering clothing to the jail.
6. Participates in low hazard surveillance.
7. Assists in preparing reports on activities relevant to investigations, reports may include diagrams, jury instructions, and other exhibits and presentation material as needed.
8. May appear in court to testify regarding the "due diligence" attempts to locate/serve witnesses, compliance with the discovery process and chain of evidence and other investigative processes.
9. Learns to collect DNA from defendants, which includes data entry, preservation of samples, photographing defendants, obtaining payment and documenting DNA Collections. (OC District Attorney)
10. Learns and assists in processing personal background checks as required. (OC District Attorney)

MINIMUM QUALIFICATIONS:

Note: Specific knowledge, abilities and experience are determined based on the department in which the assignment is located.

Knowledge of

- Basic methods, techniques and regulations applicable to service of civil and criminal process
- Basic research methods and techniques
- Rules of evidence
- Common interviewing techniques
- Basic human behavior and motivation sufficient to overcome hostility and reticence in the interviewees

Ability to

- Learn, understand and apply laws, rules and regulations applicable to the activities in the District Attorney's Office or the Public Defender's Office
- Learn to independently gather, assemble and analyze facts and evidence; draw conclusions and make appropriate decisions

- Learn to effectively evaluate credibility of persons interviewed; persuade and obtain cooperation from reluctant witnesses
- Work effectively with a variety of law enforcement and county agencies
- Learn to use proper judgment in matters requiring immediate decisions
- Establish rapport with and gain cooperation of people from widely varying backgrounds
- Learn the tactics to use initiative, persistence and assertiveness to locate witnesses or other persons or data
- Prepare clear and concise reports; spell correctly and use appropriate English grammar; speak clearly and testify in court regarding facts of case
- Speak a second language (may be required for some assignments)

Education and Experience

One year of experience in law office or law enforcement or other experience that would demonstrate the knowledge and abilities listed as minimum qualifications.

College-level education in law, law enforcement, criminology or a closely related field may be substituted for up to six months of the required experience at the rate of three semester units for one month of experience.

License/Certification

Possession of a valid California Driver's License, Class C or higher, by date of appointment.

Special Requirements

Must pass a background investigation.

Must have jail security clearance for some assignments.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Frequent walking, standing, sitting, kneeling, squatting, and twisting and bending at the waist. Ability to speak and hear well enough to communicate clearly and take direction in person and over the telephone, and in court. Vision sufficient to read standard text, fine print, various handwritings, and view a computer monitor. May be required to lift up to 25 pounds. Manual dexterity to handwrite and/or use a computer keyboard. Ability to perform daily tasks with independent body mobility, agility, and stamina sufficient to stand, or sit, walk, stoop, and bend routinely for prolonged periods. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Ability to work under stressful conditions, deadlines and competing priorities. Ability to work with other individuals successfully and collaboratively.

Environmental and Working Conditions

Essential functions require sufficient physical ability and mobility to work primarily in an office setting around machinery with stationery or moving parts. May have exposure to firearms from working near law enforcement professionals. May work in a non-standard field environment. May work in facilities with adult inmates and/or juveniles who may have multiple and complex health, social, and psychosocial needs. May interact with the public in emotional and occasional hostile situations. May be required to drive a County vehicle or use County-approved means of transportation for job-related travel.



INVESTIGATIVE ASSISTANT II

Bargaining Unit: GE General

Class Code:
6524GE

COUNTY OF ORANGE

Established Date: 01/01/1950

Revision Date: 02/07/2025

DEFINITION:

Under general supervision, to perform a variety of non-sworn office and field investigative support work in the District Attorney's Office, Bureau of Investigation, or the Public Defender's Office; and to do other work as required.

The Investigative Assistant series includes the following:

Investigative Assistant I (6519GE)

Investigative Assistant II (6425GE)

CLASS CHARACTERISTICS:

This journey level class performs routine, low hazard, field and office assignments, relieving Investigators of these duties. Areas of assignment include, but are not limited to, DNA Collections, Branch Court Services, Welfare Fraud, Sexual Assault, Homicide, Narcotics Enforcement, Child Abduction, Consumer Fraud/Toxic Waste, Mental Health, Criminal and Juvenile cases. The positions are characterized by their independence and the requirement for immediate office and field decisions.

Incumbents do not have peace officer authority to make arrests or seize property.

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. Interviews clients and witnesses, in and out of custody, regarding the circumstances and events by obtaining: the names and addresses of witnesses; information regarding the crime scene; the name of police departments and officers involved with the case.
2. Conducts research to locate witnesses through a variety of sources, public and subpoenaed records, legal databases, and other related search methods.
3. Gathers, researches, and analyzes data and facts and reports as needed to support investigations and the discovery process for attorney use.

4. Prepares and serves personal subpoenas to non-hostile witnesses, expert witnesses, and to public institutions for staff or records; drives vehicle to various field locations.
5. Acts as liaison between clients, witnesses, victims and county staff. Duties could include: transporting to/from court and various court ordered programs, arranging lodging, collecting witness fees, persuading witnesses to cooperate, informing witnesses and victims of case disposition, changes in appearance date, and delivering clothing to the jail.
6. Participates in low hazard surveillance.
7. Prepares reports on activities relevant to investigation, reports may include diagrams, jury instructions, and other exhibits and presentation material as needed.
8. May appear in court to testify regarding the "due diligence" attempts to locate/serve witnesses, compliance with the discovery process and chain of evidence and other investigative processes
9. Collect DNA from defendants, which includes data entry, preservation of samples, photographing defendants, obtaining payment and documenting DNA Collections. (OC District Attorney)
10. Processes personal background checks as required. (OC District Attorney)

MINIMUM QUALIFICATIONS:

Note: Specific knowledge, abilities and experience are determined based on the department in which the assignment is located.

General Knowledge of

- Methods, techniques and regulations applicable to service of civil and criminal process
- Criminal, Civil procedure and Victims' Rights under Marsy's Law
- Principles of identification, search and seizure, and related legal information
- Rules of evidence and evidence collection
- Interviewing techniques
- Basic human behavior and motivation sufficient to overcome hostility and reticence in the interviewees

Ability to

- Understand and apply laws, rules and regulations applicable to the activities in the District Attorney's Office or the Public Defender's Office
- Independently gather, assemble and analyze facts and evidence; draw conclusions and make appropriate decisions

- Evaluate credibility of persons interviewed; persuade and obtain cooperation from reluctant witnesses; occasionally function in stressful situations
- Work effectively with a variety of law enforcement and county agencies
- Use proper judgment in matters requiring immediate decisions
- Establish rapport with and gain cooperation of people from widely varying backgrounds
- Use initiative, persistence and assertiveness to locate witnesses or other persons or data
- Prepare clear and concise reports; spell correctly and use correct and appropriate English grammar; speak clearly and testify in court regarding facts of case
- Speaking a second language may be required for some assignments

Education and Experience

One (1) year of experience as an Investigative Assistant I with the County of Orange.

OR

Two (2) years of experience in a law or legal office environment with emphasis in conducting thorough investigations of civil and criminal cases, conducting field investigations or field investigative support functions within a public/private agency, locating and interviewing witnesses, assembling evidence for presentation in court, writing criminal and/or civil reports, and other forms of evidence and information.

College-level education in law, law enforcement, criminology or a closely related field may be substituted for up to one year of the required experience at the rate of three semester units for one month of experience.

License/Certification

Possession of a valid California Driver's License, Class C or higher, by date of appointment.

Special Requirements

Must pass a background investigation.

Must have jail security clearance for some assignments.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Frequent walking, standing, sitting, kneeling, squatting, and twisting and bending at the waist. Ability to speak and hear well enough to communicate and take direction in person and over the telephone. Vision sufficient to read standard text, fine print, various handwritings, and view a computer monitor. May be required to lift up to 25 pounds. Manual dexterity to handwrite and/or use a computer keyboard. Ability to perform daily tasks with independent body mobility, agility, and stamina sufficient to stand, or sit, walk, stoop, and bend routinely for

prolonged periods. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Ability to work under stressful conditions, deadlines and competing priorities. Ability to work with other individuals successfully and collaboratively.

Environmental and Working Conditions

Essential functions require sufficient physical ability and mobility to work primarily in an office setting around machinery with stationary or moving parts. May have exposure to firearms from working near law enforcement professionals. May work in a non-standard field environment. May interact with the public in emotional and occasional hostile situations. May be required to drive a County vehicle or use County-approved means of transportation for job-related travel.