

CLASSIFICATION MAINTENANCE STUDIES

RECOMMENDED ACTIONS – CLASSIFICATION MAINTENANCE STUDIES

10. Effective January 27, 2023, adjust pay grades for Behavioral Health Clinician I (Title Code 7066HP) and Behavioral Health Clinician II (Title Code 7067HP).
11. Effective January 27, 2023, adjust pay grades for HCA Service Chief I (Title Code 7130SM, Salary Range) and HCA Service Chief II (Title Code 7131SM).
12. Effective January 27, 2023, approve revised classification specifications and adjust pay grades for Equipment Welder (Title Code 3152OS) and Senior Equipment Welder (Title Code 3154SM).
13. Effective January 27, 2023, adjust pay grade for Marine Mechanic (Title Code 3344OS) and Maintenance Supervisor, Harbor (Title Code 3346SM).
14. Effective January 27, 2023, approve revised classification specification and adjust pay grade for Traffic Paint Sprayer (Title Code 3525OS).
15. Effective January 27, 2023, approve revised classification specification for Social Worker I (Title Code 7008CS), Social Worker II (Title Code 7012CS), and Senior Social Worker (Title Code 7017CS); and adjust recruiting step for Title Code 7017CS.
16. Effective January 27, 2023, approve and adopt the attached Side Letter Agreements between the County of Orange and the Orange County Employees Association, included as Attachments H, I, and J.
17. Effective January 27, 2023, approve and adopt the following new class titles; Campaign Finance and Ethics, Director (Title Code 7844E2), Chief Real Estate Officer (Title Code 7845E2), and Office of Independent Review, Director (Title Code 7846E2).

BACKGROUND INFORMATION:

With Board approval of the current Memoranda of Understanding between the Orange County Employees Association (OCEA), Orange County Managers Association (OCMA), Teamsters Local 952 and the County of Orange, along with requests by County departments, Human Resource Services (HRS) conducted multiple classification maintenance studies. Included for Board consideration and approval are recommended updates to the classification specifications and/or salaries of the Administrative Manager Series, Behavioral Health Clinician Series, HCA Service Chief Series, Equipment Welder Series, Marine Mechanic classification, Maintenance Supervisor, Harbor classification, Social Worker Series, and Traffic Paint Sprayer classification, along with three new Executive level class titles and associated side letter agreements for Emergency Response Assignment Pay, Jail Supplemental Pay, and Training Assignment Pay, are also included for Board consideration and approval.

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

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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.

Administrative Manager Classifications

Refer to attachment E.

Behavioral Health Clinician Series

Positions in the Behavioral Health Clinician classifications, assigned to the Health Care Agency, provide therapeutic casework or counseling and treatment for persons with either behavioral health conditions, neurological conditions, or physical challenges; provide behavioral health counseling, psychoeducation, and outreach and engagement to its clients; and assist clients with access to the healthcare system and improving their social functioning.

HRS conducted a market salary survey and determined that the pay range for Behavioral Health Clinician II was 8.32% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Behavioral Health Clinician II (journey level):

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Mental Health Clinician II	\$8,775
County of San Diego	Licensed Mental Health Clinician	\$8,618
County of Ventura	Behavioral Health Clinician IV	\$8,310
County of Los Angeles	Clinical Social Worker	\$8,250
County of San Bernardino	Clinical Therapist I	\$7,849
County of Riverside	Clinical Therapist II	\$7,794
County of Ventura	Psychiatric Social Worker IV	\$7,550
	Average Monthly Maximum Salary of Comparators	\$8,163
County of Orange	Behavioral Health Clinician II	\$7,537
	Variance Below Market Average	-8.32%

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Following an assessment of internal salaries and external market data, HRS requests approval to adjust the pay grades and recruiting steps for the Behavioral Health Clinician occupational series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
7066HP	Behavioral Health Clinician I	C-30 \$5,744 - \$6,760 (Recruiting Step 6)	7066HP	Behavioral Health Clinician I	C-33 \$5,902 - \$7,334 (Recruiting Step 4)
7067HP	Behavioral Health Clinician II	C-34 \$6,403 - \$7,537 (Recruiting Step 6)	7067HP	Behavioral Health Clinician II	C-38 \$6,760 - \$8,398 (Recruiting Step 4)

In addition to base pay adjustments, approval and adoption of a Side Letter Agreement between the County and OCEA to increase the jail supplement premium pay is recommended. The agreement will increase the jail supplement premium pay from \$.75 cents per hour to \$1.50 per hour for all applicable classifications within the Healthcare Professional Unit Memorandum of Understanding (MOU) designated to receive jail supplement premium pay. This increase is necessary to remain competitive with surrounding jurisdictions offering similar pay incentives for jail/detention assignments.

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
0	Behavioral Health Clinician I	0	Behavioral Health Clinician I	8.5%
556	Behavioral Health Clinician II	556	Behavioral Health Clinician II	11.4%

If approved, Health Care Agency's budget will attempt to absorb the approximate \$9,636,801 annual cost of implementing the proposed changes as follows:

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Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Behavioral Health Clinician II	\$8,684,249	5% NCC 4% Federal 71% State 20% Fees/Charges	\$469,421
Jail Supplemental Pay*	\$952,552	70% NCC 28% State 2% Fees/Charges	\$667,525
Total	\$9,636,801	Total	\$1,136,946

*Applicable to Healthcare Professional Unit represented classifications only

HCA Service Chief Series

Positions in the HCA Service Chief classifications are assigned to the Health Care Agency and are responsible for supervising staff who provide specialized mental health, drug or alcohol treatment and case management services; assisting staff on difficult and complex treatment problems; and overseeing the assignment, coordination, and quality of treatment for patients in clinic or program.

HRS conducted a market salary survey and determined that the pay range for HCA Service Chief II was 2.28% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to HCA Service Chief II:

Organization	Title Description	Maximum Monthly Pay
County of Ventura	Supervisor – Mental Health Services	\$10,989
County of Los Angeles	Mental Health Clinical Supervisor	\$9,804
County of San Bernardino	Mental Health Clinical Supervisor	\$9,370
County of San Diego	Behavioral Health Program Manager	\$9,012
County of Riverside	Behavioral Health Service Supervisor	\$8,675
	Average Monthly Maximum Salary of Comparators	\$9,570
County of Orange	HCA Service Chief II	\$9,793
	Variance Above Market Average	2.28%

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Following an assessment of the internal salaries, external market data, and to maintain appropriate pay differentials with the BHC series, HRS requests approval to adjust the pay grades and recruiting steps for the HCA Service Chief occupational series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
7130SM	HCA Service Chief I	A3-65 \$6,528 - \$8,789 (Recruiting Step 1)	7130SM	HCA Service Chief I	C-41 \$7,334 - \$9,110 (Recruiting Step 4)
7131SM	HCA Service Chief II	A3-69 \$7,285 - \$9,793 (Recruiting Step 1)	7131SM	HCA Service Chief II	C-44 \$7,956 - \$9,883 (Recruiting Step 4)

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
44	HCA Service Chief I	44	HCA Service Chief I	3.7%
58	HCA Service Chief II	58	HCA Service Chief II	0.9%

If approved, HCA's budget will attempt to absorb the approximate \$337,059 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
HCA Service Chief I	\$247,351	2% NCC 5% Federal 75% State 18% Fees/Charges	\$4,750
HCA Service Chief II	\$89,708	3% NCC 5% Federal 72% State 20% Fees/Charges	2,730
Total	\$337,059	Total	\$7,480

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Equipment Welder Series

Positions in the Equipment Welder classifications, assigned to OC Public Works, perform skilled heating, electric, heliarc, plasma cutting, brazing, and oxyacetylene welding in the fabrication and repair of heavy-duty equipment and trucks.

HRS conducted a market salary survey and determined that the pay range for Equipment Welder was 3.8% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Equipment Welder (journey level):

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Welder	\$7,279
City of Los Angeles	Welder	\$7,136
County of San Bernardino	Fleet Technician	\$6,368
County of Ventura	Maintenance Welder	\$6,119
City of Anaheim	Skilled Crafts Worker II	\$6,092
County of Riverside	Machinist-Welder	\$5,974
County of San Diego	Welder	\$5,947
City of Long Beach	Welder	\$5,925
City of San Diego	Welder	\$5,319
	Average Monthly Maximum Salary of Comparators	\$6,214
County of Orange	Equipment Welder	\$6,009
	Variance Below Market Average	-3.8%

Following an assessment of internal salaries and external market data, HRS requests approval to revise the class specifications, and adjust the pay grades and recruiting steps for the Equipment Welder and Senior Equipment Welder as follows:

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Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
3152OS	Equipment Welder	B2-52 \$4,981 - \$6,009 (Recruiting Step 5)	3152OS	Equipment Welder	T-27 \$5,161 - \$6,409 (Recruiting Step 4)
3154SM	Senior Equipment Welder	A3-55 \$4,992 - \$6,723 (Recruiting Step 1)	3154SM	Senior Equipment Welder	C-32 \$5,744 - \$7,137 (Recruiting Step 4)

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
1	Equipment Welder	1	Equipment Welder	6.7%
1	Senior Equipment Welder	1	Senior Equipment Welder	6.2%

If approved, OC Public Work's budget will absorb the approximate \$15,505 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Equipment Welder	\$6,621	100% Fund 115	\$0
Senior Equipment Welder	\$8,884	100% Fund 115	\$0
Total	\$15,505	Total	\$0

Marine Mechanic Classification

The Marine Mechanic classification, assigned to the Orange County Sheriff's Department performs a variety of skilled and semiskilled work in the repair and maintenance of marine vessels; and performs electrical, plumbing, mechanical, carpentry and other related repairs.

HRS conducted a market salary survey and determined that the pay range for Marine Mechanic was 5.87% above the market average. The following table displays a

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comparison of salaries from surrounding public sector organizations for classifications equivalent to Marine Mechanic (journey level):

Organization	Title Description	Maximum Monthly Pay
Port of San Diego	Vessel Equipment Mechanic	\$6,483
City of San Diego	Marine Mechanic	\$5,134
	Average Monthly Maximum Salary of Comparators	\$5,808
County of Orange	Marine Mechanic	\$6,171
	Variance Above Market Average	5.87%

Following an assessment of internal salaries and external market data, HRS requests approval to adjust the pay grade to the “T” Salary Schedule for the Marine Mechanic as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
3344OS	Marine Mechanic	B2-53 \$5,122 - \$6,171	3344OS	Marine Mechanic	T-26 \$5,162 - \$6,237

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
4	Marine Mechanic	4	Marine Mechanic	1.07%

If all positions are filled, OC Sheriff’s department will absorb the approximate \$3,932 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Marine Mechanic	\$3,932	100% NCC	\$3,932
Total	\$3,932	Total	\$3,932

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Maintenance Supervisor, Harbor Classification

The Maintenance Supervisor, Harbor classification, assigned to the Orange County Sheriff's Department has responsibility for planning, assigning, and supervising the work of skilled craft employees and helpers in the maintenance, repair and alteration of patrol boats and marine equipment; and supervising the maintenance and repair of marine engines.

HRS conducted a market salary survey, however, the limited number of comparator organizations and specialized work performed by this classification made it difficult to identify an accurate and reliable market average. As a result, recommendation was made based on internal equity and not external market. The Marine Mechanic classification which reports to this supervisor classification is expected to receive an approximate one percent increase. To maintain an appropriate salary differential and avoid compaction, HRS proposes to move the supervisory class to the "C" salary schedule which will result in a slight increase of less than one percent (0.7%).

Following an assessment of the existing classification structure and to maintain internal equity and salary differentials with subordinate staff, HRS requests approval to adjust the pay grade to the "C" Salary Schedule for the Maintenance Supervisor, Harbor as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
3346SM	Maintenance Supervisor, Harbor	A3-58 \$5,410 - \$7,285	3346SM	Maintenance Supervisor, Harbor	C-33 \$5,439 - \$7,333

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
1	Maintenance Supervisor, Harbor	1	Maintenance Supervisor, Harbor	0.7%

If approved, OC Sheriff's department will absorb the approximate \$1,041 annual cost of implementing the proposed changes as follows:

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Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Maintenance Supervisor, Harbor	\$1,041	100% NCC	\$1,041
Total	\$1,041	Total	\$1,041

Social Worker Series

Positions in the Social Worker Series provide essential social services, within established procedural guidelines, to individuals and/or families in a variety of program and problem areas. Positions in this series are assigned to the Social Services Agency, Health Care Agency, and Public Defender.

HRS conducted a market salary survey and determined that the pay range for Social Worker II was approximately 13% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Social Worker	\$6,291
County of San Bernardino	Social Worker II	\$5,779
County of San Diego	Social Worker II	\$5,335
County of Ventura	Social Worker II	\$5,047
	Average Monthly Maximum Salary of Comparators	\$5,612
County of Orange	Social Worker II	\$6,439
	Variance Above Market Average	12.83%

The market analysis revealed that Orange County was above market and the top paying County, in all classes (except Children's-Journey), compared to the other Southern California counties surveyed. As a result, salary range adjustments to the Social Worker classifications are not being proposed at this time.

HRS requests approval to revise class specifications for the Social Worker series and adjust the recruiting step for the Senior Social Worker class as follows:

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Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
7008CS	Social Worker I	A2-51 \$4,432 - \$5,937	Classification Specification Change Only		
70012CS	Social Worker II	A2-54 \$4,794 - \$6,439	Classification Specification Change Only		
7017CS	Senior Social Worker	A2-59 \$5,472 - \$7,384 (Recruiting Step 1)	7017CS	Senior Social Worker	A2-59 \$5,937 - \$7,384 (Recruiting Step 4)

The proposed change to the recruiting step for the Senior Social Worker classification would make Orange County more competitive at the recruiting step/entry point compared to other counties who have children specific Social Worker classifications.

The proposed changes to the Social Worker series classification specifications serve to remove obsolete duties, update job responsibilities, and ensure minimum qualifications accurately reflect the depth of knowledge and experience required to perform position responsibilities successfully. In addition, the expectation is that the proposed changes to the classification specifications will better represent current position functions and increase the number of qualified applicants applying for such positions.

If approved, Social Services Agency's budget will absorb the approximate \$154,038 annual cost of implementing the proposed change to the Senior Social Worker recruiting step, which will impact 74 Senior Social Workers currently below step 4, as follows:

Classification	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Senior Social Worker	\$154,038	Varies by Program: Mix of Federal, State and NCC	\$23,106
Total	\$154,038	Total	\$23,106

HRS also recommends approval and adoption of two Side Letter Agreements between the County and OCEA. The first Side Letter creates a premium pay titled Training Pay, which provides supplemental pay to Senior Social Workers who perform department approved field instruction to Master of Social Work (MSW) Interns. The second Side Letter creates a limited one-time, State grant funded premium pay titled Emergency Response Assignment Pay, which provides supplemental pay for Senior Social Workers

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and Sr. Social Services Supervisors who are assigned to an Emergency Response Program. This limited-time premium pay will cease at the end of the grant term.

Traffic Paint Sprayer Classification

Positions in the Traffic Paint Sprayer classification, assigned to the OC Public Works, operate highly complex integrated paint striping equipment, including paint sprayers, auxiliary pumps, air compressors and heat exchange units and monitor related multiple temperature and pressure gauges and warning lights. Paint spraying equipment is operated within close tolerances requiring independent judgment, manipulation of multiple switches and controls and manual dexterity to prevent waste of material and damage to equipment.

HRS conducted a market salary survey and determined that the pay range for Traffic Paint Sprayer was 6.5% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Traffic Paint Sprayer:

Organization	Title Description	Maximum Monthly Pay
City of Santa Ana	Street Painter	\$6,170
County of San Diego	Painter	\$5,791
County of Riverside	Traffic Control Painter	\$5,789
County of Los Angeles	Traffic Painter and Sign Poster	\$5,399
City of Los Angeles	Traffic Paint and Sign Poster	\$5,236
City of Long Beach	Traffic Painter I	\$4,859
City of San Diego	Traffic Striper Operator	\$4,666
	Average Monthly Maximum Salary of Comparators	\$5,416
County of Orange	Traffic Paint Sprayer	\$5,087
	Variance Below Market Average	6.5%

Following an assessment of internal salaries and external market data, HRS requests approval to the revise class specification and adjust the pay grade to the "T" Salary Schedule for the Traffic Paint Sprayer position as follows:

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Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
3525OS	Traffic Paint Sprayer	B1-46 \$3,796 - \$5,087	3525OS	Traffic Paint Sprayer	T-21 \$4,042 - \$5,448

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
4	Traffic Paint Sprayer	4	Traffic Paint Sprayer	7.1%

If all positions are filled, OC Public Work's budget will attempt to absorb the approximate \$24,101 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Traffic Paint Sprayer	\$24,101	100% Road Fund 115	\$0
Total	\$24,101	Total	\$0

Executive Class Titles

HRS requests approval and adoption of the following executive class titles; Campaign Finance and Ethics, Director (Title Code 7844E2), Chief Real Estate Officer (Title Code 7845E2), and Office of Independent Review, Director (Title Code 7846E2) to address benefits administration and personnel records issues. Incumbents assigned to these titles are currently allocated to the generic class title of Executive Manager. Creation of these new class titles will allow HR and Benefits systems to automatically provide the appropriate benefits contributions and salary increases to these executives without a manual override process or additional administrative steps. This request is for administrative purposes only and does not result in any additional associated costs.



EQUIPMENT WELDER

Bargaining Unit: OS Operations and Service
Maintenance

Class Code:
3152OS

COUNTY OF ORANGE

Established Date: 01/01/1950

Revision Date: 01/27/2023

DEFINITION:

Under general supervision, to perform journey level skilled heating, electric, heliarc, plasma cutting, brazing, and oxyacetylene welding in the fabrication and repair of heavy-duty equipment and trucks, and to perform other metal fabrication and repair work utilizing ferrous and non-ferrous metals as required.

The Equipment Welder series includes the following:

Equipment Welder (3152OS)

Senior Equipment Welder (3154SM)

CLASS CHARACTERISTICS:

The Equipment Welder is the entry level classification in the occupational series. Equipment Welders typically report to the Senior Equipment Welder and are responsible for the performance of journey-level welding to fabricate, install, or repair metal objects, equipment, and machinery. The Equipment Welders job includes metal permanent attachment, joining and fabricating by the use of gases and electrical energy. Incumbents are expected to exercise a knowledge of standard practices, materials, methods, and tools of welding and of the safety precautions of the welding trade

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. Fabricates parts for, makes alterations to, and repairs heavy duty and industrial equipment and trucks in the shop and field using shop and portable welding equipment.
2. Fabricates and assists in the design of truck bodies, non-powered heavy equipment such as sheepsfoot compactors, straw rollers and protection fence pulling devices.
3. Fabricates and assists in the design of all types of debris barriers, inlet grates and birdcage grates.

4. Lays out, positions, and welds fabricated, cast, and forged component parts together working from blueprints, sketches, and verbal or oral instructions.
5. Forges, tempers, and sharpens various kinds of tools and special parts by heat treating and tempering methods.
6. Performs a combination of welding duties such as heliarc welding, oxyacetylene cutting, welding and brazing, electric arc-air cutting and gouging of metals, arc welding of various metals, sheet metal work, repair of hand tools and design and installation of hitches, working from oral directions, sketches, and blueprints.
7. Performs skilled welding completing modifications, fabrication, installing and making repairs on various equipment, piping, heavy and light structures, trash racks, frames, tanks, and other metal related work as required.
8. Perform welding requests in different environments such as pump stations, wet-wells, flood facilities, roadways, confined spaces.
9. Perform welding requests at various heights that may require the use of platforms, scaffolds, catwalks, and aerial boom trucks.
10. Fabricate items such as but not limited to the following: trash racks, bird cages, piping, guardrail, tanks, carts, holding racks, hard-face heavy equipment buckets; etc.
11. Operates and maintains blacksmith and welding shop machinery and equipment.
12. Reviews welding requests and formulates welding design draft renderings by confirming size dimensions and/or visits job sites to verify requests.
13. Makes reports and keeps records of time and work performed and records stock materials.
14. May supervise trades helpers and other employees as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of

- Oxyacetylene, heliarc and electric arc welding process and the use of welding shop and blacksmith equipment and machinery
- Brazing and soldering processes
- Metal cutting and shaping processes
- Metal work, forging, drawing, shaping, tempering and hand tool manufacture and repair

- Physical properties of metal in relation to effects of heat, allowances for thickness, machining, weld shrinkage, electrode identification and welding techniques

Ability to

- Set up and operate electric arc and oxyacetylene welding equipment including, electric ARC, GTAW, MIG, stick, oxyacetylene and plasma to perform welding operations
- Judge temperatures and the quality of welding joints and use skill in the operation of welding and blacksmithing tools
- Weld various metals and pipe in all positions
- Select torch, torch tip, electrodes, filler rods and flux, according to welding charts or thickness, type of metal and bead
- Operate power machines such as saws, drill press and shears
- Set up and operate equipment such as but not limited to the following: CNC plasma table, electric ARC, GTAW, MIG, stick welder, oxyacetylene, iron worker, power shear, lathe, hydraulic break press, drill press, cold saw, band saw, rollers, and other various manual and hand power hand tools
- Perform welding in various conditions such as pump stations, wet-wells, flood facilities, roadways, confined spaces and other in other hazardous work conditions; and may be required to wear a full or half face respirator mask under certain work conditions
- Carry out welding instructions furnished in written, oral, or diagrammatic form
- Apply shop mathematics to practical problems such as computing dimensions and locating reference points from specification data when laying out work
- Keep simple records and prepare reports

Education and Experience

Four (4) years of experience performing welding work on a wide variety of facilities, using oxyacetylene, heliarc, and electric arc welding equipment.

License/Certification

Possession of or ability to obtain prior to appointment a valid California Driver License, Class C or higher.

A valid California Class A or B driver's license may be required for some assignments.

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

Positions in this class typically require: body mobility to stand, stoop, kneel, crouch, squat, push, pull, or crawl; ability to move distances within and between warehouses, offices, and field locations; lift or move up to 50 pounds occasionally; climb stairs and ladders, and work, traverse, and balance atop of the stairs; vision efficient to read up close and at distances over 20 feet, and distinguish colors to identify road signs and signals, read color wire schematics, and identify correct ordered parts; ability to detect, distinguish, and determine odors; requires the ability to speak and hear well enough to communicate clearly and understandably in person to individuals and groups; possess manual dexterity sufficient to use hands, arms, and shoulders repetitively and without limitation to range and motion to operate keyboards, tools, and specialized equipment; ability to drive work vehicles on uneven roads. Ability to work under stressful conditions, deadlines, and competing priorities.

Environmental and Working Conditions

Position assignments include outdoor and indoor field, yards, office settings, and shop locations. Work location shops and field conditions are subject to varying weather conditions, heat variance from an open-air workshop and field service locations, and uneven terrain due to equipment location. Incumbents may be exposed to dust and chemicals from equipment being maintained, including paint line stripper, vegetation spray rigs, exhaust fumes from running equipment, gases, and fluids. May be exposed to intense noise levels from the shop, machinery, and equipment. May be required to wear safety equipment, including safety shoes and boots, glasses and face shields, ear plugs and muffs, protective gloves, and rain attire.



SENIOR EQUIPMENT WELDER

Bargaining Unit: SM Supervisory Management

Class Code:
3154SM

COUNTY OF ORANGE

Established Date: 06/07/1977

Revision Date: 01/27/2023

DEFINITION:

Under general supervision, to supervise and perform skilled heating, electric, heliarc, plasma cutting, brazing, and oxyacetylene welding in the fabrication and repair of heavy-duty equipment and trucks, and to perform other metal fabrication and repair work utilizing ferrous and non-ferrous metals as required.

The Equipment Welder series includes the following:

Equipment Welder (3152OS)

Senior Equipment Welder (3154SM)

CLASS CHARACTERISTICS:

The Senior Equipment Welder is the first level supervisory classification in the occupational series. Senior Equipment Welders typically supervise Equipment Welders and are responsible for the performance of advanced level welding to fabricate, install, or repair metal objects, equipment, and machinery. The Senior Equipment Welders job includes metal permanent attachment, joining and fabricating by the use of gases and electrical energy. Incumbents are expected to exercise a thorough knowledge of standard practices, materials, methods, and tools of welding and of the safety precautions of the welding trade.

EXAMPLES OF DUTIES:

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

1. Supervises welders, Trade Helpers, and contract welders.
2. Determines possible hazards in the work locations and instructs subordinates on safe work practices and proper use of tools and equipment.
3. Manage scheduling of department jobs and inventory for welding production.
4. Fabricates parts for, makes alterations to and repairs heavy duty and industrial equipment and trucks in the shop and field using shop and portable welding equipment.

5. Fabricates and assists in the design of truck bodies, non-powered heavy equipment such as sheepsfoot compactors, straw rollers and protection fence pulling devices.
6. Fabricates and assists in the design of all types of debris barriers, inlet grates and birdcage grates.
7. Lays out, positions and welds fabricated, cast, and forged component parts together, working from blueprints, sketches, and verbal or oral instructions.
8. Forges, tempers, and sharpens various kinds of tools and special parts by heat treating and tempering methods.
9. Performs a combination of welding duties such as heliarc welding, oxyacetylene cutting, welding and brazing, electric arc-air cutting and gouging of metals, arc welding of various metals, sheet metal work, repair of hand tools and design and installation of bitches, working from oral directions, sketches, and blueprints.
10. Reviews welding requests and formulates welding design draft renderings by confirming size dimensions and/or visits job sites to verify requests.
11. Operates and maintains blacksmith and welding shop machinery and equipment.
12. Makes reports and keeps records of time and work performed and records stock materials and drives to field sites to pick up parts.

MINIMUM QUALIFICATIONS:

Knowledge of

- Oxyacetylene, heliarc and electric arc welding process and the use of welding shop and blacksmith equipment and machinery
- Safety precautions and procedures applicable to the use of welding and blacksmith equipment and machinery
- Metal and soldering processes
- Metal cutting and shaping processes
- Plasma cutting processes
- Metal work, forging, drawing, shaping, tempering and hand tool manufacture and repair
- Physical properties of metal in relation to effects of heat, allowances for thickness, machining, weld shrinkage, electrode identification and welding techniques

Ability to

- Plan, layout, direct, inspect and assist in welding operations
- Recognize potential hazards associated with welding and blacksmith operations and ensure work is carried out safely
- Set up and operate electric arc and oxyacetylene welding equipment to perform welding operations.
- Weld various metals and pipe in all positions; select torch, torch tip, electrodes, filler rods and flux, according to welding charts or thickness, type of metal and bead
- Judge temperatures and the quality of welding joints and use skill in the operation of welding and blacksmithing tools
- Operate power machines such as saws, drill press and shears
- Carry out welding instructions furnished in written, oral, or diagrammatic forms
- Supervise and train employees
- Apply shop mathematics to practical problems such as computing dimensions and locating reference points from specification data when laying out work
- Keep simple records and prepare reports

Education and Experience

Four (4) years of experience performing welding work on a wide variety of facilities, using oxyacetylene, heliarc, and electric arc welding equipment; two years (2) of which must have been at a supervisory level.

Or

Three (3) years as an Equipment Welder with the County of Orange.

License/Certification

Possession of or ability to obtain prior to appointment a valid California Driver License, Class C or higher.

A valid California Class A or B driver's license may be required for some assignments.

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

Positions in this class typically require: body mobility to stand, stoop, kneel, crouch, squat, push, pull, or crawl; ability to move distances within and between warehouses, offices, and field locations; lift or move up to 50

pounds occasionally; climb stairs and ladders, and work, traverse, and balance atop of the stairs; vision efficient to read up close and at distances over 20 feet, and distinguish colors to identify road signs and signals, read color wire schematics, and identify correct ordered parts;; ability to detect, distinguish, and determine odors; requires the ability to speak and hear well enough to communicate clearly and understandably in person to individuals and groups; possess manual dexterity sufficient to use hands, arms, and shoulders repetitively and without limitation to range and motion to operate keyboards, tools, and specialized equipment; ability to drive work vehicles on uneven roads. Ability to work under stressful conditions, deadlines, and competing priorities.

Environmental and Working Conditions

Position assignments include outdoor and indoor field, yards, office settings, and shop locations. Work location shops and field conditions are subject to varying weather conditions, heat variance from an open air workshop and field service locations, and uneven terrain due to equipment location. Incumbents may be exposed to dust and chemicals from equipment being maintained, including paint line stripper, vegetation spray rigs, exhaust fumes from running equipment, gases, and fluids. May be exposed to intense noise levels from the shop, machinery, and equipment. May be required to wear safety equipment, including safety shoes and boots, glasses and face shields, ear plugs and muffs, protective gloves, and rain attire.



SOCIAL WORKER I

Bargaining Unit: CS Community Services

Class Code:
7008CS

COUNTY OF ORANGE

Established Date: 01/01/1950

Revision Date: 01/27/2023

DEFINITION:

Under close supervision, learn how to identify and assist with resolving complex individual and/or family social issues to develop or restore social functioning; and perform other duties as required.

The Social Worker series includes the following:

Social Worker I (7008CS)

Social Worker II (7012CS)

Senior Social Worker (7017CS)

CLASS CHARACTERISTICS:

This is the entry level classification in the Social Worker occupational series. Incumbents receive training and experience to prepare them for promotion to the journey-level class of Social Worker II. Incumbents of the class are provided training on the department's policies, regulations and procedures, and instructions in casework methodology. As experience is gained, incumbents are assigned caseloads assignments, and/or tasks with an increased level of complexity and work with a progressively increasing degree of independence.

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

EXAMPLES OF DUTIES:

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

1. Learn how to assess social services needs of clients and their family members by gathering data through interviews, home calls, professional staff, outside agencies, records, and other related sources. Develop, use, and coordinate County and community resources to meet these needs.

2. Learn to formulate case plans with participation of clients to resolve identified areas of individual or family social dysfunction; suggest alternate plans of action; assist clients to analyze their strengths in planning problem resolution; and select service plan with mutual agreement of clients.
3. Assist in providing information to individuals and public and private agencies on agency program policies, rules, and regulations. Explain decisions and actions as justified by state and federal regulations.
4. Learn to provide social services in program and problem areas to support and strengthen self-sufficiency in individual and family functioning.
5. Assist in referring clients for mandated social services including mental health/substance abuse/domestic violence, provide information, and make routine referrals to resources available throughout the County and within the community.
6. Maintain client confidentiality and determine program eligibility in accordance with regulations and established policies and procedures without regard to race, color, national origin, ancestry, religion, marital status, sex, age, physical or mental disability, medical condition, or personal philosophical views.
7. Learn to enter data accurately online into one or more computer systems. Utilize and understand various computer screens and complete and review computer documents and other forms.
8. Some positions may be required to conduct interviews in English and other language(s) and serve as an interpreter as needed.
9. Schedule, coordinate and monitor/supervise court ordered visits and documents in CWS/CMS.
10. Transport children or clients to court, therapy and court ordered visits with parents, medical appointments, school, and court hearings.
11. Obtain legal documents, i.e., birth certificates, death certificates, minute orders, police reports, school medical and immunizations reports, search for missing parents and noticing Native American Tribes of court proceedings.
12. Conduct visits to client's homes to assess living conditions and needs and deliver services.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Federal, State, and County social services programs, policies, rules, codes, and regulations
- Principles and methods of effective interviewing, counseling, job search and goal setting
- Socioeconomic problems, cultural differences and language barriers to employment associated with various ethnic or disadvantaged segments of the community

- Dynamics of human behavior including problem solving and motivational techniques to assist clients in analyzing their problems and working toward mutually agreed upon goals
- Factors which support and strengthen self-sufficiency in individual and family functioning in areas such as employment and training, money/home management and consumer education, child rearing, parenting, nutrition, and health maintenance
- Principles and techniques of interviewing to identify individual and family behavioral problems which cause social dysfunction
- Public and private community resources available to meet client needs
- Computer keyboarding related to entering and retrieving data

Ability to

- Identify social services needs and the resources available to meet these needs in specific program and problem areas
- Assist clients to recognize the basic causes of their social dysfunction, inability to obtain and/or retain education and/or employment, and provide support and strength in their efforts toward self sufficiency
- Secure the trust and cooperation of clients needing personal, vocational, and educational counseling to gain information concerning individual needs, interests, and aptitudes
- Communicate, interact effectively, and speak persuasively with personnel at various levels within public and private sectors and the general public
- Define problems, analyze data, and evaluate and select from possible alternatives for problem resolution
- Interview effectively to obtain facts and to recognize what case related information is relevant and significant
- Plan, organize, prioritize, and process work to ensure deadlines are met
- Learn complex medical terminology may be required for some positions
- Read, understand, and apply complex governmental regulations and directives
- Communicate effectively in English, both orally and in writing
- Organize, prepare, and present accurate written and oral information
- Adapt to changes in regulations, procedures assignments and work locations
- Explain departmental social services programs and policies, rules and regulations to individuals and public and private agencies
- Learn to access relevant computer databases and input and retrieve data as needed

- Use a county approved means of transportation to perform field work, attend meetings and training sessions

Education and Experience

Option I

Two (2) years of social casework experience as an Employment and Eligibility Specialist with the County of Orange.

Option II

Completion of 30 semester units from an accredited college with a minimum of 18 units in behavioral sciences such as psychology, counseling, sociology, social work, or related field and two (2) years of experience in a field such as group counseling, eligibility, or employment counseling.

Option III

Completion of 30 semester units from an accredited college with a minimum of 18 units in behavioral sciences such as psychology, counseling, sociology, social work, or related field and one (1) year of social casework experience in a private or public organization.

Option IV

Bachelor's degree from an accredited college in behavioral sciences such as psychology, counseling, sociology, social work, or related field.

License/Certification

Possession of a valid California driver's license by date of appointment or the ability to use an alternative method of transportation to carry out the essential functions of the job.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Body mobility to climb stairs, stand, walk, run bend, twist and/or kneel while making visits to client homes, transporting children or clients and their possessions. Ability to sit for prolong periods of time with little movement while driving, performing paperwork, or monitoring/supervising a visit. Hear and smell sufficiently to detect sounds and odors within a home. Vision sufficient to read lengthy documents, identify and distinguish between colors of a bruise or wound and visually assess living conditions of a home. Ability to speak and hear well enough to communicate clearly in person or on the telephone. Manual dexterity sufficient to operate office equipment such as computer keyboard or to take field notes.

Environmental and Working Conditions

Ability to work in an office setting and/or home work space environment; work outdoors in all types of climatic conditions including inclement, very hot and/or cold weather; make field visits to institutions like hospitals,

skilled nursing homes, mental health facilities, group homes, locked settings, correctional facilities or homes; climb stairs; and ability to interact and communicate with clients served, other health professionals, office support staff, and community partners on a continual basis.

Fieldwork may involve situations or locations that are uncertain, unpleasant, or hostile; driving to and entering residences with unsanitary environments, unpleasant sights or circumstances, and odors; and exposure to profanity, disturbing photos, foul language, verbal abuse from clients, and safety and health hazards such as communicable diseases, substance abuse, domestic issues, criminal history, mental/behavioral issues, or bodily fluids. May be required to respond to agitated, hostile or emotionally charged situations or assist a colleague in de-escalating situations.



SOCIAL WORKER II

Bargaining Unit: CS Community Services

Class Code:
7012CS

COUNTY OF ORANGE

Established Date: 01/01/1950

Revision Date: 01/27/2023

DEFINITION:

Under general supervision, identify and assist with resolving complex individual and/or family social issues to develop or restore social functioning; and perform other duties as required.

The Social Worker series includes the following:

Social Worker I (7008CS)

Social Worker II (7012CS)

Senior Social Worker (7017CS)

CLASS CHARACTERISTICS:

Social Worker II is the journey level classification in the Social Worker series. This class is responsible for providing essential social services, within established procedural guidelines, to individuals and/or families in a variety of program and problem areas. Assessments of client social services needs typically require insight into problems related to social dysfunction and an evaluation of data from a variety of sources. Incumbents provide support to strengthen self-sufficiency in individual and family functioning in defined program and problem areas and serve as catalysts and advisors in assisting clients to develop case plans which work toward mutually agreed upon goals. The Social Worker II is distinguished from the Social Worker I by the latter's responsibility to perform the more complex tasks of providing essential social services requiring greater skill, knowledge, and abilities.

EXAMPLES OF DUTIES:

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

1. Assess social services needs of clients and their family members by gathering data through interviews, home calls, professional staff, outside agencies, records, and other related sources. Develop, use, and coordinate County and community resources to meet these needs.
2. Formulate case plans with participation of clients to resolve identified areas of individual or family social dysfunction; suggest alternate plans of action; assist clients to analyze their strengths in planning problem resolution; and select service plan with mutual agreement of clients.

3. Provide information to individuals and public and private agencies on agency program policies, rules, and regulations. Explain decisions and actions as justified by state and federal regulations.
4. Provide social services in program and problem areas to support and strengthen self-sufficiency in individual and family functioning.
5. Refer clients for mandated social services including mental health/substance abuse/domestic violence, provide information, and make routine referrals to resources available throughout the County and within the community.
6. Maintain client confidentiality and determine program eligibility in accordance with regulations and established policies and procedures without regard to race, color, national origin, ancestry, religion, marital status, sex, age, physical or mental disability, medical condition, or personal philosophical views.
7. Enter data accurately online into one or more computer systems. Utilize and understand various computer screens and complete and review computer documents and other forms.
8. Some positions may be required to conduct interviews in English and other language(s) and serve as an interpreter as needed.
9. Schedule, coordinate and monitor/supervise court ordered visits and document in CWS/CMS.
10. Transport children or clients to court, therapy and court ordered visits with parents, medical appointments, school, and court hearings.
11. Obtain legal documents, i.e., birth certificates, death certificates, minute orders, police reports, school medical and immunizations reports, search for missing parents and noticing Native American Tribes of court proceedings.
12. Conduct visits to client's homes to assess living conditions and needs and deliver services.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Federal, State, and County social services programs, policies, rules, codes, and regulations
- Principles and methods of effective interviewing, counseling, job search and goal setting
- Socioeconomic problems, cultural differences and language barriers to employment associated with various ethnic or disadvantaged segments of the community

- Dynamics of human behavior including problem solving and motivational techniques to assist clients in analyzing their problems and working toward mutually agreed upon goals
- Factors which support and strengthen self-sufficiency in individual and family functioning in areas such as employment and training, money/home management and consumer education, child rearing, parenting, nutrition, and health maintenance
- Principles and techniques of interviewing to identify individual and family behavioral problems which cause social dysfunction
- Public and private community resources available to meet client needs
- Computer keyboarding related to entering and retrieving data

Ability to

- Identify social services needs and the resources available to meet these needs in specific program and problem areas
- Assist clients to recognize the basic causes of their social dysfunction, inability to obtain and/or retain education and/or employment, and provide support and strength in their efforts toward self sufficiency
- Secure the trust and cooperation of clients needing personal, vocational, and educational counseling to gain information concerning individual needs, interests, and aptitudes
- Communicate, interact effectively, and speak persuasively with personnel at various levels within public and private sectors and the general public
- Define problems, analyze data, and evaluate and select from possible alternatives for problem resolution
- Interview effectively to obtain facts and to recognize what case related information is relevant and significant
- Plan, organize, prioritize, and process work to ensure deadlines are met
- Learn complex medical terminology may be required for some positions
- Read, understand, and apply complex governmental regulations and directives
- Communicate effectively in English, both orally and in writing
- Organize, prepare, and present accurate written and oral information
- Adapt to changes in regulations, procedures assignments and work locations
- Explain departmental social services programs and policies, rules and regulations to individuals and public and private agencies
- Learn to access relevant computer databases and input and retrieve data as needed

- Use a county approved means of transportation to perform field work, attend meetings and training sessions

Education and Experience

Option I

One (1) year of experience as a Social Worker I with the County of Orange.

Option II

Two (2) years of experience, from another California county, in a position equivalent to a Social Worker II with the County of Orange.

Option III

Completion of 30 semester units from an accredited college in behavioral sciences such as psychology, counseling, sociology, social work, or related field and three (3) years of progressively responsible social work casework experience in a public or private organization.

Option IV

Bachelor's degree from an accredited college in behavioral sciences such as psychology, counseling, sociology, social work, or related field and two (2) years of social casework experience in a public or private organization.

License/Certification

Possession of a valid California driver's license by date of appointment or the ability to use an alternative method of transportation to carry out the essential functions of the job.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Body mobility to climb stairs, stand, walk, run bend, twist and/or kneel while making visits to client homes, transporting children or clients and their possessions. Ability to sit for prolong periods of time with little movement while driving, performing paperwork or monitoring/supervising visits. Hear and smell sufficiently to detect sounds and odors within a home. Vision sufficient to read lengthy documents, identify and distinguish between colors of a bruise or wound and visually assess living conditions of a home. Ability to speak and hear well enough to communicate clearly in person or on the telephone. Manual dexterity sufficient to operate office equipment such as computer keyboard or to take field notes.

Environmental and Working Conditions

Ability to work in an office setting and/or home work space environment; work outdoors in all types of climatic conditions including inclement, very hot and/or cold weather; make field visits to institutions like hospitals, skilled nursing homes, mental health facilities, group homes, locked settings, correctional facilities or homes;

climb stairs; and ability to interact and communicate with clients served, other health professionals, office support staff, and community partners on a continual basis.

Fieldwork may involve situations or locations that are uncertain, unpleasant, or hostile; driving to and entering residences with unsanitary environments, unpleasant sights or circumstances and odors; and exposure to profanity, disturbing photos, foul language, verbal abuse from clients, and safety and health hazards such as communicable diseases, substance abuse, domestic issues, criminal history, mental/behavioral issues, or bodily fluids. May be required to respond to agitated, hostile or emotionally charged situations or assist a colleague in de-escalating situations.



SENIOR SOCIAL WORKER

Bargaining Unit: CS Community Services

Class Code:
7017CS

COUNTY OF ORANGE

Established Date: 01/01/1950

Revision Date: 01/27/2023

DEFINITION:

Under direction, identify and assist with resolving complex individual and/or family social issues to develop or restore social functioning; and perform other duties as required.

Depending on the needs of the department, some positions will be assigned to work in other program areas which may include but is not limited to: Voluntary Family Services, Orangewood Children and Family Center (OCFC), hotline staff, and placement and assessment.

The Social Worker series includes the following:

Social Worker I (7008CS)

Social Worker II (7012CS)

Senior Social Worker (7017CS)

CLASS CHARACTERISTICS:

This class is responsible for the identification, assessment and treatment of a variety of complex social issues associated with such areas as: elder and child abuse, dependency, immigration, family reunification, placement, custody, adoptions, guardianship to the mentally disabled, individual protective services, and individual and/or family functioning. Incumbents analyze, evaluate, and treat individual and/or family groups in which a variety of social and economic barriers may be involved.

This class differs from the Social Worker II class in that the latter is a journey level position. Incumbents in this position only assume a supervisory role in the absence of the Social Services Supervisor I.

EXAMPLES OF DUTIES:

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

1. Assess complex social service cases of applicants and recipients with a variety of social and economic challenges by gathering relevant data from interviews, performing home visits, consulting with other

professional staff, and reviewing or seeking out various other informational sources; determining the type and extent of client functioning; and identify underlying social/psychological causes.

2. Formulate complex case plans and alternative plans of action designed to develop and/or restore individual and/or appropriate family social functioning that may be reviewed by the courts or regulatory agencies; make decisions which impact the potential safety and well-being of clients; and prepare social histories, counseling schedules, and summaries of major social and psychological causes.
3. Investigate suspected allegations of abuse and neglect and ensure the safety and well-being of clients.
4. Provide treatment services for a variety of complex client social service needs; monitor progress of case plan implementation by evaluating client behavior change and by consultation with other professionals regarding client progress; redefine and modify case plans as necessary to meet changing social service needs of clients; and terminate services or refer clients to other agencies when appropriate.
5. Provide information to individuals and public and private agencies on Agency programs, policies, rules and regulations. Inform attorneys of record, including County Counsel regarding child welfare and elder abuse codes and regulations and explain recommendations; work with law enforcement and District Attorney on criminal case including having to testify in court; and be on-call for subpoena service and/or attend court to provide testimony at the attorney/judge request.
6. Develop, use and coordinate Agency and community resources to meet social service needs of clients; engage, motivate, and empower clients to participate in therapeutic and employment related services and activities; determine and address risk factors and barriers which limit access to services; and innovation is sometimes required to locate or create suitable referrals.
7. Prepare complex case records, detailed and legally sound court reports and related Agency and program reports and referrals within designated time frames.
8. Compile statistical data concerning abuse, contacts, and disposition of cases.
9. Comply with and implement specific court orders related to the presentation and disposition of cases, which may include detailed research, notification of missing parents seeking new/alternative or emergent placement options and transporting children and/or youth out of state and/or surrounding counties.
10. Enter data accurately online into one or more computer systems; utilize and understand various computer software programs.

MINIMUM QUALIFICATIONS:**Thorough Knowledge of**

- Established techniques, casework methods and theories used to diagnose individuals and families with a variety of complex social issues
- Dynamics of human behavior including individuals and families with various social, psychological, and economic challenges
- Various treatment modalities and alternatives for individuals and families with a variety of complex social, psychological, and economic challenges

General Knowledge of

- Principles and techniques of interviewing necessary to determine facts and to clarify perceived relevant and significant information from hostile and/or reluctant individuals
- Public and private agencies and the community resources available to meet client social service needs
- Methods and techniques of counseling
- Child and elder/dependent adult abuse reporting requirements
- Adult psychopathology, psychology of families, child development and the assessment, aging process, management and treatment techniques for children and adults with a wide variety of social, psychological, medical, and economic challenges
- Cross-cultural differences in family and social functioning
- Federal, state, and local legislation and codes governing the administration of social programs
- Computer keyboarding related to entering and retrieving data

Ability to

- Identify complex social service needs and the resources available to meet these needs
- Evaluate relevant case data to determine the cause(s) of individual or family social dysfunction. Learn court and mediation procedures
- Establish and maintain effective working relationships with clients, public and private agencies, and departmental staff
- Maintain and safeguard client's information for privacy
- Interview effectively to obtain case-related data from hostile and/or reluctant clients

- Counsel clients to recognize the causes of individual and family social dysfunction and support their efforts toward self-sufficiency and healthy, stable family relationships
- Explain departmental social services programs and policies, rules and regulations to individuals and public and private agencies
- Develop, use, and coordinate departmental and community resources to meet client needs
- Maintain assigned caseloads
- Communicate effectively in English, both orally and in writing
- Prepare clear, concise, and legally acceptable reports and records. Organize and maintain accurate case records
- Learn the Child Welfare System (CWS) case management computer application system
- Use a computer keyboard to enter case data access and maintain case file information and prepare court reports
- Use a county approved means of transportation to perform field work, attend meetings and training sessions

Education and Experience

Applicants may apply if within six (6) months of completing their academic program to meet the educational requirements listed. An official letter of anticipated graduation from the Director of Field Education is required at the time of application. Applicants will be required to provide proof of completing their education at the time of appointment.

Option I

Two (2) years as a Social Worker II with the County of Orange.

Option II

Two (2) years of experience, from another California county, in a position equivalent to a Senior Social Worker with the County of Orange.

Option III

Completion of 30 semester units from an accredited college in behavioral sciences such as psychology, counseling, sociology, social work, or related field and four (4) years of progressively responsible social work casework experience in a public or private organization.

Option IV

A Bachelor's degree from an accredited college in behavioral sciences such as psychology, counseling, sociology, social work, or related field and three (3) years of progressively responsible social work casework experience in a public or private organization.

Option V

A Master's degree in social work or psychological counseling from an accredited college, or possession of a Marriage, Family and Child Counseling (MFCC) License, or Social Worker (LCSW) License issued by the California Board of Behavioral Science Examiners. A Master's degree in Gerontology is acceptable for Adult Protective Service positions only.

License/Certification

Possession of a valid California driver's license by date of appointment or the ability to use an alternative method of transportation to carry out the essential functions of the job.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Body mobility to climb stairs, stand, walk, run bend, twist and/or kneel while making visits to client homes, transporting children or clients and their possessions. Ability to sit for prolonged periods of time with little movement while driving, performing paperwork or monitoring/supervising visits. Hear and smell sufficiently to detect sounds and odors within a home. Vision sufficient to read lengthy documents, identify and distinguish between colors of a bruise or wound and visually assess living conditions of a home. Ability to speak and hear well enough to communicate clearly in person or on the telephone. Manual dexterity sufficient to operate office equipment such as computer keyboard or to take field notes.

Environmental and Working Conditions

Ability to work in an office setting and/or home work space environment; work outdoors in all types of climatic conditions including inclement, very hot and/or cold weather; make field visits to institutions like hospitals, skilled nursing homes, mental health facilities, group homes, locked settings, correctional facilities or homes; climb stairs; and ability to interact and communicate with clients served, other health professionals, office support staff, and community partners on a continual basis. Fieldwork may involve situations or locations that are uncertain, unpleasant, or hostile; driving to and entering residences with unsanitary environments, unpleasant sights, and odors; and exposure to profanity, disturbing photos, foul language, verbal abuse from clients, and safety and health hazards such as communicable diseases, substance abuse, domestic issues, criminal history, mental/behavioral issues, or bodily fluids. May be required to respond to agitated, hostile or emotionally charged situations or assist a colleague in de-escalating situations.



TRAFFIC PAINT SPRAYER

Bargaining Unit: OS Operations and Service
Maintenance

Class Code:
3525OS

COUNTY OF ORANGE

Established Date: 07/01/1972

Revision Date: 01/27/2023

DEFINITION:

Under supervision, to operate, maintain and repair high pressure paint striping and related machinery or equipment; to operate striper, stencil truck, crew truck and forklift; to operate a forklift lifting large quantities of paint and other products used in paint striping; to monitor and operate critical paint switches and pressure indicators; and to do other work as required.

CLASS CHARACTERISTICS:

Positions in this class operate highly complex integrated paint striping equipment, including paint sprayers, auxiliary pumps, air compressors and heat exchange units and monitor related multiple temperature and pressure gauges and warning lights. Paint spraying equipment is operated within close tolerances requiring independent judgment, manipulation of multiple switches and controls and manual dexterity to prevent waste of material and damage to equipment.

EXAMPLES OF DUTIES:

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

1. Operates paint spray gun in applying lane division and center line markings on roadways; aligns spray gun carriages with proper traffic striping marks; operates master control switches to modify type of spray pattern desired prior to and during the spraying process; works within close tolerances to ensure specifications are met.
2. Monitors control console to determine adequacy of numerous critical pressures and temperatures at various points throughout the pumping and heating systems incorporated in the traffic paint spraying equipment; takes appropriate action to rectify abnormal conditions.
3. Adjust valves, levers and electrical switches which regulate pressure to spray guns, bead guns, indicator plates, solvent circulation systems, heat exchange and paint circulation systems and control temperatures of heat exchange oil and paint product.

4. Operates forklift required to lift large quantities of paint product and reflective glass bead totes for loading purposes.
5. Cleans all paint systems, including paint tanks, bead and paint guns and lubricators, circulating pumps, supply pumps, inductor plates, paint filters and related equipment used in the paint spraying operation. Maintains all systems and performs repairs necessary to keep paint spraying equipment in operable condition.
6. Installs work construction signs and barricades as needed to prepare work site; removes signs and barricades accordingly.
7. Initiates and observes appropriate traffic safety rules and precautions for personnel and the public when operating paint spraying and related equipment.
8. Performs lane modifications with various pattern lines, servicing traffic legends and road lines, applies reflective paint and reflective glass beads on road lines, road delineations, markers, paint parking lots while safely performing traffic control.
9. Performs traffic control to ensure safe and optimal operating conditions while performing road paint work.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Safe work practices required when using high pressure paint spraying equipment and the safety precautions required to protect personnel and property from damage and/or destruction
- Work area traffic control and transportation guidelines; ordinances and laws related to traffic signs and markings; California Manual on Uniform Traffic Control Devices
- Operation and maintenance of high pressure paint spraying equipment including set up procedures, pressure and temperature adjustments and equipment cleanup techniques
- Paint products used to operate and maintain high pressure paint spraying equipment
- Microsoft Office programs such as Outlook and Word

Ability to

- Operate paint striping equipment within close tolerances; observe and interpret paint striping plans markers; adhere to operating procedures necessary to activate and shut down integrated high pressure paint striping equipment
- Operate paint truck and other vehicles; operate forklift, Stripe Hog and bituminous applicator, stencil truck
- Perform heavy and manual tasks such as loading, unloading, and moving equipment, and paint supplies; use tools and equipment in a safe and efficient manner

- Understand and follow written directions and oral instructions; give instructions and direct the work of others
- Ability to read and respond to work orders and complete inventory sheets
- Read signs, labels, work schedules and simple instructions in English
- Speak basic English well enough to be understood, to understand directions, and effectively carry out instructions
- Ability to measure surfaces, count, add and subtract small numbers
- Depending on assignment, incumbents may be required to interact and communicate with members of the public and business partners
- Use a County-approved means of transportation

Education and Experience

High School Diploma or equivalent (G.E.D.)

At least one year experience operating high pressure paint spraying equipment.

Or

One year of experience in skilled maintenance, construction, or related work which would have developed the knowledge and abilities listed above.

License/Certification

Possession of a valid California Driver License, Class C or higher, is required; a Class B or higher is required for certain assignments.

Possession of a Forklift Operator Certificate within 60 days of hire.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Body mobility to walk, climb, stand, stoop, kneel, crouch, squat, lift, reach, balance, bend, push, pull, or crawl, raise objects, twist at the waist, frequently turn the neck up and down and side to side to perform strenuous physical/manual labor; manual dexterity to use hands, arms, and shoulders repetitively and without limitation to range and motion to operate a keyboard, tools, machinery, and related equipment, walk up and down uneven terrain or irregular surfaces or hills; vision sufficient to read standard text, to drive a vehicle in various weather and traffic conditions, distinguish colors to identify road signs and signals; awareness to work safely in high traffic volume area; upper body strength to lift/push/pull/carry up to 50-pounds objects and to work under

various weather condition; speak and hear well enough in regular and noisy environments to communicate clearly and understandably in person, on the phone, or use a handheld device such as a two-way radio.

Environmental and Working Conditions

Work is performed primarily outdoors with exposure to smoke, fumes, gases, varying heat or cold temperatures, high frequency noise, and other traffic and weather conditions. May be exposed to pollens, dust, fumes, birds, toxic chemicals, other contagious environments, oils, pesticides, animals and wildlife. Requires the use and wear of safety equipment, including face shields, safety glasses, face masks, respirators and rubber footwear with shanks, protective clothing and gloves, sun and hearing protection, kneepads and safety vests, and hard hats.