

# **CLASSIFICATION MAINTENANCE STUDIES**

**RECOMMENDED ACTIONS – CLASSIFICATION MAINTENANCE STUDIES**

5. Effective May 2, 2025, approve and adopt new title codes, new title descriptions, class specifications, and set pay grades for Coroner Assistant Deputy Director (Title Code 8364MT) and Coroner Deputy Director (Title Code 8365MT).
6. Approve deletion of Criminal Justice Analyst (Title Code 8190MA), Criminal Justice Administrator (Title Code 8191MA), Criminal Justice Manager (Title Code 8192MA/MP), Criminal Justice Manager, Senior (Title Codes 8193MA/MP/MT), and Criminal Justice Deputy Director (Title Codes 8194MA/MP/MT) after all budgeted positions have been allocated to the new management classifications and direct Human Resource Services to remove the obsolete classifications from all Orange County Classification Plan documents.
7. Effective May 2, 2025, approve revised title description and class specifications for Emergency Management Administrator (Title Code 8207MA), Emergency Manager (Title Code 8208MA), Emergency Management Assistant Deputy Director (Title Code 8209MA), and Emergency Management Deputy Director (Title Code 8210MA); and delete Emergency Management Analyst (Title Code 8206MA) and direct Human Resource Services to remove the obsolete classification from all Orange County Plan documents.
8. Effective May 2, 2025, approve revised title descriptions and class specifications for Medical Director (Title Code 8262MA) and Senior Medical Director (Title Code 8263MA); and delete Medical Services Manager (Title Code 8259MA) and Medical Services Manager, Sr. (Title Code 8260MA) after all budgeted positions have been allocated to new management classifications and direct Human Resource Services to remove the obsolete classifications from all Orange County Classification Plan documents.
9. Effective May 2, 2025, approve and adopt Side Letter Agreement between the County of Orange and the Orange County Managers Association (OCMA), to add a Specialized Medical Director premium pay included as Attachment E.
10. Effective May 2, 2025, approve new title codes, title descriptions, classification specifications and set pay grades for Probation Assistant Division Manager (Title Code 8378MP) and Probation Division Manager (Title Code 8379MP).

11. Effective May 2, 2025, approve new title code, title description, classification specification and set pay grade for Procurement Contract Assistant Deputy Director (Title Code 8276MA).

## **BACKGROUND INFORMATION:**

With Board approval of the current Memoranda of Understanding between the Orange County Managers Association (OCMA) 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, title codes, title descriptions, and/or class specifications for the Coroner Management series, Emergency Management series, Medical Director series, Probation Management series, and Procurement Contract Management series, along with the deletion of the Criminal Justice Management series and adoption of a side letter agreement with OCMA.

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.

**Coroner Management Series**

During the classification maintenance study of the Criminal Justice Management series, it was determined that the sworn positions within the series be removed due to the specialized duties and qualifications required. This resulted in the proposal to create a new two-level class series for sworn management positions within the Coroner Division of the OC Sheriff's Department (OCSD). Positions in this series manage, plan, direct, and oversee the Deputy Coroner supervisors and other subordinates who perform death investigation functions for OCSD Coroner Division.

HRS conducted a market salary survey and determined that the performance maximum for the Coroner Assistant Deputy Director classification is 24.79% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to the Coroner Assistant Deputy Director:

<b>Organization</b>	<b>Title Description</b>	<b>Max Monthly Pay</b>
County of Riverside	Coroner's Lieutenant	\$12,684
County of Los Angeles	Assistant Chief, Medical Examiner's Investigations	\$11,145
County of San Bernardino	Supervising Deputy Coroner Investigator II	\$10,835
	<b>Average Monthly Maximum</b>	<b>\$11,555</b>
<b><i>County of Orange</i></b>	<b><i>Coroner Assistant Deputy Director</i></b>	<b><i>\$15,363</i></b>
	<b>Variance Above Market Average</b>	<b>24.79%</b>

Based on the external market and internal equity analysis, HRS recommends creating new title codes, title descriptions, class specifications, and setting pay grades for the Coroner Management series as follows:

Title Code	Title Description	Pay Grade & Monthly Pay Range
8364MT	Coroner Assistant Deputy Director	M5 \$10,247 - \$15,363
8365MT	Coroner Deputy Director	M7 \$12,400 - \$18,588

Note: Pay range reflects minimum to performance maximum

Although market analysis found proposed salaries to be significantly above the base pay market average, to compete with premium pays offered by comparator agencies and to ensure employees are not negatively impacted, HRS proposes the same pay grades as currently allocated. Currently, OCSD is utilizing the Business Services Deputy Director and Criminal Justice Manager, Senior classifications to meet their operational needs. Following approval of the new series, the department will reallocate three filled positions to the appropriate classes within the Coroner Management series. The proposed reallocations will not have a negative impact on current employees or additional associated costs as there will be no change in pay grade.

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

Currently Budgeted		Proposed		% Change (Perf Max)
Position Count	Title Description	Position Count*	Title Description	
2	Criminal Justice Manager, Senior	2	Coroner Assistant Deputy Director	0%
1	Business Services Deputy Director	1	Coroner Deputy Director	0%
<b>3</b>	<b>Total</b>	<b>3</b>	<b>Total</b>	0%

\*Position count reflects totals following position reallocations to new classes after BOS approval

### **Criminal Justice Management Series**

The Criminal Justice series currently consists of sworn and non-sworn management staff within the OC Sheriff's Department (OCSD) and OC Probation Department. Due to the creation of two new sworn management series (Coroner and Probation) and planned future reallocation of non-sworn staff to other occupational series, HRS is proposing deletion of the Criminal Justice series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
8190MA	Criminal Justice Analyst	M-1 \$7,001 - \$10,494	Delete Classification		
8191MA	Criminal Justice Administrator	M-2 \$7,698 - \$11,542	Delete Classification		
8192MA/MP	Criminal Justice Manager	M-4 \$9,315 - \$13,969	Delete Classification		
8193MA/MP/MT	Criminal Justice Manager, Senior	M-5 \$10,247- \$15,363	Delete Classification		
8194MA/MP/MT	Criminal Justice Deputy Director	M-6 \$11,272 - \$16,898	Delete Classification		

Note: Pay range reflects minimum to performance maximum

Non-sworn managers in the series will be allowed to remain in their current classifications and pay grades pending completion of the other management classification maintenance studies which will determine the final classification allocation of these positions. As a result, the proposed changes will not have a negative impact on employees' salaries or additional costs associated with the proposed future deletion of the Criminal Justice Management series.

**Emergency Management Series**

Positions in the Emergency Management series are assigned to the OCSD, Social Services Agency (SSA), OC Public Works (OCPW), and Health Care Agency (HCA). These classifications are responsible for providing emergency management planning across all first responder disciplines and for human-caused and natural disasters.

HRS conducted a market salary survey and determined that the performance maximum for the Emergency Manager classification is 7.57% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Emergency Manager:

<b>Organization</b>	<b>Title Description</b>	<b>Max Monthly Pay</b>
County of Los Angeles	Supervising Management Coordinator, CEO	\$16,016
County of San Diego	Group Program Manager	\$15,167
County of Ventura	Senior Program Administrator	\$11,079
County of San Bernardino	Supervising Emergency Manager Services Officer	\$9,383
	<b>Average Monthly Maximum</b>	<b>\$12,911</b>
<b>County of Orange</b>	<b>Emergency Manager</b>	<b>\$13,969</b>
	<b>Variance Above Market Average</b>	<b>7.57%</b>

Based on market findings, internal salary equity analysis, and assessment of the existing classification structure, HRS requests approval to delete an obsolete classification and to revise the title descriptions and class specifications for the Emergency Management series as follows:

<b>Current</b>			<b>Proposed</b>		
<b>Title Code</b>	<b>Title Description</b>	<b>Pay Grade &amp; Monthly Range</b>	<b>Title Code</b>	<b>Title Description</b>	<b>Pay Grade &amp; Monthly Range</b>
8206MA	Emergency Management Analyst	M-2 \$7,698 - \$10,663	Delete Classification		
8207MA	Emergency Management Administrator	M-3 \$8,469 - \$12,698	8207MA	Emergency Management Administrator	M-3 \$8,469 - \$12,698
8208MA	Emergency Manager	M-4 \$9,315 - \$13,969	8208MA	Emergency Manager	M-4 \$9,315 - \$13,969
8209MA	Emergency Manager, Sr.	M-6 \$11,272 - \$16,898	8209MA	Emergency Management Assistant Deputy Director	M-6 \$11,272 - \$16,898
8120MA	Emergency Management Deputy Director	M-7 \$12,400 - \$18,588	8120MA	Emergency Management Deputy Director	M-7 \$12,400 - \$18,588

Note: Pay range reflects minimum to performance maximum



HRS recommends the Emergency Management series only include emergency planning and management functions and to move emergency medical services into the Health Services series. The Emergency Management positions within the HCA Emergency Medical Services will be reallocated to the appropriate classes within the Health Services series and the proposed reallocations will not have a negative impact on current employees as there will be no change in their pay grade.

HRS also proposes the deletion of the Emergency Management Analyst classification to eliminate the overlap in job function/duties with the managerial and non-managerial occupational series. 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:

Currently Budgeted		Proposed		% Change (Perf Max)
Position Count	Title Description	Position Count*	Title Description	
0	Emergency Management Analyst	Delete Classification		
11	Emergency Management Administrator	5	Emergency Management Administrator	0%
3	Emergency Manager	1	Emergency Manager	0%
2	Emergency Manager, Senior	1	Emergency Management Assistant Deputy Director	0%
1	Emergency Management Deputy Director	1	Emergency Management Deputy Director	0%
<b>17</b>	<b>Total</b>	<b>8</b>	<b>Total</b>	

\*Position count reflects totals following position reallocations of HCA positions to Health Services Management titles after BOS approval.

### **Medical Director Series**

Positions in the Medical Director series are assigned to the HCA and SSA. These classifications are responsible for serving as a licensed, Medical Director, managing medical care and directing the policies and operations of County medical services,

agency wide and/or specific healthcare service areas, programs/divisions in public health, correctional health, or medical or integrated health services, and/or related areas.

HRS conducted a market salary survey and determined that the performance maximum for the Senior Medical Director classification is 4.44% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Senior Medical Director:

<b>Organization</b>	<b>Title Description</b>	<b>Max Monthly Pay</b>
County of Los Angeles	Medical Director I	\$40,394
Country of San Diego	EMS Medical Director	\$26,475
County of Ventura	Clinic Medical Director	\$25,599
County of San Diego	Medical Director	\$25,513
County of Los Angeles	Chief Physician II	\$24,127
County of San Diego	Public Health Medical Officer	\$24,071
County of San Bernardino	Public Health Medical Director	\$23,159
County of Riverside	Medical Program Director	\$23,026
County of Riverside	Public Health Medical Program Director	\$21,712
	<b>Average Monthly Maximum</b>	<b>\$26,008</b>
<b>County of Orange</b>	<b>Senior Medical Director</b>	<b>\$27,217</b>
	<b>Variance Above Market Average</b>	<b>4.44%</b>

Based on market findings, internal salary equity analysis, and assessment of the existing classification structure, HRS requests approval to retitle the series to Medical Director; revise the title descriptions and class specifications for Medical Services Deputy Director, and Medical Director; and delete the Medical Services Manager and Medical Services Manager, Senior classes for the Medical Director series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
8259MA	Medical Services Manager	M-5 \$10,247 - \$15,363	Delete Classification		
8260MA	Medical Services Manager, Sr.	M-7 \$12,400 - \$18,588	Delete Classification		
8261MA	Medical Services Assistant Deputy Director	M-9 \$15,002 - \$22,492	8261MA	Associate Medical Director	M-9 \$15,002 - \$22,492
8262MA	Medical Services Deputy Director	M-10 \$16,503 - \$24,743	8262MA	Medical Director	M-10 \$16,503 - \$24,743
8263MA	Medical Director	M-11 \$18,155 - \$27,217	8263MA	Sr. Medical Director	M-11 \$18,155 - \$27,217

Note: Pay range reflects minimum to performance maximum

HRS recommends the Medical Director series only include MD/DO positions and the transition and reallocation of non-MD positions to the Health Services series. The non-MD positions will remain in the Medical Services classifications until the completion of the Health Services series study. Once these positions have been reallocated to the Health Services series, HRS proposes deletion of Medical Services Manager and Medical Services Manager, Sr. classifications.

HRS also recommends approval and adoption of a Side Letter Agreement between the County and OCMA that will add a Senior Medical Director Special Assignment Pay Premium in the Orange County Managers Association MOU. The premium pay of an additional five percent (5%) for hours worked will be provided to employees in the Senior Medical Director class who are in specialized assignments within the HCA. This additional pay is being recommended to address salary compaction with subordinates and to compensate for complex, hard-to-fill, and/or dual role assignments.

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

County of Orange  
 FY 2024-25 April Budget Update  
 April 22, 2025

Currently Budgeted*		Proposed		% Change (Perf Max)
Position Count	Title Description	Position Count*	Title Description	
6	Medical Services Manager	Delete Classification		
7	Medical Services Manager, Sr.	Delete Classification		
3	Medical Services Assistant Deputy Director	1	Associate Medical Director	0%
6	Medical Services Deputy Director	6	Medical Director	0%
4	Medical Director	2	Sr. Medical Director	0%
		2	Sr. Medical Director (Spec Assign Pay)	5%
<b>26</b>	<b>Total</b>	<b>11</b>	<b>Total</b>	

\*Position count reflects totals following anticipated position reallocations of HCA positions to Health Services Management titles after BOS approval.

Due to the proposed special assignment pay impacting two positions at HCA, an approximate cost of \$44,672 is anticipated. SSA will not incur any costs as the proposed changes are not applicable to their position. HCA will attempt to absorb this annual cost of implementing the proposed change as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Associate Medical Director	\$0	-	\$0
Medical Director	\$0	-	\$0
Sr. Medical Director	\$0	-	\$0
Sr. Medical Director – 5% Spec Assign Pay	\$22,336	CDCD Position 40% State 40% Federal 13% Fees/7% NCC	\$1,564
	\$22,336	CHS Position 100% NCC	\$22,336
<b>Total</b>	<b>\$44,672</b>	<b>Total</b>	<b>\$23,900</b>

**Probation Management Series**

During the classification maintenance study of the Criminal Justice Management series, it was determined that the sworn positions within the series be removed due to the specialized duties and qualifications required. This resulted in the proposal to create a new two-level class series for sworn management positions within the Probation Department. Positions in this series manage, plan, direct, and oversee Deputy Probation Officer and Deputy Correctional Probation Officer supervisors and other subordinates within a major division, program, unit or institution of the OC Probation Department.

HRS conducted a market salary survey and determined that the performance maximum for the Probation Assistant Division Manager classification is 15.79% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to the Probation Assistant Division Manager:

<b>Organization</b>	<b>Title Description</b>	<b>Max Monthly Pay</b>
County of Los Angeles	Probation Director	\$15,915
County of San Bernardino	Probation Division Director I	\$11,760
County of Riverside	Assistant Probation Director	\$11,137
	<b>Average Monthly Maximum</b>	<b>\$12,937</b>
<b>County of Orange</b>	<b>Probation Assistant Division Manager</b>	<b>\$14,193</b>
	<b>Variance Above Market Average</b>	<b>15.79%</b>

Based on the external market and internal equity analysis, HRS recommends creating new title codes, title descriptions, class specifications, and setting pay grades for the Probation Management series as follows:

<b>Title Code</b>	<b>Title Description</b>	<b>Pay Grade &amp; Monthly Pay Range</b>
8378MP	Probation Assistant Division Manager	M5 \$10,247 - \$15,363
8379MP	Probation Division Manager	M6 \$11,272 - \$16,898

Note: Pay range reflects minimum to performance maximum

Although market analysis found proposed salaries to be above the base pay market average, to compete with premium pays offered by comparator agencies and to ensure employees are not negatively impacted, HRS proposes the same pay grades as currently allocated. Currently, Probation is utilizing the Criminal Justice series to meet their operational need. Following approval of the new series, the department will reallocate positions to the appropriate classes within the Probation Management series. The proposed reallocations will not have a negative impact on current employees or additional associated costs as there will be no change in pay grade.

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

Currently Budgeted		Proposed		% Change (Perf Max)
Position Count	Title Description	Position Count	Title Description	
14	Criminal Justice Manager, Senior	14	Probation Assistant Division Manager	0%
10	Criminal Justice Deputy Director	10	Probation Division Manager	0%
<b>24</b>	<b>Total</b>	<b>24</b>	<b>Total</b>	<b>0%</b>

\*Position count reflects future position adds upon BOS approval

### **Procurement Contract Assistant Deputy Director**

CEO Procurement Office requested HRS explore and study the creation of a new classification in the Procurement Contract Management series following the centralization and reorganization of countywide procurement services. The study emphasized the need for a higher-level role within the CEO Procurement Office to meet the current and future business needs. The newly proposed Procurement Contract Assistant Deputy Director classification will assist the County Procurement Officer in the administration and operation of departments countywide and oversee highly complex procurement functions. In addition, the class will be responsible for ensuring compliance with federal, state, and county regulations related to procurement functions throughout the county and will be exclusive to the CEO County Procurement Office.

HRS conducted a market salary analysis to determine the market average for Procurement Contract Assistant Deputy Director. The following table displays a comparison of salaries from surrounding organizations for the classification equivalent to the Procurement Contract Assistant Deputy Director.

<b>Organization</b>	<b>Title Description</b>	<b>Max Monthly Pay</b>
County of San Diego	Chief, Departmental Operations	\$15,167
County of Riverside	Deputy Director of Procurement	\$14,570
County of San Bernardino	Assistant Director of Purchasing	\$14,310
County of Los Angeles	Section Manager, Contracts	\$12,514
County of Ventura	Administrative Officer II	\$10,826
	<b>Average Monthly Maximum</b>	<b>\$14,048</b>
<b>County of Orange</b>	<b><i>Procurement Contract Assistant Deputy Director</i></b>	<b>\$15,612</b>
	<b>Variance Above Market Average</b>	<b>20.24%</b>

Following review of initial findings and based on a comprehensive review of external market data, internal equity analysis, and an assessment of the current business needs, HRS recommends creating a new title code, title description, classification specification, and setting the pay grade for the Procurement Contract Assistant Deputy Director classification as follows:

<b>Title Code</b>	<b>Title Description</b>	<b>Pay Grade &amp; Monthly Range</b>
8276MA	Procurement Contract Assistant Deputy Director	M-6 \$11,271 - \$16,898

Note: Pay range reflects minimum to performance maximum

While the market analysis shows the recommended pay grade is above the market average for this classification, due to internal equity and the lower-level Procurement Contract Management positions occupying the M-5 pay grade, the recommended pay grade is M-6. Currently, the CEO Procurement Office is utilizing the Business Services Assistant Deputy Director classification to meet their operational need. Since the Business Services Assistant Deputy Director classification is on the M-6 salary grade there will be no cost to the Department following reallocation their three (3) positions to the Procurement Contract Assistant Deputy Director after approval.



## CORONER ASSISTANT DEPUTY DIRECTOR

Bargaining Unit: MT Deputy Coroner Management

Class Code:  
8364MT

COUNTY OF ORANGE

Established Date: 05/02/25

### DEFINITION:

The **Coroner Manager, Senior** is responsible for managing multiple teams or units engaged in serving as a senior manager over a large operational unit, managing and providing administrative direction for multiple coroner and crime lab operations for the Coroner's Division of the Sheriff's Department

### The Coroner Management series includes the following:

Coroner Assistant Deputy Director (8364MT)

Coroner Deputy Director (8365MT)

### CLASS CHARACTERISTICS:

Incumbents oversee multiple, highly complex operational functions and manage supervisory, professional, and/or sworn level employees, indirect supervision to additional non-management level employees and have responsibility for significant budget/funding levels. Decision-making includes establishing work unit objectives and goals, exercising considerable discretion in selecting the method to address a problem or issue, and fostering collaboration among and between the work units supervised as well with work units under the direction of others.

An incumbent oversees the supervision of supervisory and non-management staff, as well as directly supervises supervisory staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.

### 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. Provides operational, technical management and direction to staff in the Coroner Division of the Sheriff-Coroner Department.
2. Troubleshoots and resolves program or work unit issues and keeps higher-level management informed of issues/resolution.



3. Develops, implements, and evaluates programs to ensure compliance with legal requirements, mandated investigations, and performance goals; manages operational systems and processes; maintains and updates procedures, and ensures compliance; researches trends and best practices; and recommends and implements changes.
4. Develops and administers work unit budgets and procurement processes; reviews and approves budget requests and transactions; negotiates and manages contracts; researches and analyzes financial information; makes resource allocation recommendations; and implements resource allocation decisions.
5. Oversees the preparation of and/or prepares, reviews, designs, and/or maintains reports, records, evidence, plans, division manuals, memos, other documents, and correspondence; oversees the research and analysis of policy and related information; and makes department recommendations.
6. Oversees and conducts performance evaluations, employee development, hiring, discipline, and termination procedures as well as directly supervises management, professional, paraprofessional, and support staff.
7. Communicates with the general public, County staff, and/or external agencies; convenes, facilitates and attends meetings; and prepares and makes presentations to the public, elected officials, appointed boards, and other stakeholders.
8. Performs various other aspects of Coroner's investigations.
9. Performs other duties of a similar nature and level as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Thorough Knowledge of**

- Rules and codes pertinent to the Coroner Division of the Sheriff-Coroner Department
- Methods and techniques of investigation and investigative interviewing
- Physiology, anatomy, medical terminology, and techniques applicable to Coroner's medico-legal investigations
- Laws and rules of evidence
- Criminal, civil, and probate laws pertinent to Coroner Investigator

##### **General Knowledge of**

- Principles and methods of supervision and training
- Laws, court decisions, and Attorney General opinions governing funeral directors, morticians, cemeteries, exhumation, death, and dead bodies

- Criminal, civil, and probate law pertinent to Coroner's investigations
- Prescription drugs, both generic and name brands, poisons, and other toxic elements and compounds
- Medicine and its subspecialties and techniques, pertinent to Coroner's investigations

**Ability to**

- Supervise Coroner’s staff in the conduct of investigations and evaluate their work
- Advise and instruct subordinates in investigative methods, and applicable laws, codes, and rules
- Answer technical medico-legal questions regarding entombment, interment, cremation, or disposition of human remains
- Prepare clear, concise reports and correspondence
- Work effectively under unpleasant conditions
- Deal effectively with attorneys, medical doctors, law enforcement officers, and distraught persons
- Converse with professional medical personnel on a technical level

***Education and Experience***

Two (2) years of experience as a Supervising Deputy Coroner in the Coroner Division or its equivalent with the County of Orange.

Or

Five (5) years of professional operational experience related to assignment; must include two (2) years of lead/supervisory experience.

A Bachelor’s degree in criminal justice, business or public administration, biological sciences, or related area may substitute for one (1) year of the required experience.

A Master’s degree or higher in criminal justice, business or public administration, biological sciences, or related area may substitute for two (2) years of the required experience.

***License/Certification***

Assignment requires the following licenses or certifications by date of appointment:

- Must possess and maintain a current and valid California Peace Officer Standards and Training (P.O.S.T.) Basic Certificate or a valid California Peace Officer Standards and Training (P.O.S.T.) Specialized Basic certificate
- Possession of a valid California Driver's license, Class C or higher

## ***Special Requirements***

- Be legally authorized to work in the United States under federal law.
- Must be at least 21 years of age by date of appointment.
- Not have been convicted of a felony and not be otherwise subject to disqualification under Government Code Section 1029.
- Be free from any physical, emotional, or mental condition including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect exercise of Deputy Coroner powers, as determined by a license examining authority in accordance with California Government Code Section 1031.
- Have graduated from high school or attainment of a satisfactory score on General Education Development (G.E.D) test or California High School Proficiency exam or have attained a two-year or four-year degree from an accredited college or university.
- Pass background investigation conducted in compliance with California Government Code Section 1031, to the satisfaction of the Sheriff-Coroner. Must maintain periodic firearm qualification requirements for Deputy Coroner per California Government Code Section 1031.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation. Ability to work under stressful conditions, deadlines, and competing priorities.

### ***Environmental and Working Conditions***

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.



## CORONER DEPUTY DIRECTOR

Bargaining Unit: MT Deputy Coroner Management

Class Code:  
8365MT

COUNTY OF ORANGE  
Established Date: 05/02/25

### DEFINITION:

The **Coroner Deputy Director** manages the Coroner's Division of the Sheriff's Department which performs criminal investigations, coroner investigations, and provides administrative direction for multiple coroner and crime lab operations for the Coroner Division.

### The Coroner Management series includes the following:

Coroner Assistant Deputy Director (8364MT)  
Coroner Deputy Director (8365MT)

### CLASS CHARACTERISTICS:

This is a single incumbent class within the Sheriff's Department that provides leadership and oversight of the Coroner's Division. Work includes making interpretive decisions on behalf of the organization regarding the means for executing the goals established by the relevant executives and governing body subject to constraints imposed by available technology and resources. Such interpretive decisions provide context for the work to be accomplished by subordinates supervised within the units managed. An incumbent reports to an Assistant Sheriff.

An incumbent oversees the supervision of management and non-management staff, as well as directly supervises management staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.

### 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. Develops, implements, and evaluates services, programs, large-scale projects, and operations related to the Coroner Division of the Sheriff-Coroner Department; plans and evaluates system-wide procedures, policies, strategies, and goals; maintains, updates, and ensures procedural compliance for programs and projects; and plans and implements process improvements.

2. Develops, administers and oversees budgets; oversees procurement activities; reviews and approves budget requests and transactions; researches and analyzes financial information; makes resource allocation decisions and recommendations; and ensures adherence to budgetary and other applicable requirements, policies, and procedures.
3. Oversees the preparation of and/or prepares, reviews, designs, and/or maintains reports, records, plans, contracts, division manuals, and other documents; coordinates the research and analysis of department-wide policy and related information; and makes department recommendations.
4. Oversees and conducts performance evaluations, employee development, hiring, discipline, and termination procedures as well as directly supervises management, professional, paraprofessional, and support staff, as assigned.
5. Coordinates with County officials, labor unions, the public, internal staff, departments, and/or external agencies; develops partnerships; responds to escalated complaints and operational issues; and manages ongoing program operations and processes.
6. Convenes, facilitates and/or attends meetings, briefings, and presentations with County departments, commissions, Boards, law enforcement, emergency services, and/or other external stakeholders; and prepares and makes presentations.
7. Performs various other aspects of Coroner's investigations.
8. Performs other duties of a similar nature and level as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of**

- Principles and practices pertinent to the Coroner Division of the Sheriff-Coroner Department
- Concepts related to medicolegal death investigation, thorough understanding of all applicable laws governing the Coroner Division
- Physiology anatomy, medical terminology, and techniques applicable to Coroner's medico-legal investigations
- Methods and techniques of investigation and investigative interviewing
- Principles and practices of modern business management
- Principles and practices of budgeting and fiscal management including fund accounting
- Principles and practices of criminal justice service delivery models
- Principles and practices of group facilitation and building consensus
- Project and contract management principles

- Best practices, trends, and emerging technologies
- Principles and applications of critical thinking and analysis
- Principles and techniques of effective oral presentations
- Principles and practices of conflict resolution and negotiation strategies
- Knowledge of federal, state, and local laws, codes, and regulations
- Managerial principles, practices, and techniques, including training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Principles in providing customer service
- Modern office technology and operational specific business systems, equipment, and applications relevant to area of assignment

#### **Ability to**

- Plan and direct the functional activities of the Coroner Division of the Sheriff-Coroner Department
- Identify strategic objectives, ensure ongoing compliance and measure performance
- Manage budgets and allocating resources to achieve strategic objectives
- Interpret, monitor, and report financial information and statistics
- Monitor and direct procurement activities
- Oversee the implementation of, and adherence to, quality assurance activities and standards
- Review research and implement industry trends, solutions, and best practices
- Author and oversee the preparation of original reports, content, documents, and presentations
- Make presentations to stakeholders, elected officials, and County leadership
- Facilitate group discussions and build consensus using persuasive reasoning
- Exercising political acumen, tact, and diplomacy
- Collaborate with program stakeholders, elected and appointed boards, the public and internal leadership
- Manage and evaluate staff performance, training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work

- Utilize a computer and relevant software applications, specialized equipment, and systems
- Utilize communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public, and others to sufficiently exchange or convey information and to receive work direction

### ***Education and Experience***

Two (2) years of experience as Coroner Assistant Deputy Director or three (3) years of experience as a Supervising Deputy Coroner in the Coroner Division or its equivalent with the County of Orange.

### ***Or***

Six (6) years of professional operational experience management experience related to assignment; must include two (2) years of supervisory experience.

A Bachelor's degree in criminal justice, business or public administration, biological sciences, or related field may substitute for one (1) year of the required experience.

A Master's degree or higher in criminal justice, business or public administration, biological sciences, or related field may substitute for two (2) years of the required experience.

### ***License/Certification***

Assignment requires the following license or certifications by date of appointment:

- Must possess and maintain a current and valid California Peace Officer Standards and Training (P.O.S.T.) Basic Certificate or a valid California Peace Officer Standards and Training (P.O.S.T.) Specialized Basic certificate
- Possession of a valid California Driver's license, Class C or higher

### ***Special Requirements***

- Be legally authorized to work in the United States under federal law.
- Must be at least 21 years of age by date of appointment.
- Not have been convicted of a felony and not be otherwise subject to disqualification under Government Code Section 1029.
- Be free from any physical, emotional, or mental condition including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect exercise of Deputy Coroner powers, as determined by a license examining authority in accordance with California Government Code Section 1031.
- Have graduated from high school or attainment of a satisfactory score on General Education Development (G.E.D) test or California High School Proficiency exam or have attained a two-year or four-year degree from an accredited college or university.
- Pass background investigation conducted in compliance with California Government Code Section 1031, to the satisfaction of the Sheriff-Coroner.
- Must maintain periodic firearm qualification requirements for Deputy Coroner per California Government Code Section 1031.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation. Ability to work under stressful conditions, deadlines, and competing priorities.

### ***Environmental and Working Conditions***

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.





## EMERGENCY MANAGEMENT ADMINISTRATOR

Bargaining Unit: MA Administrative Management

Class Code:  
8207MA

COUNTY OF ORANGE  
Established Date: 03/10/23  
Revised Date: 05/02/25

### DEFINITION:

This class is the first in a four level **Emergency Management Series** responsible for providing emergency planning and coordination of County staff and agencies responsible for County-wide mutual aid emergency response. Work includes leading team members, local jurisdictions, and the community in the collaborative development of plans to mitigate hazards and provide emergency response; coordinating with other jurisdictions; managing projects; and coordinating emergency functions such as notification systems and emergency shelters.

### The Emergency Management series includes the following:

- Emergency Management Administrator (8207MA)
- Emergency Manager (8208MA)
- Emergency Management Assistant Deputy Director (8209MA)
- Emergency Management Deputy Director (8210MA)

### CLASS CHARACTERISTICS:

An incumbent performs advanced journey-level analytical work and/or emergency management program administration which includes performing the most complex individual contributor work assignments or supervision of a smaller program/function. Incumbents may supervise multiple staff engaged in non-management work, provide training and work review for same level management staff, or supervise one (1) management level staff assigned to help support and coordinate the program and/or work unit. Decision-making includes providing input into management objectives and selecting the method to address a problem or issue, subject to the constraints established by management objectives and direction.

As assigned, an incumbent may serve as a lead worker, assigning work and monitoring work completion; or supervise staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.

## 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. Establishes research criteria, gathers information, including that related to emergencies, confidential information, and public information needs, and/or leads the information gathering process, analyzes information, and uses technical and analytical expertise to develop findings and provide recommendations to higher-level staff.
2. Administers smaller, less complex programs, projects, or specific functional areas of large complex programs; coordinates and plans emergency preparedness, mitigation, response, and recovery activities; plans and conducts studies, training sessions, and investigations; administers program/project budget and procurement activities.
3. Serves as a liaison, advisor, and educator to County staff, boards, external agencies, local jurisdictions, the public, and other stakeholders on emergency preparedness, mitigation, response, and recovery; evaluates and provides input on state and federal agency policies to improve and advance emergency management processes and procedures. Must be prepared to respond to emergencies 24 hours per day, seven days per week, and 365 days per year.
4. As assigned, supervises transactional, investigatory, or processing operational activities performed by non-exempt staff; and assists with overall operational management of a work unit including the identification of business processes and opportunities for continuous improvement, drafting of operational policies and procedures, and measurement and analysis of performance indicators.
5. Researches, develops, and/or disseminates original reports, materials, presentations, and other documents; serves as technical subject matter expert; reviews materials prepared by others; debriefs and maintains documentation of lessons learned from incidents and drills; and makes presentations, as assigned.
6. Responds to inquiries from stakeholders, the general public, internal staff, and/or external agencies; responds to emergency situations in times of crisis; troubleshoots program-related operational issues; and facilitates and/or attends meetings and confidential briefings.
7. As assigned, serves as a lead worker, or supervises staff, volunteers, and/or contractors, including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.
8. Performs other duties of a similar nature and level as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Principles and practices of emergency or disaster management including emergency preparedness, emergency management operations, mitigation, response, and recovery.
- Principles and practices of project and program administration related to work area
- Applicable federal, state, and local laws, codes, regulations, and standards
- Principles and applications of critical thinking and analysis
- Principles and techniques of preparing effective oral presentations and written reports
- Supervisory principles, practices, and techniques, including employee development, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Principles and practices of conflict resolution and negotiation strategies
- Best practices, trends, and emerging technologies
- Principles and practices of service delivery models
- Modern office technology and operational specific business systems, equipment, and applications relevant to area of assignment

### **Ability to**

- Effectively administer emergency preparedness, mitigation, response, and recovery activities
- Administer complex projects and/or initiatives, enterprise projects, and/or oversee the management of multiple projects simultaneously
- Prioritize multiple competing work priorities and meet deadlines
- Interpret and apply applicable laws, codes, regulations, and standards
- Research and analyze data, identify issues, make recommendations, recommendations and implement solutions
- Monitor and interpret operational data, regulatory and financial information, and statistics

- Develop and prepare reports and presentations
- Recommend and implement policies and procedures
- Resolve conflict and facilitate consensus
- Supervise and evaluate staff performance, including training and coaching staff, coordinating deadlines, prioritizing work demands, and assigning/monitoring work, as assigned
- Utilize a computer and relevant software applications
- Utilize communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public, and others to sufficiently exchange or convey information and to receive work direction

### ***Education and Experience***

Four (4) years of professional emergency or disaster management experience in related assignment.

A Bachelor's degree in emergency management, business administration, public administration, communications, or related field may substitute for one (1) year of the required experience.

A Master's degree or higher in emergency management, business administration, public administration, communications, or related field may substitute for two (2) years of the required experience.

### ***License/Certification***

Some assignments may require one or more of the following licenses or certifications by date of application/date of appointment:

- Department of Homeland Security or Department of Justice Secret Security clearance
- State of California Emergency Management certificate
- State of California Emergency Management Specialist certificate
- Certified Emergency Manager (CEM®) certificate
- Federal Emergency Management Agency - National Incident Management Systems (NIMS) Training
- Airport Security Coordinator (ASC) training
- Federal Emergency Management Agency Professional Development Series (ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800, IS-120, IS-230, IS235, IS240, IS 241, IS-242, IS-244)
- International Association of Emergency Managers Associate Emergency Managers® or Certified Emergency Manager®

- WebEOC Administrator
- Everbridge certification (Mass Notification or CARES)
- Valid California Driver's license, Class C or higher

### **Special Requirements**

Completion of a background investigation to the satisfaction of the County may be required for some assignments.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation.

### ***Environmental and Working Conditions***

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.

Function effectively in a standard office environment.



## EMERGENCY MANAGER

Bargaining Unit: MA Administrative Management

Class Code:  
8208MA

COUNTY OF ORANGE  
Established Date: 03/10/23  
Revised Date: 05/02/25

### DEFINITION:

This class is the second in a four level in the **Emergency Management Series** responsible for providing emergency management on all-hazards basis for the County as an individual jurisdiction, and across all first responder disciplines and all jurisdictions within the Orange County Operational Area (OA). Areas of focus include all phases of emergency management including hazard mitigation, preparedness, response, and recovery, as well as continuity of government and operations. Work includes training; coordinating exercises; coordinating activities with other jurisdictions and of staff; budgets, grants, and fiscal matters; and integrating Whole Community concepts into all phases of emergency management.

### The Emergency Management Series includes the following:

Emergency Management Administrator (8207MA)  
Emergency Manager (8208MA)  
Emergency Management Assistant Deputy Director (8209MA)  
Emergency Management Deputy Director (8210MA)

### CLASS CHARACTERISTICS:

Incumbents oversee departmental emergency management programs or units typically with supervisory authority over at least one (1) or more management-level staff and/or multiple non-management staff. Decision-making includes using discretion for program decisions to achieve management objectives, with accompanying accountability for those decisions. An individual contributor who is a designated subject matter expert and who serves as a manager of a Countywide enterprise or highly technical and specialized function, without direct supervisory responsibilities may be assigned to this level.

As assigned, an incumbent supervises management and/or non-management staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.

## 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, coordinates, and implements emergency management programs, projects, and systems; integrates County programs with other city, county, state, and federal emergency management programs; develops and plans training and exercises with a multi-agency and multi-discipline focus; prepares and administers ongoing daily operations to comply with strategic goals and preferred outcomes; manages program planning and resource deployment; establishes and implements divisional goals and program priorities; and ensures compliance with all policies, procedures, quality, and performance standards.
2. Serves as a staff and/or technical advisor during emergencies and exercises; ensures that all appropriate emergency management principles, protocols, and policies are met; must be prepared to respond to emergencies 24 hours per day, seven days per week, and 365 days per year.
3. Manages emergency management related grant activities including: coordinating grant proposal writing; monitoring of the grant programs and funds; and ensuring that expenditures and programs are in line with grant guidance complying with federal, state, and county contracts, rules, laws, policies, and other requirements.
4. Establishes internal and external partnerships; coordinates with County staff, external agencies, the general public, the media, and/or other stakeholders; and convenes, facilitates, and/or attends meetings.
5. Researches, analyzes, develops, and reviews original reports, materials, presentations, and other documents; and develops and makes recommendations to higher-level staff.
6. Manages procurements and budgets for assigned program(s); monitors and approves inventory and procurement processes; prepares and reviews budget requests; researches and reviews funding opportunities; collects and analyzes financial information; and makes budgetary and financial recommendations to higher-level staff.
7. Supervises professional, paraprofessional, and support level staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.
8. Ensures a healthy and safe work environment; and ensures compliance with applicable laws, codes, regulations, policies, and procedures.
9. Performs other duties of a similar nature and level as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Principles and practices of planning and administering emergency management services including systems and response programs
- Principles and practices of modern business management
- Principles and practices of budgeting and fiscal management
- Principles and practices of program planning and administration
- Principles and practices of service delivery models
- Project, grant, and contract management principles
- Managerial principles, practices, and techniques, including training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Best practices, trends, and emerging technologies
- Principles and applications of critical thinking and analysis
- Principles and techniques of preparing effective oral presentations and written reports
- Applicable federal, state, and local laws, codes, and regulations
- Modern office technology and operational specific business systems, equipment, and applications relevant to area of assignment

### **Ability to**

- Manage and implement assigned emergency management services programs, projects, protocols, and activities
- Oversee adherence to quality assurance and standards
- Interpret, monitor, and report financial information and statistics
- Research industry trends, solutions, and best practices



- Compile and analyze data, identify issues, make recommendations and implement solutions
- Author and prepare original reports, grant proposals, content, documents, and presentations
- Recommend, develop, and implement policies and procedures
- Facilitate groups, build consensus, and resolve escalating issues
- Exercise political acumen, tact, and diplomacy
- Interpret and apply applicable laws, codes, regulations, and standards
- Supervise and evaluate staff performance, including training and coaching staff, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Provide customer service
- Utilize a computer and relevant software applications
- Utilize communication and interpersonal skills to interact with coworkers, supervisors, the general public, and others to sufficiently exchange or convey information and to receive work direction

### ***Education and Experience***

One (1) year experience as an Emergency Management Administrator or its equivalent with the County of Orange.

### ***Or***

Five (5) years of professional emergency management experience in related assignment; must include one (1) year of lead/supervisory experience.

A Bachelor's degree in emergency management, business administration, public administration, communications, or related area of study may substitute for one (1) year of the required experience.

A Master's degree or higher in emergency management, business administration, public administration, communications, or related area of study may substitute for two (2) years of the required experience

### ***License/Certification***

Some assignments may require one or more of the following licenses or certifications by date of application/date of appointment:

- Department of Homeland Security or Department of Justice Secret Security clearance

- State of California Emergency Management certificate
- State of California Emergency Management Specialist certificate
- Certified Emergency Manager (CEM®) certificate
- Federal Emergency Management Agency - National Incident Management Systems (NIMS) Training
- Airport Security Coordinator (ASC) training
- Federal Emergency Management Agency Professional Development Series (ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800, IS-120, IS-230, IS-235, IS-240, IS-241, IS-242, IS-244)
- International Association of Emergency Managers Associate Emergency Manager® or Certified Emergency Manager®
- WebEOC Administrator
- Everbridge certification (Mass Notification or CARES)
- Valid California Class C, or higher, driver's license

### ***Special Requirements***

Completion of a background investigation to the satisfaction of the County may be required for some assignments.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation.

### ***Environmental and Working Conditions***

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.

Function effectively in a standard office environment.



**EMERGENCY MANAGEMENT ASSISTANT DEPUTY  
DIRECTOR**

Bargaining Unit: MA Administrative Management

Class Code:  
8209MA

COUNTY OF ORANGE  
Established Date: 03/10/23  
Revised Date: 05/02/25

**DEFINITION:**

This class is the third in a four-level **Emergency Management Series** devoted to serving as the County and Operation Area (OA) Coordinator; oversight of the fiscal, administrative, and personnel functions within the OC Sheriff's Department Emergency Management Division; and assists in leading development, implementation and oversight of emergency management, hazard mitigation, and disaster recovery efforts.

Position may serve in the role of the Emergency Management Deputy Director when appropriate.

**The Emergency Management Series includes the following:**

- Emergency Management Administrator (8207MA)
- Emergency Manager (8208MA)
- Emergency Management Assistant Deputy Director (8209MA)
- Emergency Management Deputy Director (8210MA)

**CLASS CHARACTERISTICS:**

Incumbents oversee multiple highly complex emergency management operational functions and/or an organizational work unit within the OC Sheriff's Department exercising first-level (direct) supervision to multiple management level employees, indirect supervision to additional management and/or non-management level employees, and have responsibility for significant budget/funding levels. Decision-making includes establishing work unit objectives and goals, exercising considerable discretion in selecting the method to address a problem or issue, and fostering collaboration among and between the work units supervised as well with work units under the direction of others.

An incumbent oversees the supervision of management and non-management staff, as well as directly supervises management staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.

## 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. Provides operational and technical management and direction to staff including, but not limited, to one or more of the following areas: Incident Command System, Standardized Emergency Management System, National Incident Management System, and the National Qualifications System; hazard and risk identification, vulnerability analysis, and mitigation; prevention; crisis communication and public information; and logistics and resource management' and management of grants.
2. Facilitates discipline-specific planning, training, exercises, and incident response including but not limited to disaster response, evacuations, alert and warning, public information and communications, care and shelter, debris management, and post-incident recovery.
3. Troubleshoots and resolves program or work unit issues and keeps higher-level management informed of issues/resolutions.
4. Develops, implements, and evaluates services and programs to ensure compliance with strategies and performance goals; establishes and implements divisional goals and program priorities; manages work systems and processes and submits required system status reports and plans; develops, maintains, updates, and publicizes policies and procedures including training and qualifications for specific emergency management job duties and positions, and ensures compliance with National Qualifications Standards (NQS); researches trends and best practices; and recommends and implements changes.
5. Develops and administers work unit budgets and procurement processes; reviews and approves budget requests and transactions; negotiates and manages contracts; researches and analyzes financial information; makes resource allocation recommendations; and implements resource allocation decisions.
6. Oversees the preparation of and/or prepares, reviews, designs, and/or maintains reports, records, plans, agendas, and other documents; oversees the research and analysis of policy and related information; and makes recommendations to higher-level staff. Must be prepared to respond to emergencies 24 hours per day, seven days per week, and 365 days per year.
7. Oversees and conducts performance evaluations, employee development, hiring, discipline, and termination procedures as well as directly supervises management, professional, paraprofessional, and support staff, as assigned.
8. Incorporates Whole community planning to coordinate with the general public, discipline or hazard specific task forces (locally, regionally and statewide), County staff, stakeholders, and/or external agencies; convenes, facilitates, and attends meetings; and prepares and makes presentations to the public, elected officials, appointment boards, and other stakeholders.

9. Coordinates the response to active emergencies and disasters from the County Emergency Operations Center or a Field Incident Command Post.
10. Advises on matters pertaining to Proclamations of a Local Emergency by the County and coordinates proclamations between local jurisdictions within the Operational Area and the California Governor's Office of Emergency Services (Cal OES).
11. When assigned, serve as the County and Operational Area Emergency Manager/Duty Officer for the County Emergency Management Program and Operational Area.
12. Performs other duties of a similar nature and level as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of**

- Regulations, principles and practices of emergency management, community preparedness, hazard mitigation, continuity of government and operations, disaster recovery and resilience
- Rules and regulations related to grant project and fiscal management
- Principles and practices of modern business management
- Principles and practices of budgeting, fiscal, and project management
- Principles and practices of program planning and administration
- Principles and practices of service delivery models
- Principles and practices of project management
- Principles and practices of strategic planning and performance measurement
- Principles and practices of group facilitation and building consensus
- Principles and practices of modern procurement and contract negotiation and administration
- Best practices, trends, and emerging technologies
- Principles and applications of critical thinking and analysis

- Principles and techniques of preparing effective oral presentations and written reports
- Applicable federal, state, and local laws, codes, and regulations
- Managerial principles, practices, and techniques, including training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Principles in providing customer service
- Modern office technology and operational specific business systems, equipment, and applications relevant to area of assignment

### **Ability to**

- Manage the operations, services, and programs of emergency management across all hazards and all emergency response disciplines
- Manage programmatic and fiscal aspects of grants related to hazard mitigation, emergency preparedness, emergency response, continuity of government, and continuity of operations
- Ensure ongoing compliance with strategic objectives and measuring performance; participating in the development of goals and strategic objectives
- Manage budgets and allocate resources
- Interpret, monitor, and report financial information and statistics
- Monitor and execute procurement activities for assigned work unit and negotiating and administering contracts
- Manage large-scale complex projects and/or initiatives, enterprise projects, and/or overseeing the management of multiple projects simultaneously
- Oversee the implementation of, and adherence to, quality assurance activities and standards
- Research, recommend, and implement industry trends, solutions, and best practices
- Prepare and/or direct the preparation of original reports, agendas, content, documents, and presentations
- Make presentations to stakeholders, elected officials, and County leadership

- Develop and implement policies and procedures
- Facilitate group discussions, build consensus, and resolve escalated issues
- Exercise political acumen, tact, and diplomacy
- Collaborate with program stakeholders, elected and appointed boards, the public, and internal leadership
- Interpret and apply applicable laws, codes, regulations, and standards
- Supervise and evaluate staff performance, training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Provide customer service and resolve escalated issues
- Utilize a computer and relevant software applications, specialized equipment, and systems
- Utilize communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public, and others to sufficiently exchange or convey information and to receive work direction
- Speak, present, and train large groups of individuals from varying backgrounds and educational levels

### ***Education and Experience***

One (1) year experience as an Emergency Manager or two (2) years of experience as an Emergency Management Administrator or its equivalent with the County of Orange.

### ***Or***

Five (5) years of professional emergency management experience related to assignment; must include two (2) years of lead/supervisory experience.

A Bachelor's degree in emergency management, business administration, public administration, communications, or related area of study may substitute for one (1) year of the required experience.

A Master's degree or higher in emergency management, business administration, public administration, communications, or related area of study may substitute for two (2) years of the required experience.

### ***License/Certification***

Some assignments may require one or more of the following licenses or certifications by date of application/date of appointment:

- Department of Homeland Security or Department of Justice Secret Security clearance
- State of California Emergency Management certificate
- State of California Emergency Management Specialist certificate
- Certified Emergency Manager (CEM®) certificate
- Federal Emergency Management Agency - National Incident Management Systems (NIMS) Training
- Airport Security Coordinator (ASC) training
- Federal Emergency Management Agency Professional Development Series (ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800, IS-120, IS-230, IS-235, IS-240, IS-241, IS-242, IS-244)
- International Association of Emergency Managers Associate Emergency Manager® or Certified Emergency Manager®
- WebEOC Administrator
- Everbridge certification (Mass Notification or CARES)
- Valid California Class C, or higher, driver's license

### **Special Requirements**

Completion of a background investigation to the satisfaction of the County may be required for some assignments.

### **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

#### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation.

#### ***Environmental and Working Conditions***

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.

Function effectively in a standard office environment.





## EMERGENCY MANAGEMENT DEPUTY DIRECTOR

Bargaining Unit: MA Administrative Management

Class Code:  
8210MA

COUNTY OF ORANGE  
Established Date: 03/10/23  
Revised Date: 05/02/25

### DEFINITION:

This class is the fourth level in the **Emergency Management Series** devoted to overseeing, directing, and coordinating as the County and Operational Area Emergency Manager for Orange County, providing development, implementation and oversight of the entire emergency organization across all phases of disaster response including mitigation, preparedness, response, recovery. Coordinates with County departments on Continuity of Government, Continuity of Operations, County General Plan Safety Element, Hazard Mitigation Plan, and other program areas. Implementation of the Orange County Operational Area Agreement on behalf of all jurisdictions within Orange County. Serves as the primary liaison between the local, county, state, and federal partners for all phases of emergency management.

### The Emergency Management Series includes the following:

- Emergency Management Administrator (8207MA)
- Emergency Manager (8208MA)
- Emergency Management Assistant Deputy Director (8209MA)
- Emergency Management Deputy Director (8210MA)

### CLASS CHARACTERISTICS:

Incumbents oversees, directs, and coordinates all highly complex emergency management operational functions for the County of Orange under an executive manager within the OC Sheriff's Department. Position is responsible for developing, coordinating, and implementing the County's objectives and goals, exercising exclusive discretion in selecting the method to address a problem or issue, and fostering collaboration among and between the various County departments and outside agencies.

An incumbent has overall responsibility to ensure all aspects of this division, and operating units will be able to collaborate and cohesively respond during emergent and other serious circumstances.

## **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. Directs the daily coordination and cooperation between the emergency management staff and the emergency organization of the County; serves as staff to the Emergency Management Council; ensures a plan exists to provide information on disaster preparedness to the County, and that the Orange County Emergency Plan described in the Emergency Organization Ordinance is developed and maintained.
2. Ensures personnel who are part of the emergency organization are trained and arranges all necessary exercises to prepare for potential disaster conditions; maintains the Emergency Operations Center in a constant state of readiness.
3. Notifies the Emergency Management Council and Board of Supervisors of Emergency Operations Center activation and keeps the Board of Supervisors informed on all aspects of a current emergency situations. Must be prepared to respond to emergencies 24 hours per day, seven days per week, and 365 days per year.
4. Develops, administers and oversees budgets; oversees procurement activities; reviews and approves budget requests and transactions; researches and analyzes financial information; makes resource allocation decisions and recommendations; and ensures adherence to budgetary and other applicable requirements, policies, and procedures.
5. Oversees and conducts performance evaluations, employee development, hiring, discipline, and termination procedures as well as directly supervises management, professional, paraprofessional, and support staff, as assigned.
6. Convenes, facilitates and/or attends meetings, briefings, and presentations with County departments, commissions, Boards, law enforcement, emergency services, and/or other external stakeholders; and prepares and makes presentations.
7. Performs other duties of a similar nature and level as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Regulations, principles, and practices of emergency management and disaster response, community preparedness, hazard mitigation, continuity of government and operations, disaster recovery, and resilience
- Rules and regulations related to grant project and fiscal management

- Principles and practices of modern business management
- Principles and practices of budgeting and fiscal management including fund accounting
- Principles and practices of group facilitation and building consensus
- Project and contract management principles
- Best practices, trends, and emerging technologies
- Principles and applications of critical thinking and analysis
- Principles and techniques of effective oral presentations
- Best practices, trends, and emerging technologies
- Principles and applications of critical thinking and analysis
- Applicable federal, state, and local laws, codes, and regulations (based on assignment)
- Managerial principles, practices, and techniques, including training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Principles in providing customer service
- Modern office technology and operational specific business systems, equipment, and applications relevant to area of assignment

**Ability to**

- Manage the operations, services, and programs of emergency management across all hazards and all emergency response disciplines
- Manage programmatic and fiscal aspects of grants related to hazard mitigation, emergency preparedness, emergency response, continuity of government, and continuity of operations
- Coordinate with impacted jurisdictions and the County Applicant Agent for County disaster recovery
- Identify strategic objectives, ensure ongoing compliance and measure performance
- Manage budgets and allocating resources to achieve strategic objectives

- Interpret, monitor, and report financial information and statistics
- Monitor and direct procurement activities
- Exercise political acumen, tact, and diplomacy
- Oversee the implementation of, and adherence to, quality assurance activities and standards
- Review research and implement industry trends, solutions, and best practices
- Manage large-scale complex projects and/or initiatives, enterprise projects, and/or overseeing the management of multiple projects simultaneously
- Make presentations to stakeholders, elected officials, and County leadership
- Facilitate group discussions, build consensus, and resolve escalated issues
- Exercising political acumen, tact, and diplomacy
- Collaborate with program stakeholders, elected and appointed boards, the public and internal leadership
- Manage and evaluate staff performance, training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Utilize a computer and relevant software applications, specialized equipment, and systems
- Utilize communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public, and others to sufficiently exchange or convey information and to receive work direction

***Education and Experience***

Two (2) years of experience as an Emergency Management Assistant Deputy Director or three (3) years of experience as an Emergency Manager or its equivalent with the County of Orange.

***Or***

Six (6) years of emergency management experience related to assignment; must include two (2) years of supervisory experience.

A Bachelor’s degree in emergency management, business administration, public administration, communications, or related area of study may substitute for one (1) year of the required experience.

A Master's degree or higher in emergency management, business administration, public administration, communications, or related area of study may substitute for two (2) years of the required experience.

### ***License/Certification***

Some assignments may require one or more of the following licenses or certifications by date of application/date of appointment:

- Department of Homeland Security or Department of Justice Secret Security clearance
- State of California Emergency Management certificate
- State of California Emergency Management Specialist certificate
- Certified Emergency Manager (CEM®) certificate
- Federal Emergency Management Agency - National Incident Management Systems (NIMS) Training
- Airport Security Coordinator (ASC) training
- Federal Emergency Management Agency Professional Development Series (ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800, IS-120, IS-230, IS-235, IS-240, IS-241, IS-242, IS-244)
- International Association of Emergency Managers Associate Emergency Manager® or Certified Emergency Manager®
- WebEOC Administrator
- Everbridge certification (Mass Notification or CARES)
- Valid California Class C, or higher, driver's license

### **Special Requirements**

Completion of a background investigation to the satisfaction of the County may be required for some assignments.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation.

### ***Environmental and Working Conditions***

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.

Function effectively in a standard office environment.



## MEDICAL DIRECTOR

Bargaining Unit: MA Administrative Management

Class Code:  
8262MA

COUNTY OF ORANGE  
Established Date: 03/10/23  
Revised Date: 05/02/25

### **DEFINITION:**

This class is the second level of the Medical Director Series responsible for serving as a medical licensed, Deputy Chief of Operations or Director providing consultations on medical care for specific healthcare programs or functions in public health, correctional health, medical health services, County wide clinical oversight responsibilities, integrated health programs and services, and/or related areas.

Some assignments may provide medical back up for and act on public health medical issues in the County Health Officer's absence.

### **The Medical Director series includes the following:**

Medical Director (8262MA)  
Sr. Medical Director (8263MA)

### **CLASS CHARACTERISTICS:**

An incumbent directs the policies and operations medical services in public health, correctional health, medical health services, integrated health programs and services, and/or other related areas; and makes broad policy decisions and recommendations to the Sr. Medical Director and/or agency executive team. The Medical Director has authority over final medical decisions within the program and works collaboratively with Medical Directors, service area managers, and operational leaders to provide appropriate health care services and/or integrated health programs and services. This includes making interpretive decisions on behalf of the organization regarding the means for executing the goals established by the relevant executives and governing body subject to constraints imposed by available technology and resources. Such interpretive decision making provides context for the work to be accomplished by subordinates supervised within the units managed.

An incumbent oversees the supervision of management and non-management staff, as well as directly supervises management staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.

## **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. Develops, implements, and evaluates services, programs, large-scale projects, and operations; plans and evaluates system-wide procedures, policies, strategies, and goals; maintains, updates, and ensures procedural and legal compliance for programs and projects including policies and procedures; and plans and implements process improvements.
2. Develops, administers and oversees budgets; oversees procurement activities relevant for area of assignment; reviews and approves budget requests transactions; researches and analyzes invoices and financial information; makes resource allocation and inventory decisions and recommendations; and ensures adherence to budgetary and other applicable requirements, policies, and procedures.
3. Oversees the preparation of and maintenance of medical, clinical, operational, and related reports, case and inspection documents, drug utilization and other records, plans, contracts, and other documents; analyzes data sets; oversees the research and analysis of department-wide policy and related information; and makes recommendations, including corrective actions, to higher-level staff.
4. Coordinates, consults, and/or provides guidance on patient care, emergency medical services, and disaster planning, as applicable; and identifies and provides education and training on current medical and nursing guidelines for internal staff, as applicable.
5. Oversees and conducts performance evaluations, employee development, hiring, discipline, and termination procedures as well as directly supervises management, professional, paraprofessional, and support staff.
6. Coordinates with County officials, the public, respective departments, and/or external agencies; develops partnerships; responds to escalated complaints and operational issues; and manages ongoing program operations and processes.
7. Convenes, facilitates, and/or attends meetings, briefings, and presentations with internal departments, commissions, Boards, and/or other external stakeholders; and prepares and makes presentations.
8. Performs other duties of a similar nature and level as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Principles and practices of administering medical services, including public health, correctional health and/or medical health programs and services
- Principles and practices of treatment protocols and medical terminology
- Continuous quality improvement consistent with Public Health Accreditation
- Promotion of health and the prevention of disease and disability and case management
- Community Health Needs Assessment and Community Health Improvement Plan
- Health care needs of diversified populations consisting of a variety of social, cultural, and ethnic backgrounds
- Organizational, personnel, budgeting and fiscal and project management
- An assigned medical services operational area's service delivery model for program implementation and administration
- Managerial principles, practices, and techniques, including training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Principles and practices of group facilitation and building consensus
- Project and contract management principles
- Qualitative and quantitative research methods and techniques
- Principles and techniques of preparing effective oral presentations and written reports
- Principles and practices of conflict resolution and negotiation strategies
- Applicable federal, state, and local laws, codes, and regulations
- Modern office technology and operational specific business systems, equipment, and applications relevant to area of assignment

### **Ability to**



- Direct, manage, plan, organize, and coordinate medical services in public health, correctional health, medical health services and programs, and/or other related areas
- Identify strategic objectives, ensuring ongoing compliance, and measuring performance
- Manage budgets and allocating resources to achieve strategic objectives
- Supervise and evaluate staff performance, training, coaching, coordinating deadlines, prioritizing work demands, and assign/monitor work
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Interpret, monitor, and report financial information and statistics
- Monitor and direct procurement activities for assigned medical services programs and/or divisions
- Oversee the implementation of, and adherence to, quality assurance activities and standards
- Research and analyze industry trends, implement solutions, and best practices
- Prepare and/or direct the preparation of complex and detailed reports, content, documents
- Make presentations to stakeholders, elected officials, and County leadership
- Develop, update, and implement policies and procedures
- Establish and maintain cooperative working relationships with management, staff, other agencies and community to facilitate group discussions, build consensus and resolve escalating issues
- Exercise political acumen, tact, and diplomacy
- Collaborate with program stakeholders, elected and appointed boards, the public, and internal leadership
- Interpret and apply applicable laws, codes, regulations, and standards
- Utilize a computer and relevant software applications, specialized equipment, and systems
- Utilize communication and interpersonal skills to interact with coworkers, supervisors, the general public, and others to sufficiently exchange or convey information and to receive work direction

### ***Education and Experience***

One (1) year experience as an Associate Medical Director or its equivalent with the County of Orange.

***Or***

Three (3) years of medical practice experience as a physician

***And***

Doctorate in Medicine (MD) or Osteopathic Medicine (DO), applicable medical internships/fellowships

### ***License/Certification***

Required licenses, certifications and registrations are required at the time of appointment and must be maintained throughout employment.

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners, without restrictions

Valid Drug Enforcement Agency certificate for Controlled Substances Level II, III, IV may be required by some assignments

Valid National Provider Number (NPI)

Valid basic life support for Health Care Professional Card – American Heart Association or from an approved equivalent provider

Some assignments may require one or more of the following licenses or certifications:

- American Medical Specialty Board Certificate (e.g. American Board of Psychiatry and Neurology (ABPN))
- Board certification in emergency medicine by the American Board of Emergency Medicine
- Board certification in any primary care specialties as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association
- Board certification in any of the subspecialties as defined by the appropriate board as recognized by the American Board of Medical Specialties or the American Osteopathic Association
- Valid California Driver's license, Class C or higher

### **Special Requirements**

Completion of a background investigation to the satisfaction of the County may be required for some assignments.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation.

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.

### ***Environmental and Working Conditions***

Work may be routinely performed in an indoor, office environment, or in a clinic with exposure to atmospheric conditions (such as fumes, odors, dusts, gases, poor ventilation, etc.); hazardous materials (such as chemicals, blood and other body fluids); environmental conditions (such as disruptive people, imminent danger, or threatening environment); intense noise and/or travel.

Function effectively in a standard office environment.



## SENIOR MEDICAL DIRECTOR

Bargaining Unit: MA Administrative Management

Class Code:  
8263MA

COUNTY OF ORANGE  
Established Date: 03/10/23  
Revised Date: 05/02/25

### **DEFINITION:**

This class is the third level of the Medical Director Series responsible for serving as a medical licensed, Medical Director, managing medical care and directing the policies and operations of County medical services, agency wide and/or specific healthcare service areas, programs/divisions in public health, correctional health, or medical or integrated health services, and/or related areas.

Some assignments may provide medical back up for and act on public health medical issues in the County Health Officer's absence.

### **The Medical Director series includes the following:**

Medical Director (8262MA)  
Senior Medical Director (8263MA)

### **CLASS CHARACTERISTICS:**

An incumbent is a licensed physician that serves as a Medical Director agency wide and/or over specific medical services, medical programs, operations and/or functions typically considered as an organizational subset of a department. An incumbent directs the operation, planning, and implementing of the medical aspects of the public health, correctional health, medical or integrated health programs or functions, and/or related areas and ensures the enforcement of State and County health and sanitation laws and regulations; makes broad policy decisions and recommendations to the Agency Director or County executive team, and provides interpretive decisions on behalf of the organization regarding the means for executing the goals established by the relevant executives and governing body subject to constraints imposed by available technology and resources. Such interpretive decision making provides context for the work to be accomplished by subordinates supervised within the units managed.

An incumbent oversees the supervision of management and non-management staff, as well as provides leadership, sets policies, and directly supervises management and/or clinical staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures

## **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. Directs medical services, medical programs or functions, large-scale projects, and operations to include: planning and evaluating system-wide procedures, policies, strategies, and goals; maintaining, updating, and ensuring procedural and legal compliance for programs and projects including policies and procedures; and planning and implementing process improvements and corrective actions.
2. Directs and oversees the development and administration of budgets; oversees procurement activities relevant to the area of assignment; reviews and approves budget requests transactions; analyzes financial information; makes resource allocation decisions and recommendations; and ensures adherence to budgetary and other applicable requirements, policies, and procedures.
3. Directs and oversees the preparation of medical, operational, and related reports, case and inspection documents, drug utilization and other records, plans, contracts, and other documents; analyzes data sets; coordinates the research and analysis of department-wide policy and related information; and makes recommendations, including corrective actions, to higher-level management.
4. Directs, coordinates, consults and provides guidance on patient care, case management, emergency medical services, disaster planning, and communicable disease programs, as applicable; identifies and provides education and training on current medical and nursing guidelines for internal staff, as applicable.
5. Oversees and conducts performance evaluations, employee development, hiring, discipline, and termination procedures as well as directly supervises management, professional, paraprofessional, and support staff.
6. Coordinates with County officials, the public, internal staff, departments, and/or external agencies; develops partnerships; responds to escalated complaints and operational issues; and manages ongoing program operations and processes.
7. Convenes, facilitates, and/or attends meetings, briefings, and presentations with internal departments, commissions, Boards, and/or other external stakeholders/agencies; and prepares and makes presentations.
8. Performs other duties of a similar nature and level as assigned

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Managerial principles, practices, and techniques, including training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Principles and practices of administering medical services, including public health, correctional health or medical health services and programs, and/or other related areas
- Principles and practices of treatment protocols and medical terminology
- Promotion of health and the prevention of disease and disability and case management
- Community Health Needs Assessment and Community Health Improvement Plan
- Health care needs of diversified populations consisting of a variety of social, cultural, and ethnic backgrounds
- Organizational, personnel, budget, fiscal and project management
- Assigned medical services operational areas service delivery models for program implementation and administration
- Principles and practices of group facilitation and building consensus
- Project and contract management principles
- Qualitative and quantitative research methods and techniques
- Principles and techniques of preparing effective oral presentations and written reports
- Principles and practices of conflict resolution and negotiation strategies
- Applicable Federal, State, and local laws, codes, and regulations
- Modern office technology and operational specific business systems, equipment, and applications relevant to area of assignment

### **Ability to**

- Direct, manage, plan organize and coordinate medical services in public health, correctional health, or medical health services and programs, and/or other related areas

- Identify strategic objectives, ensuring ongoing compliance, and measure performance
- Direct and manage budgets and allocating resources to achieve strategic objectives
- Supervise and evaluate staff performance, training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Interpret, monitor, and report financial information and statistics.
- Oversee, monitor, and direct procurement activities for assigned medical services programs and/or divisions
- Oversee the implementation of, and adherence to, quality assurance activities and standards
- Research and analyze industry trends, implement solutions, and best practices
- Prepare and/or direct the preparation of complex and detailed reports, content, documents
- Make presentations to stakeholders, elected officials, and County leadership
- Oversee, develop, update, and implement protocols, policies, and procedures
- Establish and maintain cooperative working relationships with management, staff, other agencies and community to facilitate group discussions, build consensus and resolve escalated issues
- Exercise political acumen, tact, and diplomacy
- Collaborate with program stakeholders, elected and appointed boards, the public, and internal leadership
- Interpret and apply applicable laws, codes, regulations, and standards
- Utilize a computer and relevant software applications, specialized equipment, and systems
- Utilize communication and interpersonal skills to facilitate interactions with coworkers, supervisors, the general public, and others to sufficiently exchange or convey information and to receive work direction

### ***Education and Experience***

One (1) year of experience as a Medical Director or two (2) years of experience as an Associate Medical Director in a related area or its equivalent with the County of Orange.

### ***Or***

Four (4) years of medical practice experience as a physician

### ***And***

Doctorate in Medicine (MD) or Osteopathic Medicine (DO), applicable medical internships/fellowships

### ***License/Certification***

Required licenses, certifications and registrations are required at the time of appointment and must be maintained throughout employment.

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners, without restrictions

Valid Drug Enforcement Agency certificate for Controlled Substances Level II, III, IV may be required for some assignments

Valid National Provider Number (NPI)

Valid basic life support for Health Care Professional Card – American Heart Association or from an approved equivalent provider

Some assignments may require one or more of the following licenses or certifications:

- American Medical Specialty Board Certificate (e.g. American Board of Psychiatry and Neurology (ABPN))
- Board certification in emergency medicine by the American Board of Emergency Medicine
- Board certification in any primary care specialties as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association
- Board certification in any of the subspecialties as defined by the appropriate board as recognized by the American Board of Medical Specialties or the American Osteopathic Association
- Valid California Driver's license, Class C or higher



### ***Special Requirements***

Completion of a background investigation to the satisfaction of the County may be required for some assignments.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation.

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.

### ***Environmental and Working Conditions***

Work may be routinely performed in an indoor, office environment, or in a clinic with exposure to atmospheric conditions (such as fumes, odors, dusts, gases, poor ventilation, etc.); hazardous materials (such as chemicals, blood and other body fluids); environmental conditions (such as disruptive people, imminent danger, or threatening environment); intense noise and/or travel.

Function effectively in a standard office environment.



## PROBATION ASSISTANT DIVISION MANAGER

Bargaining Unit: MP Probation Admin Mgmt (Safety)

Class Code:  
8378MP

COUNTY OF ORANGE

Established Date: 05/02/2025

### DEFINITION:

This class is the first in a two-level **Probation Management Series** responsible for managing multiple teams or units engaged in one or more of the following: serving as a senior manager over a large operational unit within a Probation Division, which includes supervising a large number of sworn personnel serving as adult or juvenile probation officers or as court personnel; overseeing a comprehensive training unit comprising sworn officers, management, professional, and paraprofessional staff; managing multiple corrections operations for the Probation-operated detention facilities.

### The Probation Management series includes the following:

Probation Assistant Division Manager (8378MP)

Probation Division Manager (8379MP)

### CLASS CHARACTERISTICS:

Incumbents oversee multiple, highly complex probation operational functions and provide first-level (direct) supervision to multiple supervisory level employees, indirect supervision to additional professional and/or non-management level employees and have responsibility for significant budget/funding levels. Decision-making includes establishing work unit objectives and goals, exercising considerable discretion in selecting the method to address a problem or issue, and fostering collaboration among and between the work units supervised as well with work units under the direction of others.

An incumbent oversees the supervision of supervisory and non-management staff, as well as directly supervises supervisory staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures. May have oversight of lower-level management staff in administrative or business operations support roles.

### 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. Provides operational and technical management and direction to staff including, but not limited, to one or more of the following areas: adult operations, juvenile operations, professional standards, and strategic development.
2. Troubleshoots and resolves program or work unit issues and keeps higher-level management informed of issues/resolution.
3. Develops, implements, and evaluates probation programs to ensure compliance with legal requirements, mandated investigations, and performance goals; manages operational systems and processes; maintains and updates procedures, and ensures compliance; researches trends and best practices; and recommends and implements changes.
4. Develops and administers work unit budgets and procurement processes; reviews and approves budget requests and transactions; negotiates and manages contracts; researches and analyzes financial information; makes resource allocation recommendations; and implements resource allocation decisions.
5. Oversees the preparation of and/or prepares, reviews, designs, and/or maintains reports, records, evidence, plans, division manuals, memos, other documents, and correspondence; oversees the research and analysis of policy and related information; and makes recommendations to higher-level staff.
6. Oversees and conducts performance evaluations, employee development, hiring, discipline, and termination procedures as well as directly supervises management, professional, paraprofessional, and support staff.
7. Communicates with the general public, County staff, and/or external agencies; convenes, facilitates and attends meetings; and prepares and makes presentations to the public, elected officials, appointed boards, and other stakeholders.
8. Performs other duties of a similar nature and level as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Principles and practices of probation operations including, but not limited to, adult and juvenile probation, strategic development, and training programs for sworn personnel, and evidence-based practices in probation.
- Principles of leading change and change implementation
- Principles and practices of modern business management
- Principles and practices of program planning and administration
- Managerial principles, practices, and techniques, including training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work

- Principles and practices of service delivery models
- Principles and practices of project management
- Principles and practices of strategic planning and performance measurement
- Principles and practices of group facilitation and building consensus
- Principles and practices of modern procurement and contract negotiation and administration
- Best practices, trends, and emerging technologies
- Principles and techniques of effective oral presentations
- Principles and practices of conflict resolution and negotiation strategies
- Applicable federal, state, and local laws, codes, and regulations (based on assignment)
- Principles in providing customer service
- Modern office technology and operational specific business systems, equipment, and applications relevant to area of assignment

**Ability to**

- Manage operations of adult and juvenile probation, sworn training programs, detention facility support operations, including food and commissary services
- Ensure ongoing compliance with strategic objectives; measuring performance; participating in the development of goals and strategic plans
- Manage budgets and allocate resources
- Interpret, monitor, and report financial information and statistics
- Monitor and execute procurement activities for assigned work unit; and negotiating and administering contracts
- Manage large-scale complex projects and/or initiatives, enterprise projects, and/or overseeing the management of multiple projects simultaneously
- Oversee the implementation of, and adherence to, quality assurance activities and standards
- Research, recommend, and implement industry trends, solutions, and best practices
- Author and oversee the preparation of original reports, content, documents, and presentations
- Make presentations to stakeholders, elected officials, and County leadership

- Develop and implement policies and procedures
- Facilitate group discussions and build consensus using persuasive reasoning
- Exercise political acumen, tact, and diplomacy
- Collaborate with program stakeholders, elected and appointed boards, the public, and internal leadership
- Interpret and apply applicable laws, codes, regulations, and standards
- Manage and evaluate staff performance, training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Provide customer service and resolve escalated issues
- Utilize a computer and relevant software applications, specialized equipment, and systems
- Utilize communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public, and others to sufficiently exchange or convey information and to receive work direction

### ***Education and Experience***

Two (2) years of experience as a Supervising Probation Officer or its equivalent with the County of Orange.

### ***Or***

Five (5) years of professional probation operations experience related to assignment; must include two (2) years of lead/supervisory experience in a probation field assignment.

A Bachelor's degree in criminal justice, psychology, business, or public administration, or related area may substitute for one (1) year of the required experience.

A Master's degree or higher in criminal justice, psychology, business or public administration, or related area may substitute for two (2) years of the required experience.

### ***License/Certification***

Assignment requires the following licenses or certifications by date of appointment:

- State of California Peace Officer under 832 Penal Code (a) and (b)
- Basic/Deputy Probation Officer Core Certification
- Basic/Deputy Juvenile Correctional Officer Core Certification
- Possession of a valid California Driver's license, Class C or higher
- First Aid and CPR Certifications

### ***Special Requirements***

Completion of a background investigation to the satisfaction of the County may be required for some assignments.

### **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

#### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation.

#### ***Environmental and Working Conditions***

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.

Function effectively in a standard office environment.



## PROBATION DIVISION MANAGER

Bargaining Unit: MP Probation Admin Mgmt (Safety)

Class Code:  
8379MP

COUNTY OF ORANGE

Established Date: 05/02/2025

### DEFINITION:

This class is the second in a two-level **Probation Management Series** devoted to managing a probation division found within the following bureaus: adult operations; juvenile operations; professional standards; or strategic development. This class manages a division that provides public safety, adult and juvenile probation, support services for juvenile and adult detention, criminal intelligence, court services, alternative release programs, treatment programs, communications and public information and affairs; research, policy and quality, assurance; tracking, interpretation and application of legislative changes and oversight of criminal justice professional standards.

### The Probation Management series includes the following:

Probation Assistant Division Manager (8378MP)

Probation Division Manager (8379MP)

### CLASS CHARACTERISTICS:

An incumbent serves as a division manager within a probation bureau and has senior management level responsibilities that include making broad policy decisions and recommendations to the department head or probation executive team. Work includes making interpretive decisions on behalf of the organization regarding the means for executing the goals established by the relevant executives and governing body subject to constraints imposed by available technology and resources. Such interpretive decisions provide context for the work to be accomplished by subordinates supervised within the units managed. Incumbents report to a Chief Deputy Probation Officer.

An incumbent oversees the supervision of management and non-management sworn and professional staff, as well as directly supervises a division manager and/or other management staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.

### 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. Develops, implements, and evaluates services, programs, large-scale projects, and operations related, but not limited to adult operations, juvenile operations, professional standards, or strategic development; plans and evaluates system-wide procedures, policies, strategies, and goals; maintains, updates, and ensures procedural compliance to laws, rules, regulations and statute driven mandates for programs and projects; and plans and implements process improvements.
2. Develops, administers and oversees budgets; oversees procurement activities; reviews and approves budget requests and transactions; researches and analyzes financial information; makes resource allocation decisions and recommendations; and ensures adherence to budgetary and other applicable requirements, policies, and procedures.
3. Oversees the preparation of and/or prepares, reviews, designs, and/or maintains reports, records, plans, contracts, division manuals, and other documents; coordinates the research and analysis of department-wide policy and related information; and makes recommendations to higher-level staff.
4. Oversees and conducts performance evaluations, employee development, hiring, discipline, and termination procedures as well as directly supervises management, professional, paraprofessional, and support staff, as assigned.
5. Coordinates with County officials, labor unions, the public, internal staff, departments, and/or external agencies; develops partnerships; responds to escalated complaints and operational issues; and manages ongoing program operations and processes.
6. Convenes, facilitates and/or attends meetings, briefings, and presentations with County departments, commissions, Boards, law enforcement, emergency services, and/or other external stakeholders; and prepares and makes presentations to the public, elected officials, appointed boards, and other stakeholders.
7. Performs other duties of a similar nature and level as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Principles and practices of probation operations and administration
- Principles and practices of probation operational management for adult and juvenile probation, court services, professional standards, evidence-based practices in probation and safety and crisis management services
- Principles of leading change and change implementation
- Principles and practices of modern business management
- Principles and practices of budgeting and fiscal management including fund accounting
- Principles and practices of criminal justice service delivery models



- Principles and practices of group facilitation and building consensus
- Project and contract management principles
- Best practices, trends, and emerging technologies
- Principles and applications of critical thinking and analysis
- Principles and techniques of effective oral presentations
- Principles and practices of conflict resolution and negotiation strategies
- Applicable federal, state, and local laws, codes, and regulations (based on assignment)
- Managerial principles, practices, and techniques, including training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Principles in providing customer service
- Modern office technology and operational specific business systems, equipment, and applications relevant to area of assignment

#### **Ability to**

- Plan and manage assigned criminal justice services and programs
- Identify strategic objectives, ensure ongoing compliance and measure performance
- Manage budgets and allocating resources to achieve strategic objectives
- Interpret, monitor, and report financial information and statistics
- Monitor and direct procurement activities
- Oversee the implementation of, and adherence to, quality assurance activities and standards
- Review research and implement industry trends, solutions, and best practices
- Author and oversee the preparation of original reports, content, documents, and presentations
- Make presentations to stakeholders, elected officials, and County leadership
- Facilitate group discussions and build consensus using persuasive reasoning
- Exercising political acumen, tact, and diplomacy
- Collaborate with program stakeholders, elected and appointed boards, the public and internal leadership

- Manage and evaluate staff performance, training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Utilize a computer and relevant software applications, specialized equipment, and systems
- Utilize communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public, and others to sufficiently exchange or convey information and to receive work direction

***Education and Experience***

Two (2) years of experience as a Probation Assistant Division Manager or its equivalent with the County of Orange.

***Or***

Six (6) years of probation operational or administrative experience related to assignment; must include two (2) years of management experience in a probation assignment.

A Bachelor’s degree in criminal justice, psychology, business or public administration, biological sciences, or related field may substitute for one (1) year of the required experience.

A Master’s degree or higher in criminal justice, psychology, business or public administration, biological sciences, or related field may substitute for two (2) years of the required experience.

***License/Certification***

Assignment requires the following licenses or certifications by date of appointment:

- State of California Peace Officer under 832 Penal Code (a) and (b)
- Basic/Deputy Probation Officer Core Certification
- Basic/Deputy Juvenile Correctional Officer Core Certification
- Possession of a valid California Driver's license, Class C or higher
- First Aid and CPR Certifications

***Special Requirements***

Completion of a background investigation to the satisfaction of the County may be required for some assignments.

**PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation.

***Environmental and Working Conditions***

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.

Function effectively in a standard office environment.



## PROCUREMENT CONTRACT ASSISTANT DEPUTY DIRECTOR

Bargaining Unit: MA Administrative Management

Class Code:  
8276MA

COUNTY OF ORANGE  
Established Date: 05/02/25

### DEFINITION:

This class is the fifth in a six-level **Procurement Contract Management Series** responsible for assisting the County Procurement Officer in the planning, administering and managing of all department's procurement and contracting related activities and transactions; plans, organizes, and directs the Procurement IT Systems, supplier engagement program, regional collaborative and preference programs, surplus and logistics, and policy and compliance units and the Deputy Procurement Agent professional program through subordinate managers; advises the County Procurement Officer on policy and program development; acts for the County Procurement Officer during absences; performs related duties as required.

### The Procurement Contract Management series includes the following:

Procurement Contract Analyst (8271MA)  
Procurement Contract Administrator (8272MA)  
Procurement Contract Manager (8273MA)  
Procurement Contract Manager, Senior (8274MA)  
Procurement Contract Assistant Deputy Director (8276MA)  
County Procurement Officer (8275MA)

### CLASS CHARACTERISTICS:

Positions in this classification are exclusive to the CEO County Procurement Office and serve to assist the County Procurement Officer in the administration and operation of departments countywide and ensuring compliance with federal, state, and county regulations. Through subordinate managers and supervisors, incumbents oversee highly complex procurement functions and work closely with both internal and external stakeholders. Responsibilities include establishing policies, procedures, goals and objectives for all departments, serving in the absence of the County Procurement Officer, and relieving the County Procurement Officer of many administrative duties. A Procurement Contract Assistant Deputy Director reports directly to the County Procurement Officer.

## **EXAMPLES OF DUTIES:**

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

1. Assists in overseeing, reviewing, and monitoring Countywide procurement services, contract administration, special programs, large-scale projects, and day-to-day operations.
2. Assists in the planning, implementation and evaluation of policies and procedures; advises the County Procurement Officer on policy and procedure development; identifies problems and formulates appropriate solutions; studies work processes for efficiency, cost effectiveness and quality controls.
3. Assists in the preparation and administration of the department's budget; directs fiscal controls of the department; assists with strategic planning, business plans and performance metrics.
4. Oversees the preparation of and/or prepares, reviews, designs, and/or maintains reports, records, plans, contracts, and other documents to ensure compliance with government procurement regulations and cost-effectiveness.
5. Coordinates with County officials and staff, vendors, the public, community organizations, and/or external agencies; develops internal and external partnerships; and responds to escalated requests and operational issues. Serves as a department liaison and provides information and guidance to departments, the public, department representatives, and vendors.
6. Convenes, facilitates, and/or attends meetings, briefings, and presentations with internal departments, commissions, and/or other external stakeholders; and prepares and makes presentations.
7. Provides management oversight and training, when applicable, for County programs including, but not limited to: Deputy Purchasing Agent (DPA) certifications, testing, revocation, and countywide procurement systems, programs, oversight and tools.
8. Provides management oversight, and guidance for County procurement procedures, tools, facilities, and systems.
9. Oversees and conducts performance evaluations, employee development, hiring, discipline, and termination as well as directly supervises management, professional, paraprofessional, and support staff.
10. May assume the duties of the County Procurement Officer in their absence.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Managerial principles, practices, and techniques, including training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work
- Principles and practices of public administration management including public procurement and contract administration
- Principles and practices of budgeting and fiscal management including fund accounting, program and project planning and administration, and service delivery models
- Principles and best practices, trends, and emerging technologies in procurement contract programs and profession
- County procurement systems, business software, and other programs related to public sector procurement
- Principles and methods of qualitative and quantitative research
- Principles and techniques of effective writing as well as written and oral presentations
- Principles and practices of conflict resolution and negotiation strategies
- Applicable federal, state, and local laws, codes, regulations, and standards including County rules and regulations

### **Ability to**

- Manage large-scale complex projects and/or initiatives, enterprise projects, and/or oversee the management of multiple projects simultaneously
- Oversee and provide leadership of large teams assigned to various County Departments or procurement programs.
- Manage public administration services and programs including procurement and contract administration
- Develop, manage budgets, and allocate resources
- Interpret, monitor, and report financial information and statistics
- Oversee the implementation of, and adherence to, quality assurance activities and standards

- Monitor and execute procurement activities for assigned work unit, and negotiate and administer contracts
- Author and oversee the preparation of original reports, content, documents, and presentations
- Make presentations to stakeholders, boards, elected officials, and County leadership
- Develop and apply policies and procedures
- Adhere to high ethical standards
- Collaborate with program stakeholders, the public, and internal/external leadership
- Interpret and apply applicable laws, codes, regulations, and standards including County rules and regulations, legislation, and statutes
- Utilize communication and interpersonal skills in interactions with coworkers, supervisors, vendors/potential vendors, the general public, and others to sufficiently exchange or convey information and to receive work direction
- Communicate effectively and apply interpersonal skills when interacting with coworkers, supervisors, the general public, and others to sufficiently exchange or convey information and to receive work direction
- Operate a computer and relevant software applications, specialized equipment, and systems

***Education and Experience***

One (1) year experience as a Procurement Contract Manager, Senior or two (2) years of experience as a Procurement Contract Manager or its equivalent with the County of Orange.

***Or***

Five (5) years of management procurement, contract management and/or operational management oversight experience related to assignment; must include four (4) years of supervisory experience.

A Bachelor’s degree in a related field to the assignment may substitute for one (1) year of the required experience.

A Master’s degree or higher in a related field to the assignment may substitute for two (2) years of the required experience.

### ***License/Certification***

Some assignments may require one or more of the following licenses or certifications:

- Deputy Purchasing Agent (DPA) certification (obtain within three months of employment)
- Possession of a valid California Class C Driver's license (by date of appointment)

### ***Special Requirements***

Completion of a background investigation to the satisfaction of the County may be required for some assignments.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive; use a County approved means of transportation.

### ***Environmental and Working Conditions***

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.

Function effectively in a standard office environment.